Carson City Building Division

Kevin Gattis, Chief Building Official

DEMOLITION

PLAN SUBMITTAL REQUIREMENTS

General Information:

- A demolition plan submittal must include the following items, incomplete plan submittals will not be accepted:
  - Four (04) **site plans** – Properties on well and/or septic must submit one (01) additional site plan
- Plans must be prepared on a **minimum of 11″ x 17″ paper size.**
- Plans **must be photocopies, or original blue or black ink drawings**. The use of colored ink, other than blue or black, or the use of colored ink beyond that which is used for licensing seals and/or original signatures on plan sets. Would constitute grounds for an automatic rejection of the application. Plans with original pencil drawings or notes, will also be rejected.
- Site plans must be fully dimensioned and drawn to one of the following **approved engineering scales: 1”=10’, 1”=20’ & 1”=30’**
- Provide a **title block on each plan sheet** with the project address and assessor parcel number (APN). If applicable, include the owner’s name and contact information.
- **When plans are prepared by an Owner/Builder**, in compliance with Nevada Revised Statute (NRS), the plan set must have the owner’s name and address printed in a title block labeled “Designer” on each plan sheet. Below this information, within the “Designer” title block on the Site Plan and Cover Sheet must be an original signature with date of signing. To avoid confusing this signature with a copy or facsimile, Carson City Building Division staff recommends that this signature be in colored ink. (Some color other than black)
- **Plans prepared by a Nevada licensed General Contractor** must have the <u>business name</u>, <u>business address</u>, <u>bid limit</u>, <u>license classification type</u>, <u>license number</u> and <u>license expiration date</u> printed in a title block labeled “Designer” on the each sheet of the plan set. Below this information, within the “Designer” title block on the Site Plan and Cover Sheet must be an <u>original signature of the qualified employee on the license, with the date of signing</u>.
- **Plans prepared by a Nevada licensed Registered Design Professional** (Architect, Residential Designer, or Engineer) must comply with the applicable Nevada Administrative Code (NAC) for their licensure.

  NOTE: Projects were the use of the property does not allow the owner to qualify for the exemptions under Nevada law to be issued a demolition permit

- **Provide a bond covering the costs of the demolition project** - Prior to issuance of a permit to move or demolish a building or structure, a minimum $5,000.00 bond shall be posted to guarantee full compliance with all terms and conditions as specified on the application. (CCMC 15.05.010 Section 105.3)

Sheets That Constitute a Complete Plan Set:

Plans and specifications must be of sufficient quality to clearly indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the technical codes and all relevant laws, ordinances, rules and regulations. The following information must be incorporated on the plans as outlined below; some items may not be applicable to your specific project:

- **Site Plan**
  - Provide North Arrow
  - Site plan must be drawn to an approved engineering scale (1"=10', 1"=20' & 1"=30'). Indicate on the Site Plan the approved engineering scale used.
  - Provide APN (Assessor Parcel Number) and address of proposed project.
  - Show the complete parcel, with all property lines dimensioned
  - Show all easements
  - Show the location of the structure(s) to be demolished, all existing structures on the property, location of the capping of the water and sewer or abandonment of well and septic.
  - **Utilities:** Show all utility laterals to the building (water, sewer, power, TV, phone, septic, replacement field).
  - Indicate the street name(s) that border the property
- **Scope of Work**
  - Provide a detail and itemized project scope of work. A "scope of work" is an itemized narrative explaining what work will be performed under the permit. Ex.: "1. Remove and cap sewer", "2. Slurry fill the existing septic tank, per Carson City requirements", etc.

    The Scope of Work may be either a separate typed 8 ½" x 11" sheet signed by the applicant on letterhead, or may be a included as text or general notes on the Site Plan

Policies & Procedures:

- Plan Review time frames differ depending on the complexity of the project, please refrain from contacting the assigned Plans Examiner until the project has been reviewed. At time of submittal, the Permit Center staff will make the applicant aware of the typical plan review timeframes for the submitted project.
- Plan submittals that are reviewed and found deficient, the contractor will receive a detailed letter requesting that all deficiencies are to be addressed. It is the responsibility of the contractor, or the designated contact individual to coordinate the correction of all plan deficiencies. The designated contact individual will be notified to remove previously submitted plan sets for correction.
- Once all deficiency items have been addressed the designated contact individual for the project may resubmit corrected plan sets. However, please be aware that the Carson City Building Division will not accept incomplete or piecemeal resubmittals.
- Once plans are approved, the contractor of record will be notified.

This is intended to be a guide to the minimum requirements for residential plan submittals for a building permit. Since individual site conditions vary, additional requirements may apply. Plans and specifications must be of sufficient clarity to indicate the location, nature, and extent of the work proposed; and shows in detail that it will conform to the provisions of the technical codes and relevant laws, ordinances, rules, and regulations.