



Carson City Building Division

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COMMERCIAL COACH/JOB TRAILER COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

General Information:

- A Temporary Power Pole for electrical service is included with the coach permit.
- A minimum plan submittal must include the following items:
 - Two (02) **complete site plans**
 - Completed **Authorization for Commercial Coach as Temporary Office or Construction Office** form
- Plans must be prepared on a minimum of **11" x 17" paper size**.
- Plans **must be photocopies or original blue or black ink drawings**.
- Provide a **title block on each site plan** with the project address and assessor parcel number (APN). Include the contractor's business name, business address, license number, and license expiration date.

The Site Plan Must Contain The Following Information:

- 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 existing structures on the property.
- Provide dimensioned minimum Planning Division established setback lines around inside perimeter of the property line – this is commonly referred to as the "Building Envelope".
- Provide dimensioned setback lines between the proposed construction and the property lines
- Provide dimensioned setback lines between the proposed construction and other structures on the same parcel (existing and proposed).
- **Utilities:** Show all utility laterals to the building (water, sewer, power).
- Indicate the street name(s) that border the property
- **Right-of-way improvements:** All existing and proposed right-of-way improvements including curb, gutter, and sidewalk shall be shown.
- Provide a Drainage Plan that shows the direction and percentage of flow around the perimeter of the proposed construction. The finished grade must have a **minimum of 6" (six inches) (5% min.) of fall for the first 10'-0"** away from the foundation; however, finished grade must not allow drainage to flow towards neighboring structures or cross property lines. Drainage should either flow toward the public right of way, or be designed to be retained on the property. ('12 IBC 1804.3)
- Indicate the applicable construction codes for the project. Typically, the minimum codes are the 2012 IBC and the 2011 NEC for temporary offices, without plumbing.
- Provide a section detail of the exterior stairs, which shows compliance with the rise and tread depth, landing and handrail requirements of the 2012 International Building Code ('12 IBC). Note: Maximum rise is 7", Minimum tread depth is 11" ('12 IBC Section 1009.7.2)