

**Recommendations / Guidelines
For Residential Plan Submittal**

**City Of Lovelock
Engineering and Building Department**

**400 14th Street
Lovelock, NV 89419**

**Mailing Address:
P.O. Box 238
Lovelock, NV 89419**

Important Information

Projects to be reviewed by the Engineering & Building Department may undergo a special review process. These special review may consist of any one of the following:

- *Major Project Review
- *Special Use Permit
- *Site Plan Review
- *Variance

To determine if your project requires such a review, please contact the Lovelock Engineering & Building Department.

City of Lovelock Engineering & Building Department

775/273-2356

Residential Plan Submittal Checklist

For residential structures, single family, group R, division 3 occupancies and garages/carports, group M, division 1 occupancies.

Minimum Standards for Building Permits

Plans, specifications and calculations submitted to the Building Official must be of sufficient nature to clearly show the project in its entirety with emphasis on the following:

1. Structural integrity
2. Life safety assurance
3. Architectural barriers
4. Building Code compliance

The minimum required drawings will depend greatly upon the size, nature and complexity of the project. However, the following is the minimum recommended standard required before the Building Official shall begin the plan review process. **Additional remodels may not require all of the following components for plan submittal and for a permit.**

General Requirements

A permit application, which is available at the Lovelock Building Department, must be filled out. Applications should be filled out completely. Two (2) complete sets of plans and calculations prepared by a licensed professional shall be wet stamped, signed and dated in accordance with NRS 623 and 625. Plans that are the responsibility of the contractor or the owner-builder shall be stamped by the Building Department and signed by the responsible party assuming the design responsibility. All plans must be submitted in person. No mail in plans will be accepted. Plans shall be black or blue line and contain no added "changes" in ink or pencil. If pre-engineered trusses are to be used engineering calculations must be included with each set of plans submitted to the Building Department. Energy calculations must be included with each set of plans. Each of the plans shall include, but not necessarily be limited to:

1. Site Plan
2. Foundation Plan
3. Floor Plan
4. Floor Framing Plan
5. Elevations
6. Building Sections and Wall Sections, Revisions, Standards

1. Site Plan

Show proposed new structure, project address and indicate all design professionals. Show any existing buildings or structures. Show all property lines with dimensions and all streets, easements and setbacks. Show all water, sewer and electrical points of connection. Show proposed service routes and existing utilities on the site. Show drainage and grading information (with reference to finished floor and adjacent street grades). Indicate drainage flow locations and specify areas required to be maintained for drainage purposes. Drainage from one lot to another is prohibited. Show north arrow.

2. Foundation Plan

Show all foundations and footings. Indicate size, locations, thickness, material and reinforcing. Show all embedded anchoring, such as anchor bolts, hold-downs and post bases. If bad soil is anticipated, provide a soils report for the proposed site.

3. Floor Plan

Show all floors including basements. Show all rooms with their use, overall dimensions and locations of all structure elements. Show permanent equipment and openings. Show all doors and windows. Provide door and window schedules or sizes. Indicate all fire assemblies, occupancy separations, fire and draft stops.

4. Floor Framing Plan

Show all structural members, and their sizes, method of attachment, location and materials for floor and roofs. If pre-engineered trusses are to be used, calculations must be submitted with each set of plans. A truss layout may be necessary to indicate their locations.

5. Elevations

Show all views. Show all vertical dimensions and heights. Indicate all opening and identify all materials.

6. Building Sections and Wall Sections

Show as many sections to the structure as may be necessary to properly identify the structure. Some structures require more than one section. Identify footings, their sizes, all reinforcements in the footing, insulation on the stem walls or floors, and footing distances below grade. Show floor joist distances, mudsills, anchor bolts, girders, posts, and pier locations. Show floor covering, wall construction, siding and type of gypsum wallboard on ceilings and walls. Show wall insulation, top and bottom plates, blocking, rim joists, roof rafters, or trusses. Show attached decks, posts, piers and anchoring

methods. Show all cross sectional changes in elevation on section and all dimensions. Show lumber sizes, species, and spans of the materials used.

Revisions

For clarity all revision should be identified with a delta symbol and clouded on the drawing or resubmitted as a new project.

Standards

It is the responsibility of the principal designer to verify the work is completed and consistent. If the plans do not meet this criteria, the Building Official may take any of the following actions:

- A. Provide a complete list of corrections
- B. Increase the plan check fee for additional plan review tim required due to lack of completeness.
- C. Return plans unchecked.
- D. If construction has not been completed within 12 months of the original issue of the building permit, then it will be necessary to reapply for a building permit. Refunds will be awarded less expenses incurred by the City.
- E. Building permits shall expire when an inspection has not been completed in the preceding 180 days of the previous inspection.

This information is not to be construed as a final and/or complete list of requirements, but as a preliminary checklist for submittal of plans.