PLANS SUBMITTAL CHECKLIST
PER NAC 477

This form shall be filled out in its entirety and returned with the applications and fees. The following information is essential to the plan review process and must be provided.

A) TWO (2) completed set of plans shall include the following: (check off each item being submitted)

☐ Completed plan review application, including plan review fee.
☐ One (2) complete set of specifications, if applicable
☐ An accurate dimensioned plot/site plan (with scale noted)
☐ Building code analysis/basis of design *for architect and engineered projects.*
☐ Floor plan drawn to scale showing all dimensions (with scale noted)
☐ Exterior elevations drawn to scale (with scale noted)
☐ Detailed drawings of wall, floor and roof construction drawn to scale (with scale noted)
☐ Schedules and details indicating the rating of any fire assemblies provided, i.e.: walls, floor/ceiling, roof/ceiling, (show specific assembly number and source), windows, doors and dampers.
☐ Mechanical drawings, including sizes (i.e. CFM and BTU capacities of HVAC equipment, location and installation details of fire/smoke dampers and hood and duct system details such as rated grease duct enclosures and hood and duct installation clearances.
☐ Electrical drawings including emergency lighting/power systems and equipment shutdown controls Sprinkler plans shall include all data per NFPA 13, material specifications on all material used in the system. Hydraulic calculations and systems will comply with NFPA 13. **A contractor licensed for sprinkler systems by this office shall submit the plans. Original stamp/signature/date on design documents and reports must be legible. A designer of fire sprinkler systems must hold a Level II certification from the National Institute for Certification in Engineering Technologies (NICET), be licensed as a professional engineer pursuant to chapter 625 of NRS or hold an equivalent certification.**
☐ Fire alarm systems shall include plans, material specifications, battery calculations and wiring diagrams. **A contractor licensed for fire alarm systems by this office shall submit the plans. Original stamp/signature/date on design documents and reports must be legible. A designer of fire alarm systems must hold a Level II certification from the National Institute for Certification in Engineering Technologies (NICET), or be licensed as a professional engineer pursuant to chapter 625 of NRS .**
☐ Where hazardous/combustible/flammable materials are used, MSDS sheets are required including quantities use and/or stored in buildings/. This office may require a report classifying those materials. Owner may need a hazardous materials permit (call 775-684-7524 for more information)
☐ Commercial hood and duct, and other automatic fire extinguishing systems with material specifications
☐ Fire apparatus access roads, including turnarounds etc. Per International Fire Code.
☐ Fire flow, hydrant, water supply location, per either International Fire Code, International Wildland-Urban Interface Code or NFPA 1142 (rural water systems)
☐ Motor vehicle fuel dispensing stations with above ground storage tanks, per International Fire Code.

B) Architects – NRS 623
☐ Original stamp/signature/date on design documents and reports.

C) Contractors – NRS 624
☐ A Nevada licensed contractor may provide and submit plans in his/her discipline under the provisions of NRS 623.330(1)(d) contractors exemption in the architects law. Plans submitted by the contractor and shall include his/her firm name, signature, license number and date (all in original ink), on all documents submitted including **sprinkler and alarm plans**.

D) Engineers – NRS 625
☐ Original stamp/signature/date on design documents and reports.

INCOMPLETE INFORMATION OR SUBMITTAL WILL DELAY THE REVIEW PROCESS

Only individuals identified in items B, C, and D above may prepare plans for submittal. If a conference is required/requested for any project, a fee will be charged at the rate of $55.00 per man hour of State Fire Marshal staff required to attended the conference. (NAC 477.750 Fees)

Did you check/mark each item on this list?