

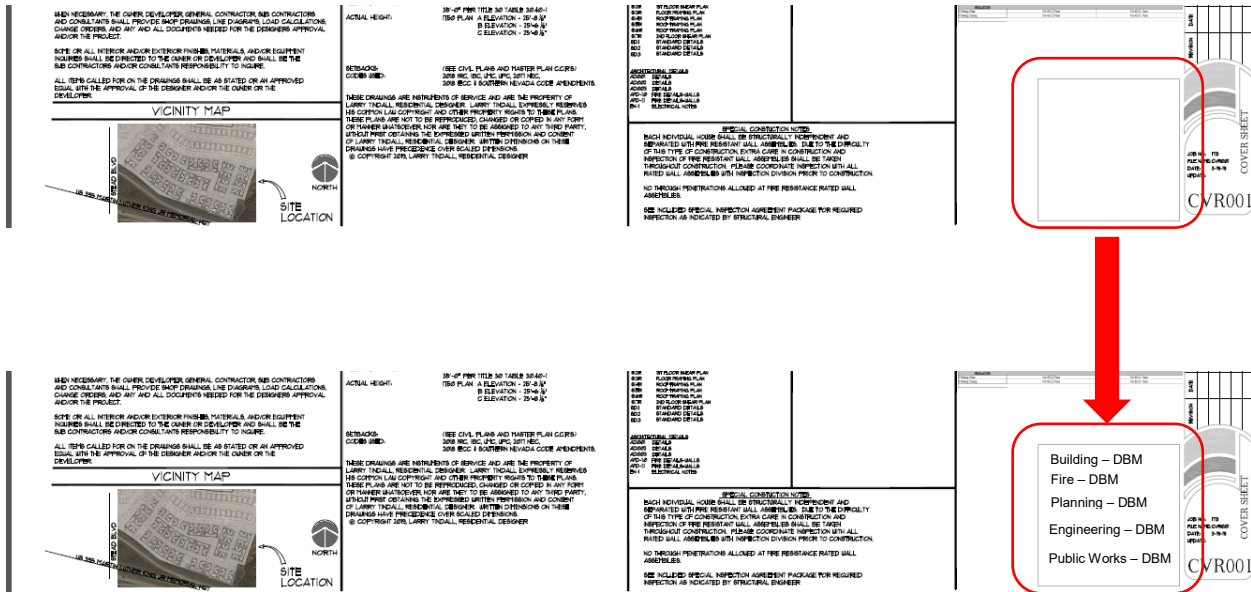


Community Development Electronic Permit Submittal Standards

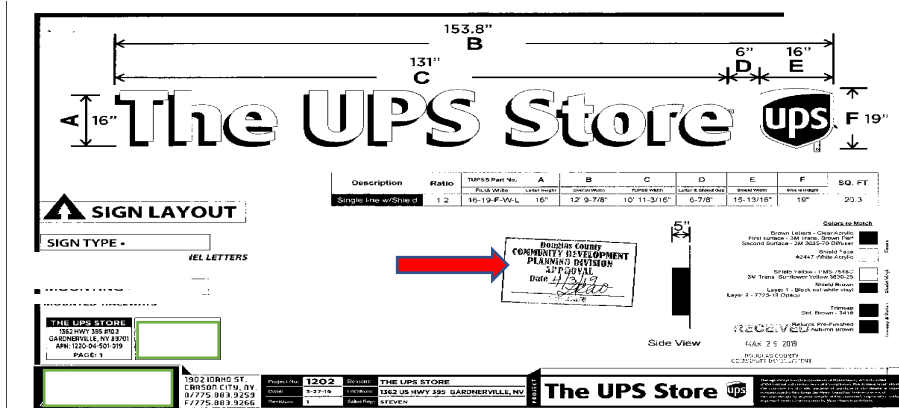
Douglas County, NV Electronic Permit Submittal (775-782-6200)

Cover Sheet

For plan sheets sized at 24" x 36" or greater (30" x 42"), a 3" x 3" approval box, located on the lower right quadrant of the cover sheet, is required for review approval by multiple divisions.



