



City of Elko

Building Department

1753 College Avenue
Elko, Nevada 89801
(775) 777-7220 fax (775) 777-7229

Residential Room Addition / Remodel Submittal Requirement Checklist

TWO COMPLETE SETS OF PROPERLY STAMPED & SIGNED PLANS ARE REQUIRED. PLANS THAT ARE STAMPED “PRELIMINARY”, “FOR REVIEW ONLY” AND/OR “NOT FOR CONSTRUCTION” ARE UNACCEPTABLE. PLANS DRAWN IN PENCIL, INK OR COLORED HIGHLIGHTING ARE NOT ACCEPTABLE. COMPLETE PLANS SHALL INCLUDE THE FOLLOWING:

1. Two plat, site and grading plans required with the following (See Attached Residential Site Plan Requirements Sheet)
2. Two Code Analysis Sheets:
 - Location of Property/Address/APN
 - Total Sq Ft of living area
 - Total Sq Ft of nonliving area
3. Two building plans required with the following:
 - Plans shall be completed and shall consist of architectural, structural, electrical, plumbing and mechanical drawings with supportive data.
 - A Nevada State Registered Architect or Engineer must draw plans. The architect and/or engineer are responsible for the designs and shall date, stamp, and sign each sheet submitted per NRS.
 - A Nevada State Licensed Contractor or Owner/Builder when used for his own work may also draw plans. If a licensed Contractor draws the plans, the plans shall be so identified with the following information on the front sheet of each principle's drawings on each set of plans:
 - The Contractor Company Name
 - State Contractors License Number
 - State Contractor Classification (C-1, C-2b, B, B-2, etc)
 - State License Limit
 - Printed Name of Person who prepared drawings
 - Original Signature of Person who prepared drawings

In order to utilize this exemption, the Contractor will be required to title the plans without references to being prepared by a party other than the Contractor who is completing the work.

If an Owner/Builder draws the plans, the plans shall be so identified with the following information on the front sheet of each set of plans:

- Printed Name of Owner who prepared drawings
- Original Signature of Owner who prepared drawings
- Statement "Owner/Builder" underneath Signature

In order to utilize this exemption, the owner will be required to title the plans without references to being prepared by a party other than the owner who is completing the work.

4. Two sets of structural plans and documents are required with the following, but are not limited to:
 - Structural calculations, specifications, soils report (when not included in subdivision plans) and other documents are required. Each set of documents shall be stamped, signed and dated by the licensed engineer who has charge of these documents.
 - Foundation plans showing all footings, posts, bearing walls, slabs, basement walls, stem walls, anchor bolts and spacing, and hold-downs.
 - Foundation plans showing size, depth and reinforcement of foundation.
 - Foundation plans showing sections and details.
 - Foundation plans showing material specifications and foundation notes.
 - For second story additions, verification from Nevada State Engineer or Architect verifying footing/foundation will support addition.
5. Two sets of framing plans and details are required with the following:
 - Roof and floor framing plans showing location and spacing of trusses, joists, and rafters, beams, posts, trimmers king studs, exterior and interior bearing walls, framing hardware, connections and details.
 - Lateral force resisting system including shear wall, rigid frames, cantilevered columns, drag struts, collectors, diaphragm, nailing schedule, hold-downs, framing hardware and connections.
 - Framing layouts and connection details are included when trusses are to be used. Truss design and shop drawings prepared, stamped and signed by a Nevada Licensed Engineer required, when doing 4-way inspection.
 - Structural documentation for footing/foundation on second story additions.
 - Verification of walls being demolished, existing and being added.
6. Floor plans required with the following:
 - Names of rooms and spaces including rooms and spaces adjacent to addition with complete dimensions.
 - Sizes and types of doors and windows.
7. Exterior elevations required with the following:
 - Wall coverings shall be specified by components, thickness, and material specifications.

- ❑ One-coat stucco systems require an approved applicator. Owner/Builder cannot use these systems.

