



SALES TRAILER Submittal Checklist

7/1/14 V6

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 checklist to ensure that your application includes all of the information necessary for a timely review of your plans.

Part. 1 Applicant's Responsibility

Applicants are responsible for 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 submittals.

Part. 2 Prerequisites

The following must be completed before a Sales Trailer permit application can be accepted for processing:

- Final Map or Parcel Map is recorded**
If the final map has not been recorded, applicants are directed to Community Development to complete the early addressing process. With early addressing and Mylars submitted for approval, Sales Trailer Permit applications are authorized for submittal.
- Appropriate zoning is currently in place for this proposed use**
Contact Community Development Entitlement Division at (702) 267-1500 for more information.
- Permanent address assigned**
Early addressing may be requested through Community Development. Please call (702) 267-3640.
- Associated Civil Improvement Plans for the Subdivision Containing the Trailer**
The lot where the sales trailer will be placed shall be designed on the Civil Improvement Plans in the final configuration after the trailer is removed.
Must have previously approved plans or plans must be in the review process. Sales Trailer permit cannot be issued until the accompanying civil improvement plans are approved. Delays in getting civil improvement plans approved will delay the issuance of the building permit. The associated Mylars must be approved and any Southern Nevada Water Authority fees must be paid before the building permit is approved by Utility Services.
- An approved conditional use for the Sales Trailer if located off-site**
~or~
A Design Review for the Sales Trailer if located on-site
The Design Review Application can be submitted at any time. In order for your sales trailer permit to proceed without delays, you may consider submitting the Design Review Application and Final Map Application concurrently. Each application is a separate submittal. For more information, contact Community Development at (702) 267-1500.

Part. 3 Applicable Codes

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

Development Code, of the Henderson Municipal Code [Titles 13 & 19]

Conditions of approval from prior zoning, design review, and map applications

Part. 4
Submittal Package

Provide the following information at the time you submit your application for a Sales Trailer. Please submit the required number of copies of plans and related documents for routing to reviewing departments:

- A Completed Sales Trailer Permit application**
- 6 copies of Site Plan**
2 of the 6 copies must be "wet sealed" by the design professional.
Site Plan must be in compliance with the approved entitlements for the project and meet any conditions of approval.
- 2 copies of Structure Plans**
Need not be wet sealed.
- 2 copies of Electrical Load Calculations of Serving Panel When Required**
Must be signed by licensed professional.
- 2 copies of plans for Ramps and Decks More than 30" above grade at any point, stairs, and any other structures.**
Plans must be "wet sealed" by registered professional.

Part. 5
Plan Content

- Site Plan**
Site Plan must be drawn to scale, showing layout of site including:
 - ___ Location of building with dimensions
 - ___ Utility Information
 - ___ Layout of parking with dimensions
 - a) When all the parking is provided on a public street (this must be approved by Community Development) accessible parking is not required.
 - b) When parking is provided on a private street (this must be approved by Community Development) accessible parking is required.
 - c) If any on-site parking is provided, accessible parking is required.
 - ___ Provide accessible route from public way to entrance.
 - ___ Provide accessible route from accessible parking to entrance.
 - ___ An accessible restroom shall be provided. An accessible portable restroom is acceptable.
 - ___ Threshold into the office is required to be at a maximum ½" height.
 - ___ 18" is required at pull side of doors.
 - ___ Show all other structures including walls, fences, sidewalks, stairs, ramps, signs, fire hydrants, etc.
 - ___ Accessible route into the office by a minimum of 2" of stable, firm, and slip-resistant surface material, such as
 - a) stabilized (additives added), compacted soils
 - b) compacted, decomposed granite
 - c) individual pavers and/or a paved surface such as plywood, concrete, asphalt, brick, etc, complying with elevation change and opening requirements.
- Plans of the Structure**
Show all exit doors and plumbing fixtures.

Part. 6
Other Information

Post Permit
Requirements

Subcontractor Voucher

All projects that employ plumbing or electrical subcontractors must submit a subcontractor voucher for each subcontractor. Apply online at www.cityofhenderson.com, select the Development Services button on the City's main page, then scroll down to the Online Subcontractor Voucher link.

Inspection Services

Inspections may be scheduled online at www.cityofhenderson.com/buildsafe/buildsafe or by using our automated inspection request line by dialing (702) 267-3777. Any inspection received prior to 4:30 p.m. will be tentatively scheduled for the next business day.

In addition to City inspections, a State of Nevada Inspection must also be conducted at this time. To schedule an inspection, contact a State of Nevada Department of Business and Industry Manufactured Housing Division Code Compliance Officer at (702) 486-4135.

Contact
Information

Certificate of Occupancy

After the Building Permit Pre-Final inspection (9200) is approved, the Building & Fire Safety Department will schedule all Certificate of Occupancy inspections required to be completed by City staff. When all C of O inspections are approved, schedule the building final inspection. The building may be occupied when the building final inspection (1999) is approved.

Community Development 267-3640

Verifies address and plan compliance with approved Design Review application.

Public Works – New Development 267-3680

Verifies Civil Improvement plans are at a point that development may occur on the site and utilities are designed to meet the requirements of the plan.

Utility Services 267-3670

Confirms all Utility Service needs have been addressed. Assess utility fees if applicable.

Fire Safety 267-3630

Determines if the proposed sales trailer is provided with adequate Fire Department access, water supply, and hydrants. A fire hydrant is required to be within 150 feet of a sales trailer.

Building Plan Check 267-3650

Reviews for compliance to adopted codes for setbacks, accessibility, foundations, utility connections, etc.

SALES TRAILER PERMIT PROCESS OUTLINE

