



Self-Certification Program Building Plan Submittal Checklist

This checklist provides information on the required documents and information that must be provided for Self-Certification Program projects. A completed checklist must be provided with the plans and supporting documentation. For additional information please contact the Land Development and Community Services Department at 702-633-1580 or email Valarie Evans at evansv@cityofnorthlasvegas.com

The following documents must be **accepted** or signed off by city staff **prior to submittal to the City:**

- | | |
|--|---|
| <input type="checkbox"/> Final Site Plan | <input type="checkbox"/> Civil Improvement Plans per PW |
| <input type="checkbox"/> Updated Tenant List | <input type="checkbox"/> Landscape Plan |
| <input type="checkbox"/> Parcel or Final Map | <input type="checkbox"/> Address Verification |

The following documents, if applicable, must be **provided with this checklist:**

- | | |
|---|---|
| <input type="checkbox"/> Self-Certification Permit Application * | <input type="checkbox"/> Structural Peer Review Certificate by city-approved structural peer reviewer if required |
| <input type="checkbox"/> Professional of Record Statement * | <input type="checkbox"/> Structural Engineering Calculations |
| <input type="checkbox"/> Owner/Tenant Certification Statement * | <input type="checkbox"/> Geotechnical Report |
| <input type="checkbox"/> Hold Harmless Letter * | <input type="checkbox"/> Public Works Acceptance Letter |
| <input type="checkbox"/> Plans including the Self- Certification Signature of Notation on each sheet * | |
| <input type="checkbox"/> Copy of Professional Liability Insurance Certificate * | |

Special Inspection Certificates

Energy Code Compliance Certificate

- | | | | | |
|--|-------------------------------|---------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Arch | <input type="checkbox"/> Elec | <input type="checkbox"/> Mech'l | <input type="checkbox"/> Geotech | <input type="checkbox"/> Structural |
| | | | <input type="checkbox"/> Electrical | <input type="checkbox"/> Mechanical |
| <input type="checkbox"/> Waste Water Survey ** | | | | |

*** Required for every project**

**** required if any plumbing is included**

I CERTIFY THAT I HAVE RECEIVED THE NECESSARY APPROVALS AS LISTED ABOVE AND THAT I HAVE COMPLETED THE DOCUMENTS REQUIRED TO SUBMIT BUILDING PLANS THROUGH THE SELF-CERTIFICATION PROGRAM.

Professional of Record's Name & Organization (Please print): _____

Professional of Record's Signature: _____ Date: _____