For plan sheets sized 11" x 17", a 2" x 1" approval box, located anywhere on the cover sheet, is required for review approval by multiple divisions.



Title Block

For plan sheets sized 24" x 36" or greater (30" x 42"), a 2" x 2" approval box, located directly above the plan sheet numbering box, must be adjacent to the title block on all pages to accommodate final Douglas County approval.

For plan sheets sized at 11"x 17"; provide a 1"x 1" approval box directly above the plan sheet numbering box on the title block of all pages to accommodate final Douglas County approval.

24"x 36" (ARCH D)

PROJECT INFORMATION	
PROJECT No.	19-0046
DRAWN BY:	EV
CHECKED BY:	TM
DATE:	3/15/2019
SHEET NUMBER:	
M011	

11"x 17" (ARCH C)

SHEET TITLE	
FLOOR FRAMING PLAN	
SHEET NUMBER:	
S1.3	

Scale

PDF plans must be generated at a prescribed scale (e.g. $\frac{1}{4}'' = 1'-0''$, or $1'' = 20'$) to allow plan reviewers the ability to verify dimensions and areas on each plan using the Acrobat measuring tool.

Page Orientation

- All plan sheets must be oriented **Landscaped**.
- Set top of the page to the top of the monitor.
- Provide a north arrow.

Page Size

Plan Sheets

All plan sheets must use a 24" x 36" standard size, however, the following permit types may use 11" x 17" paper.

- Solar
- Signs
- Residential Patio Covers
- Single Family Master Repeats
- Hot Tubs/ Pools/ Spas
- Generators

Associated Documents

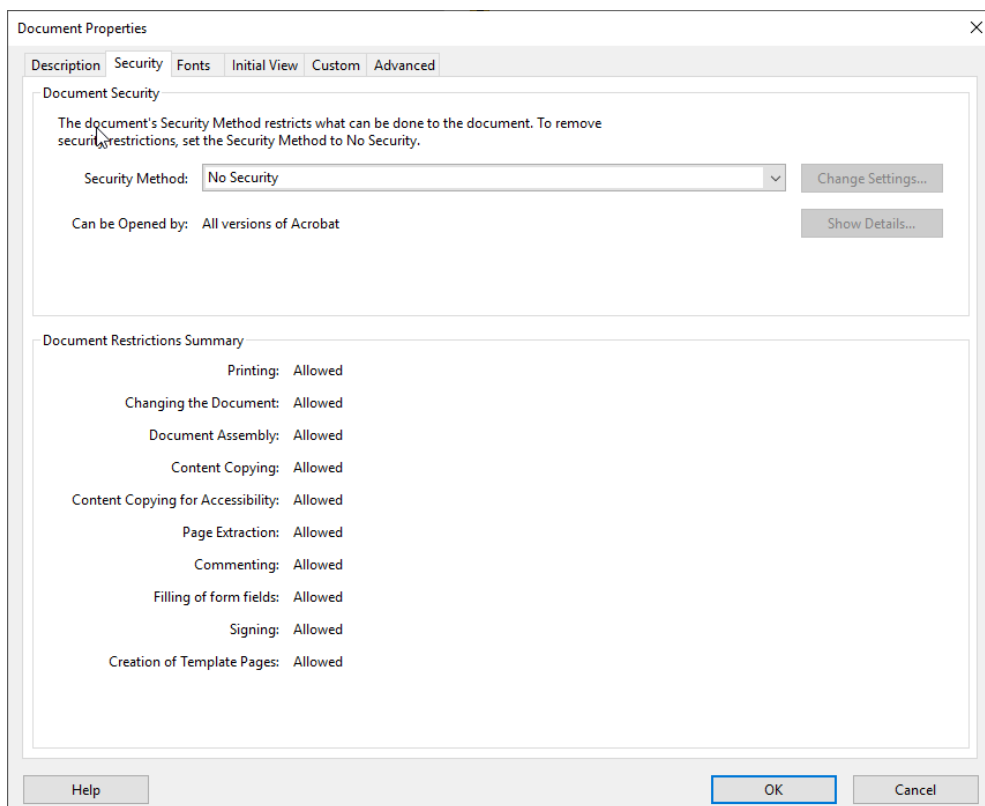
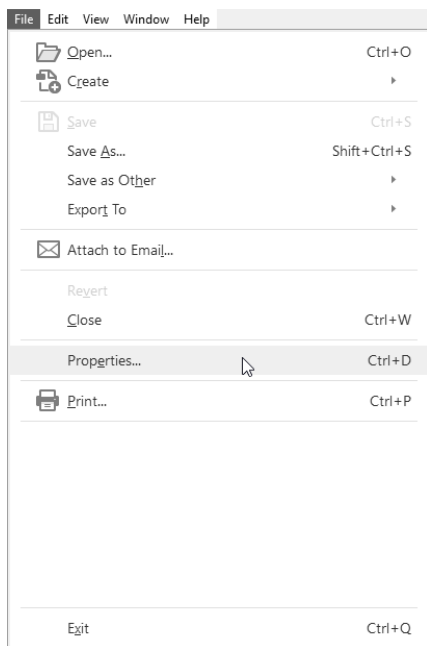
All related associated documents (i.e. Truss and Structural Calculations, Energy Calculations, Geo-Technical Soils Reports, etc....) can be submitted in 8" x 11" size, 11" x 17", or 24" x 36".

