Retaining Walls and Fences

Submittal Checklist

___ Chain Link, Tube Steel, Wood, etc. Fence
___ Masonry, Concrete or Other Fence
___ Masonry, Concrete, Rockery or Other Retaining Wall

07/20/2016

City of Henderson
Development Services Center

240 Water Street
PO Box 95050
Henderson, Nevada 89009-5050
(702) 267-3600 phone
(702) 267-3601 fax

This checklist is provided for the convenience of our customers. Complete and accurate plan submittals help speed the plan review process. 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. Please use the following information to ensure that your application includes all of the information necessary for a complete review of your plans.

Part. 1
Applicant's Responsibility

Applicants are responsible submitting complete applications. Incomplete applications will result in plans being rejected for acceptance, or returned to the applicant during the review process. City service commitments will not apply to incomplete submissions.

Part. 2
Prerequisites

The following items must be completed before a building permit application can be accepted for processing:

- ❑ **Issued Grading or Building Permit**
  Wall and fence permits will not be issued until after a grading permit or residential building permit has been issued.
- ❑ **Approved Final Map***
  Associated final map for the site must be approved.
  ** May be allowed without recorded final map with early addressing process.*

Part. 3
Applicable Codes

Project must meet the requirements of the City's adopted codes, ordinances, and regulations:

2012	International Residential Code, International Building Code, or a combination of both codes with local amendments
2012	International Fire Code with local amendments
2012	Uniform Mechanical Code with local amendments
2012	Uniform Plumbing Code with local amendments
2011	National Electrical Code with local amendments
2012	International Energy Conservation Code with local amendments
	Title 19, Development Code, of the Henderson Municipal Code
	Conditions of approval from prior zoning, design review, and map application

Part. 4
Submittal Package

Provide the following information at the time you submit your application for a wall or fence building permit. Please submit the required number of copies of plans and related documents for routing to reviewing departments:

- ❑ **Completed Building Permit application**
  An application must be submitted for each permit. Each permit application must include lot, block and address identification.
- ❑ **2 complete sets of plans**
  The 2 sets must be "wet sealed" by the registered design professional.
- ❑ **2 copies of Geotechnical (soils) reports** (If required)
  The reports must be "wet sealed" by the registered design professional who is responsible for the report. The date of the report must be within one year of the building permit application date unless an updated letter is provided by the design professional who prepared the report.

- ❑ **2 copies of Structural Calculations** (If required)
  The calculations must be "wet sealed" by the registered design professional.
- ❑ **2 copies of Authorization Letter** (If required)
  If the wall or fence straddles a property line, the adjoining property owner must authorize in writing their approval for the location of the wall. This includes below grade footings.

Part. 5
Plan Contents

Plans must contain the following minimum contents. It is not intended to be all inclusive of every detail required. It does provide an overview of the basic plan contents.
See the State of Nevada 2014 Blue Book for more information.

Site Plan

- ❑ **Site Plan**
  Site Plan must clearly indicate location of walls and fences, length, height, etc. Show all structures on the site that may impact the wall or fence, including buildings, patios, balconies, accessory structures, pools and spas, other walls, etc.
- ❑ **Grading Plan** (Copy of grading plan from approved Civil Improvement permit)
  This may only be used for retaining walls and fences that are on the approved plan. Walls and fences are not allowed to be added to the plans without written approval from the registrant.
- ❑ **City Standard Site Plan**
  A site plan background is available to be used for this plan. This is not a requirement.

Details

- ❑ **City Standard Details**
  City standard details are available to be used for residential and commercial projects. The details are not to be modified without approval and shall not have any additional imposed loads.
- ❑ **Standard Plan Submittal.**
  If the submittal is for a wall standard plan, it must include:
  - *Site/Grading plan.*
  - *Structural calculations.*
  - *Geotechnical report.*
- ❑ **Previously Approved Standard Plan** (if applicable)
- ❑ **Application with Engineering.**
  Show
- ❑ **Listed Details.**
  Show

Part. 6
Other Information

Permit Types

- ❑
  - BMWY – Wall or Fence Standard Plan
  - BMWC – Masonry or Concrete Screen Wall
  - BRWC - Retaining
  - BPWC – Perimeter Masonry or Concrete Screen Wall
  - BPRC – Perimeter Retaining
  - BPHC – Post Hole
  - BTEC – Trash Enclosure
    Requires a letter of approval from Republic Services of Nevada [trash collection provider]
    Recognizing and approving of the trash enclosure location.

Special Inspections

- ❑ *When dictated by engineering design, we will require a signed QAA agreement prior to permit issuance and the final report reviewed and accepted prior to final.*