8. Miscellaneous Details required with the following:

- ❑ Gypsum type, size and nailing schedule
- ❑ Insulation location and R-values
- ❑ Construction features such as stairs, fireplaces, showers, sunken tubs, etc. shall be detailed on the plans.
- ❑ The location and size of readily accessible attic access scuttles, and attic ventilation shall be shown on the plans with all necessary calculations.
- ❑ Attic ventilation must be shown.
- ❑ For room additions and remodeling of existing buildings, including mobile homes and manufactured buildings, provide plans and details adjacent areas and connections for structural and weather resistive information.
- ❑ When basements are installed, provide a cross sectional detail showing materials used, water proofing of exterior side and egress window wells.
- ❑ Energy Code Compliance must be shown either by Prescriptive Method or RESCheck. Please contact the Building Department personnel for details.

9. Electrical plans for additions or alterations to electrical systems require the following:

- ❑ Plan of original structure showing areas being added or altered.
- ❑ Size and location of existing and proposed electrical service and subpanels. Provide service and load calculations to include the old and new loads. Load calculations not required if adding seven or less devices.
- ❑ Identify the names or uses of the new areas (bedrooms, porch, etc.).
- ❑ New outlets, switches, light fixtures, smoke detectors and special outlets. (Energy Code Compliant for Shell fixtures only)

10. Mechanical plans require the following:

For heating/cooling unit capacity, location and working space:

- ❑ Evaporative Cooler-Number of Horse Power (HP).
- ❑ Heat Pump-Tonnage and KW strip.
- ❑ Electrical AC/Furnace-Total KW demand.
- ❑ Gas Furnace-BTU/h demand or input.
- ❑ Energy Code Compliance

Access and working space must be provided for all concealed equipment.

Type of ductwork to be used:

- ❑ Duct sizes.
- ❑ Exhaust fans size, type and location.
- ❑ Dryer vent location.
- ❑ Attic mounted/roof mounted equipment to show method of support and engineering calculations if required.

11. Plumbing plans require the following:

- ❑ Location, size and material specification of all water and DWV (drain waste vent) piping to be shown on plumbing floor plan. Fixture types to be indicated with appropriate symbols. Individual fixtures and fixture groups may have pipe sizes indicated in a fixture schedule. Provide water supply fixture count with required meter size UPC TABLE 6-5.
- ❑ Location and size of gas piping with BTU/h demands and pipe lengths.
- ❑ Location, type and size of water heater. Detail combustion air requirements if gas.
- ❑ Location and size of cleanouts to be shown.
- ❑ Energy Code Compliance

Additions/Alteration to Mechanical/Plumbing:

- ❑ Plan review of existing piping to appliance/fixtures together with point of connection and new system.
- ❑ BTU demand and distance of existing gas appliances to meter is required.

CITY OF ELKO
RESIDENTIAL SITE PLAN REQUIREMENTS

The City of Elko Engineering Department requires two (2) site plans on 8 ½x11 paper or larger for any single-family residence. The following information is required for review:

