

# LANDSCAPING FOR RESIDENTIAL TRACT HOMES SUBMITTAL CHECKLIST



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## Permit Application Center

2240 Civic Center Drive, North Las Vegas, Nevada 89030  
(702) 633-1536 phone, (702) 649-9643 fax

**This checklist is provided for the convenience of our customers and is intended to provide only general information. Please contact our Permit Application Center for additional information on your specific project. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by City staff.**

### SECTION #1

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#### APPLICANTS RESPONSIBILITY

**Applicants are responsible for submitting complete applications.**

Incomplete applications will result in plans being rejected for acceptance or delayed during the review process. City staff is committed to assist in coordinating the approval process, however, applicants are responsible for monitoring and providing all requested corrections and/or information during the review process in a timely manner. All applications expire 180 days from the date of submittal if permits are not issued. Upon expiration, all applications, plans, and documents will be disposed of by staff, unless a written request is submitted to have the documents returned.

### SECTION #2

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#### PREREQUISITES

Any items below which are applicable to your project must be completed **before** a building permit application can be accepted for review:

- Appropriate zoning is currently in place for this proposed use**
- Planned Unit Development approved for this site**
- Compliance with Planning Commission and/or City Council action**
- Tentative Map approved for this site**

### SECTION #3

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#### APPLICABLE CODES

Projects must be designed to meet the following adopted codes, ordinances and regulations:

- ✓ **2006 International Building Code with local amendments**
- ✓ **2006 Uniform Plumbing Code with local amendments**
- ✓ **2005 Uniform Electrical Code with local amendments**
- ✓ **City of North Las Vegas Municipal Code (Title 15, 16 & 17)**
- ✓ **Conditions of approval for the site from any applicable land development application**

## SECTION #4

### SUBMITTAL PACKAGE

The following information is required at the time you submit your application for a building permit. Submit the required number of copies of plans and related documents for routing to reviewing departments. Plans stamped "Preliminary" and/or "Not for Construction" are unacceptable:

### ONE (1) SET

- COMPLETED BUILDING PERMIT APPLICATION**  
Accurately describe entire scope of work in the description. The application must be signed by the General Contractor, who must be licensed with the City of North Las Vegas

### THREE (3) SETS

- GEOTECHNICAL (SOILS) REPORTS**  
The reports must be "wet sealed" by a Nevada registered design professional. All reports must be dated within one (1) year of the application or be accompanied by an update letter dated within one (1) year

### FIVE (5) SETS

- LANDSCAPE PLANS**  
All landscape plans must be in compliance with the recommendations as outlined in the Geotechnical Soils Report and the requirements as set forth by the Planning and Zoning Department. Plans stamped "Preliminary" and/or "Not for Construction" are unacceptable.
- IRRIGATION PLANS**  
All plan sets must be signed by a Registered Landscape Architect or Landscape Contractor licensed in the State of Nevada.

## SECTION #5

### PLAN CONTENTS

Plans must contain the following minimum content requirements. This list is not intended to be all inclusive of every detail required on a set of plans. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets. Certain items may not be applicable to your specific project. See the State of Nevada 2004 Blue Book for more information.

## GENERAL

### LANDSCAPING PLAN

Landscaping plans (min. 24x36) must show all landscaping to be installed. The plans should indicate the location(s), type and size of plant materials. The landscaping plan shall include the location(s) of the block/retaining wall(s) to be constructed with respect to lot lines, streets, other right-of-ways, existing buildings, landscaping, driveways, and existing drainage courses. Include the type of wall, height and linear footage.

If the location of the landscaping is not in compliance with the recommendations of the soils reports, additional design information may be required, i.e., above-ground planters, moisture protection barriers, completely enclosed planters.

**\*\*Note\*\*** Please coordinate with the Planning Department on any changes made to the landscaping due to compliance with the recommendations as outlined within the soils report.

- For complete details of all applicable landscaping guidelines, go the website below:

✓ <http://municipalcodes.lexisnexis.com/codes/nolasvegas/index.htm>

### IRRIGATION PLAN

Irrigation plans (min. 24x36) shall show irrigation methods, location of meters, and backflow preventers, etc.

### SOILS REPORTS

The soils reports must contain all pertinent information as required from the City of North Las Vegas Geotechnical Checklist for block/retaining walls, landscaping, and moisture and drainage protection.

## SECTION #6

### ADDITIONAL INFORMATION

See below for additional documents that may be required, depending on the specific construction and/or use that is being permitted:

- See the attached Memo for the Landscape/Geotechnical Coordination Policy**

Mayor  
**Michael L. Montandon**

City Manager  
**Gregory E. Rose**

Council Members  
**William E. Robinson**  
**Stephanie S. Smith**  
**Shari Buck**  
**Robert L. Eliason**

**Public Works Department**  
**Dr. Qiong Liu, P.E., P.T.O.E., Director**  
**Building Safety Division**

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April 20, 2009

To: Owners, Developers, General and Landscape Contractors, and Design Professionals performing work in the City of North Las Vegas

Subject: Landscape/Geotechnical Coordination Policy - Effective May 1, 2009

The below policy has been adopted by The City of North Las Vegas Building Safety Division and Planning/Zoning Department in an effort to provide our customers with a clear understanding of the process for approving landscape plans and performing related inspections.

**Policy:** All landscaping plans are required to be reviewed and approved by the Geotechnical Engineer of Record, prior to submitting them for review to the Permit Application Center (PAC). The components of the landscaping plans that are to be reviewed and approved are:

- Site drainage
- Location of landscaping adjacent to structures
- Type of irrigation adjacent to structures
- Location of concrete flat work that may affect water entrapment adjacent to structures
- Any soil mitigating components for landscaping that are proposed adjacent to structures

The approval of the Geotechnical Engineer may be in the form of a letter of approval or by inserting a stamped and signed title block on the landscaping plans stating review and approval of the above mentioned components. The PAC staff will add this requirement to the building submittal checklists and verify that the application is complete at time of submittal. When building components are identified for mitigation measures, Building Plans Examiners will review for compliance.

**Process to Verify Compliance:** Building Inspectors will inspect all landscaping mitigating components which are included on the approved landscaping plan and/or building plans.

**Implementation:** Industry notification will begin in March, giving the building and design organizations notification of the new policy/process. All internal checklists will be updated in March 2009 to better prepare our customers for this change. The new policy is proposed to be implemented on May 1, 2009. Please contact Tony Vibabul at 633-2405 should you have any questions regarding this policy.