



# Carson City Building Division

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## TENANT IMPROVEMENT COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

### Plan Submittal:

Provide *one* complete set of digital plans on a CD or USB in **PDF format**. The digital files need to have the plans and all supporting documents in individual folders that are correctly labeled. Please ensure all pages within the plan set are facing the same direction to ensure legibility for the reviewer. **Documents submitted to the building official for review are required to be stamped or sealed, pursuant to the legal requirements for that design professional.**

### Digital Requirements with every submittal:

#### Folder Naming (within the CD or USB):

(Example shown)

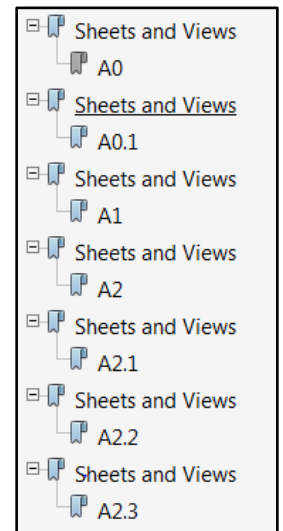
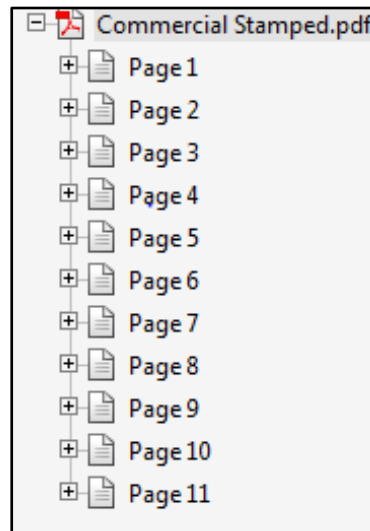
- Plans
- Structural Calculations
- Truss Calculations
- Energy Documents
- Technical Studies, i.e. Soils, Drainage
- Manufactures Specifications
- Water and Sewer Documents

Name
1. Plans
2. Structural Calculations
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4. Energy Documents
5. Technical Studies, i.e. Soils, Drainage
6. Manufactures Specifications
7. Water and Sewer Documents

#### Within each complete set of digital plans submitted, all

sheets should be within **One PDF Document.**

(Examples shown)



### Physical Requirements with every submittal:

Provide *two* complete sets of physical plans. **Documents submitted to the building official for the review are required to be stamped or sealed, pursuant to the legal requirements for that design professional.** A minimum commercial plan submittal shall include the following items; incomplete plan submittals will not be accepted.

- Plans
- Structural Calculations
- Truss Calculations
- Energy Documents
- Technical Studies, i.e. Soils, Drainage
- Manufactures Specifications
- Water and Sewer Documents

## General Requirements:

- Plans shall be on **11" x 17" or larger** paper sizes and all design sheets within the plan set should be the same size.
- Plans **shall be photocopies or original blue or black ink drawings.**
- Plans shall be fully dimensioned and drawn to a minimum 1/4"-1'-0" scale or greater. Interior elevations or details shall be drawn to a minimum 1/2"-1'-0" or greater scale. The scale shall be indicated on each page and on each separate detail or elevation.
- Commercial Tenant Improvement plan submittal shall include the following:
  - **Complete application**
  - **Water Usage form**
  - Provide **two (02) copies** of the following:
    - **Project "Spec" Book** – required for projects that require Health Dept. approval
    - **COMcheck**
  - **Two (02) COMPLETE plan sets**
- **Carson City Health and Human Services (CCHHS)** will need to review plans for the following commercial projects:
  - Food and Drink Establishments
  - Commercial Pools and Spas
  - Hotels
  - Motels
  - Recreational Vehicle Parks
  - Mobile Home Parks
  - Child Cares facilities
  - Invasive Body Decoration
  - Public and Private Schools
- **Plans prepared by a Nevada licensed Registered Design Professional (Architect or Engineer)** shall bear an original licensing seal ("wet stamp"), in compliance with Nevada Administrative Code (NAC)
- **Architectural plans prepared by a Nevada licensed General Contractor** shall have the following information on the Cover Sheet of the plan set:
  - Business Name
  - Business Address
  - Bid Limit
  - License Classification Type
  - License Number
  - License Expiration Date
  - Name of Qualified Employee, with an original signature
- **Sub-contractors** when acting in the capacity of a "Design / Builder" shall assume responsibility for their portion of the project. Each individual plan sheet shall have the following information within a block labeled "Designer":
  - Business Name
  - Business Address
  - Bid Limit
  - License Classification Type
  - License Number
  - License Expiration Date
  - Name of Qualified Employee, with an original signature
- Provide a **Title Block** on each sheet of the plans with the following minimum information: Project Address with unit or suite designation, Assessor's Parcel Number (APN), and name of the commercial subdivision or plaza identified.

## Minimum Plan Submittal Requirements: *(As dictated by the scope of the project):*

- **Cover Sheet**
  - **Indicate the design professionals** involved with the project, with address and contact number

- **Indicate all contractors** involved with the project, with address, and project manager's name and contact numbers
- **Design Criteria**
  - **Construction Codes**
  - **Building Construction Type**
  - Indicate if the building is equipped with an **Automatic Fire Extinguishing System**
  - Indicate if the building is equipped with an approved **Fire Alarm System**
  - **Total square footage** of tenant space – For remodels within a tenant space, indicate the overall square footage and the square footage of the area affected by the remodel.
  - **Occupancy Type(s)**
  - **Total Occupant Load** (If applicable, broken down between the existing portion of the building and the addition)
- **Key Plan** – identify the location of the unit or suite to be improved within a larger complex
- **Existing Floor Plan**
- **Egress Floor Plan**
- **Architectural Floor Plan**
- **Reflected Ceiling Plan** - When applicable
- **Electrical Plan(s)**
- **Mechanical Plan(s)**
  - Mechanical Floor Plan
  - Duct Layout Plan
- **Plumbing Plan(s)**
  - Plumbing Floor Plan
  - Drain, Waste & Vent (DWV) Isometric
  - Water Supply Isometric
  - Gas Piping One-Line Diagram
- **Structural/Framing Detail(s)**