GENERAL

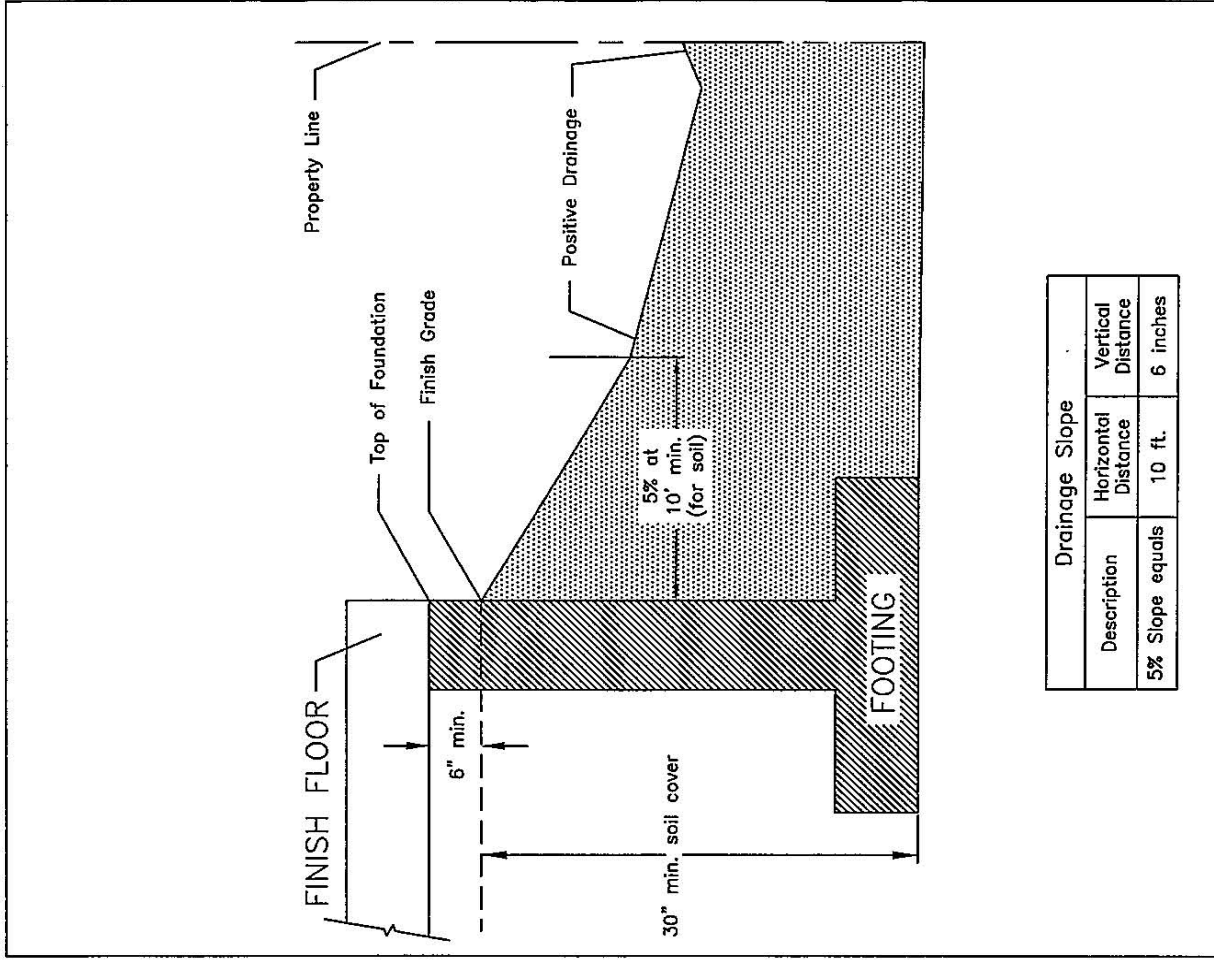
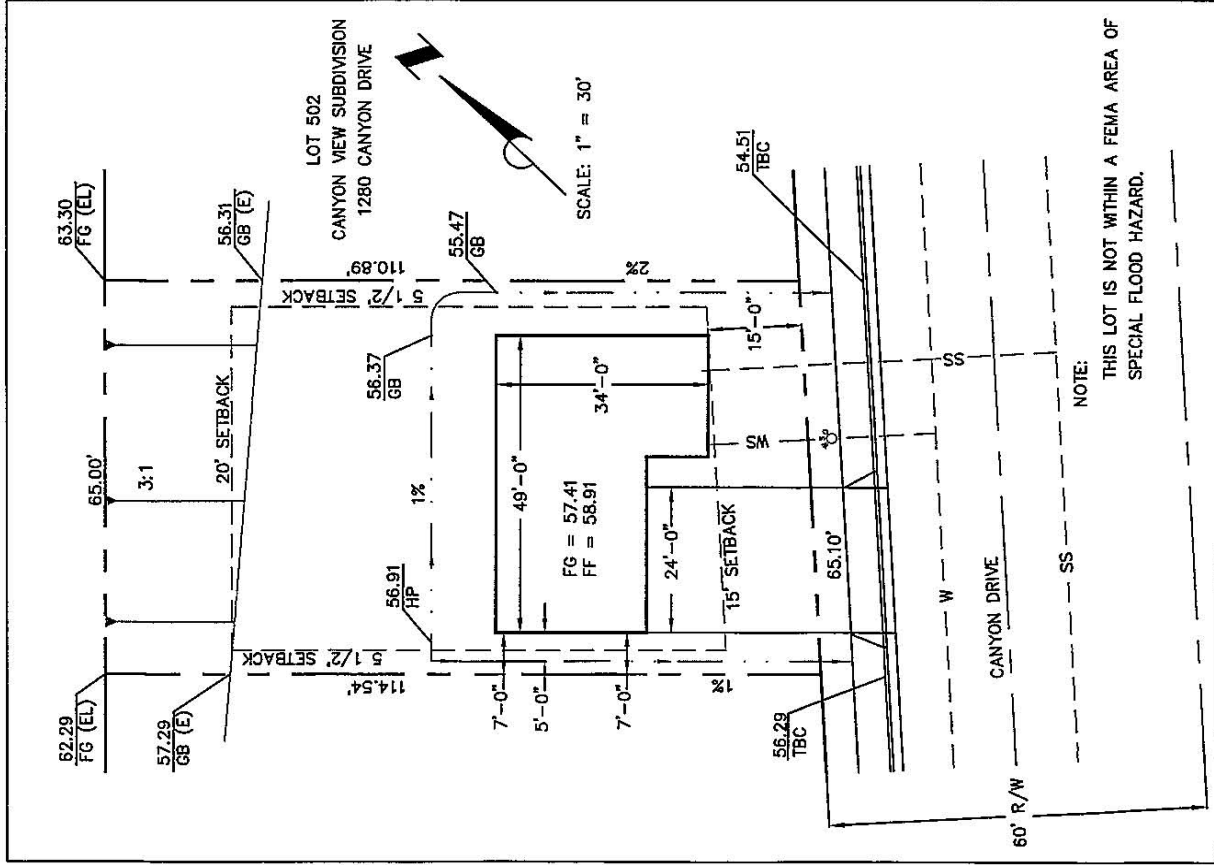
- Recorded lot number and subdivision name.
- Street address and APN (Parcel Number)
- North arrow and scale of drawing.
- FEMA rate zone with base flood elevation or a note indicating the project is not within a special flood hazard area (SFHA). (Engineering Department will verify.) **If construction is within a SFHA**, then the following documentation shall be provided prior to any building permit being granted:
 1. A "Floodplain Development Permit" application shall be filled out and submitted to the Engineering Dept. for review and approval, and
 2. Submit to the Engineering Dept. any additional information the "Floodplain Development Permit" application requires, and
 3. An Elevation Certificate shall be completed & must be certified by a state licensed Architect, Engineer, or Land Surveyor and submitted to the Engineering Dept. for review.
- Property boundary dimensions.
- Street right-of-way line. (Note: back of sidewalk is not the right-of-way line.)
- Utility and drainage easements.
- Curb, gutter, sidewalk and driveway location.
- Off-street parking (2 spaces within setbacks per residence).
- Setback lines. (Check with Planning Department for current zoning and setback information).
- Dimensions to building from property lines.
- Overall dimensions of building.

