



# CITY OF ELKO

BUILDING DEPARTMENT

1753 COLLEGE AVE

ELKO NV 89801

PH 775.777.7220 FAX 775.777.7229

## MANUFACTURED HOME FOUNDATION /SITE UTILITIES

### PLAN SUBMITTAL CHECKLIST

Applicant Name:	Contact:
Job Site Address:	

This checklist outlines the minimum documentation necessary to allow the permit application to be taken in for review. While we have attempted to include the majority of items, it is not an all-inclusive list and does not take the place of the currently adopted building codes. Please take a few moments to review your plan submittal documents. When each of the items has been checked by you, sign the bottom of the form.

- **APPLICATION WILL NOT BE ACCEPTED FOR SUBMITTAL UNTIL ALL OF THE APPLICABLE ITEMS ARE INCLUDED, INCLUDING THIS CHECKLIST**
- It is the responsibility of the design professional and contractors to be familiar with and comply with all codes and ordinances adopted by the City of Elko.

Stamping / Signing of plans prepared by:

- Nevada Licensed Registered Design Professional – (Architect, Engineer) and shall comply with the applicable NAC (Nevada Administrative Code) for their licensure.
- Nevada Licensed Contractor – A General Contractor may assume architectural design responsibility, when the following conditions are met:
  - When submitting plans for review, it is the responsibility of the designer to provide a complete plan set that demonstrates a working knowledge of residential design and all applicable construction codes. **Plan submittals that fail to show a minimum level of design proficiency will be rejected**, and the applicant will be instructed to seek the guidance of a licensed Nevada registered design professional.
  - Plans shall have the following information in the “designer” block on the cover sheet of the plan set: Business name, Business address, Bid Limit, License Classification, License Number, License expiration date, Name of qualified employee, with original signature.
- Owner/Builder – in compliance with NRS (Nevada Revised Statute), the plan set must have the owner’s name and address printed in the “designer” block on the cover sheet. Below this information shall be an original signature with date of signing.
  - When submitting plans for review, it is the responsibility of the designer to provide a complete plan set that demonstrates a working knowledge of residential design and all applicable construction codes. **Plan submittals that fail to show a minimum**

**level of design proficiency will be rejected**, and the applicant will be instructed to seek the guidance of a licensed Nevada registered design professional.

- Sub-contractors (Mechanical, Plumbing, Electrical, Fire Suppression, etc.) 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 on the “designer” block: Business name, Business address, Bid Limit, License Classification, License Number, License Expiration Date, name of qualified employee, with original signature.

REQUIRED SUBMITTAL ITEMS					
Plans will not be accepted for review with any of the following: Plans stamped “preliminary,” “for review only,” or “not for construction.” Plans drawn in pencil, pen ink or colored highlighting					
	Yes	N/A	Item	Comments	
1			Application - completed and signed		
2			Two <u>complete</u> sets of properly stamped and signed plans		
3			Properly stamped and signed reports and certifications as required (soils report, septic tank permit, flood plain cert., etc.)		
4			Zoning Decisions, Flood Permit, Variances, etc.		

DESIGN CRITERIA / ENGINEERING					
	Yes	N/A	Item	Comments	
1			All applicable codes		
2			Occupancy group, type of construction		
3			Correct Design Criteria (Seismic zone, Wind / snow loads, etc.)		
4			Stamped structural engineering due to complexity		
5			Geotechnical engineering (where required)		

**SITE PLAN**

**Drawn to scale with scale indicated (1" = 20' or larger) and dimensioned. Use separate sheet.**

	Yes	N/A	Item	Comments	
1			Street address and APN (parcel number)		
2			North arrow and scale of drawing		
3			Names and locations of all adjacent streets; locations of curb, gutter, and sidewalk		
4			Lot dimensions (complete parcel) – all sides		
5			Street Right-of-Way line (note: back of sidewalk is not the right-of-way line)		
6			Location, dimensions and distances from property lines of all proposed and existing buildings (including distances between buildings)		
7			Setback dimensions for front, rear, and side yard dimensions (including required set-back distances)		
8			Locations of all driveways, walkways, and parking (2 spaces required, within setbacks, per residence)		
10			Location, type, and elevation of any retaining walls		
11			All prominent land features (slopes, streams, rights of ways, etc.) proximity building to any slopes greater than 3 horizontal to 1 vertical showing steepness and heights of slope		
12			Finish floor or top of footing elevation for all ground floor levels		
13			Finish grade elevation (use a single elevation if level or spot elevations if grade varies around the building)		
14			Elevation of existing property corners, curb or sidewalk, and the grade breaks along the long lines. In new subdivisions, use grade elevations as shown on approved subdivision grading plan		
15			Utility and drainage easements. Location and direction of flow of all proposed drainage		
17			Water meter pit location and size. Water service line size and material. Water meter pit cannot be located in driveway, sidewalk or similar area. Meter must be		

			placed in the easement.		
18			Location of sewer main, lateral, point of connection, Sewer lateral size and material.		
19			FEMA rate zone with base flood elevation or a note indicating that the project is not within a special flood hazard area (SFHA)		

FOUNDATION PLAN					
<b>Note: all foundation plans shall be drawn by a Nevada state licensed architect or engineer. The plan shall carry the date, stamp, and signature of the architect or engineer taken responsibility. Foundation plans shall meet the applicable adopted codes and specifications set forth by the manufacturer of the structure.</b>					
Scaled (1/4" minimum) and dimensioned					
	Yes	N/A	Item	Comments	
1			Location and dimension of all footings, walls, piers, and slabs (including decks)		
2			Section drawings for each type of footing / stem-wall / basement wall (including depth below / above finished grade)		
3			Size, grade, location and spacing of reinforcing		
4			Sill plate material size and type		
5			Location, size, type, and spacing of anchor bolts, holdowns, etc.		
6			Crawlspace ventilation; amount required, size, type and location of vents and location of access		
7			Perimeter or under-slab insulation, where required		
8			Moisture barrier, type and location, where required		
9			Ufer ground location and type, where required		

***I, the undersigned applicant, understand that all required documents must be included in this submittal and that delays in the plan review time will be incurred for incomplete or incorrect submissions.***

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_