



City of Elko
Building Department
1753 College Avenue
Elko, Nevada 89801
(775) 777-7220 fax (775) 777-7229

Tenant Improvement Checklist

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

1. Letter of Approval is required from the Nevada Health Department when food preparation is involved before permits are issued, 775-753-1138.
2. Two sets of dimensioned drawings must be submitted with each application for a tenant improvement with the following information:
 - Site plans showing all buildings on the site with the location of the tenant improvement shaded.
 - Standard parking, handicapped parking, route of access, and facility accessibility.
 - Plans shall be submitted to Building Department for plan check and only a licensed contractor of the State of Nevada can be issued a permit for construction.
 - A Nevada State Licensed Architect or Engineer must draw plans. The architect and/or engineer are responsible for the design 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. Contractor or Owner/Builder must sign these 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.**
 - A floor plan drawn to an appropriate scale showing the tenant space, names and use of rooms and spaces, adjacent occupancies, complete exit ways leading to the exterior of the building and other pertinent information.

- Typical section views showing wall construction, connection details and material specifications.
 - Gypsum type, size and nailing schedule.
 - Insulation location and R-values.
 - A Floor plan showing the location, size and material specification of all water and drainage piping. Show drain-waste piping as solid line. Show vent piping as dotted line. Types of fixtures are to be indicated with symbols. Show the location and size of gas or fuel oil piping. Show the location, type, and size of water heater. Show the location and size of cleanouts.
 - Plans shall include the count and type of all plumbing fixtures being removed. Call the Building Department for survey of fixtures before they are removed to ensure credit.
 - A layout of mechanical equipment, air duct systems and fire/smoke dampers. Equipment is to be indicated by model, type, size, BTU, location and material specification. All existing and new equipment is to be indicated.
 - Electrical:
 - Single line diagram.
 - Service and load calculations to include all short and fault/current calculations.
 - Panel schedules and descriptions of circuits with connected loads, panel ratings and feeder size.
 - All outlets, smoke detectors, equipment and feeders shown on plans with appropriate panel and circuit numbers at devices.
 - Show emergency power system, type and model, if applicable.
 - Code Analysis Sheet:
 - Occupancy Group
 - Type of Construction
 - Occupant Load
 - Location of Property/Address/APN
 - Land use zone
 - Total Sq Ft of living area
 - Total Sq Ft of nonliving area
 - Code editions used to design plans
 - Fire sprinklers (if required)
 - Fire alarm systems (if required)
 - Height and number of stories
 - Exit Analysis
 - Energy Code Compliance if applicable (check with Building Department Personnel)
 - Prescriptive Method
 - COMCheck Method
 - ASHRAE Method