GRADING AND DRAINAGE-PER APPROVED SUBDIVISION PLANS

- Finish floor or top of footing elevation for all ground floor levels.
- Finish grade elevation. Must be at least 6" below top of footing. Use a single elevation if level or spot elevations if grade varies around the building.
- Elevation of existing property corners, curb or sidewalk, and grade breaks along lot lines. In new subdivisions use grade elevations as shown on an approved subdivision grading plan.
- Toe and top of slope locations with setbacks per final approved grading plan.
- Flow line elevations with distance from structures (a minimum of 5% for 10' away from building is required for soil surfaces, 2% for concrete & asphalt).
- Flow line grades (a minimum of 1 % is required for soil, ½% for concrete).
- Other elevations and grade breaks sufficient to establish finish grade conditions.
- Storm Water Pollution Prevention Plan-Requirements dependent on project (lot) size (See Multi-Family, Commercial and Industrial Submittal Requirements Checklist).

UTILITIES

- Water and sewer main line locations.
- Water service and meter box location (1-foot in back of sidewalk).
- Sewer service location.
- Septic Tank Location & Size (If Applicable)
- State Health Approval Certificate fore Septic Tank (If Applicable)



CITY OF ELKO
ENGINEERING DEPARTMENT
Typical Site Plan

SCALE: 1" = 20'
(Typical)

NOTE: These Drawings
are for Reference Only.