Document Security Settings

No document restrictions are allowed on any file submitted for review.

To ensure no document restrictions have been set, follow the steps below.

1. Got to, File tab in Adobe Acrobat
2. Select "Properties Document". Properties window will open. Select the Security Tab.
3. All actions should be shown as "Allowed".
4. Click OK to Exit.

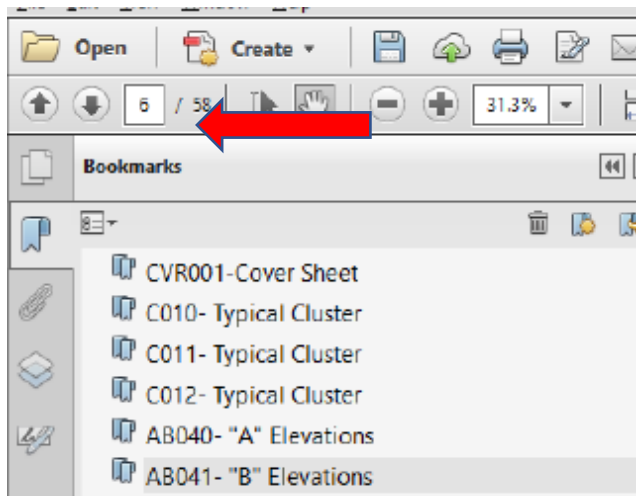


Bookmarks

All plan sheets must be individually bookmarked with page number and description. From the bookmark tool, you can view the existing bookmarks.

1. Select furthest most banner at left side of screen
2. Select bookmark
3. Go to page to bookmark
4. Select bookmark, type sheet number & name (optional)

NOTE: Documents other than plans (i.e grading, site, utility, etc) do not need to be bookmarked.



Engineering Application Checklist. (EXAMPLE)

DOUGLAS COUNTY GENERAL ENGINEERING APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST										
No.		FEMA, Conditional Letter of Map Revision (CLOMR)	FEMA, Letter of Map Revision (LOMR)	FEMA, Conditional Letter of Map Revision for Fill (CLOMR-F)	FEMA, Letter of Map Amendment (LOMA)	FEMA, Letter of Map Revision for Fill (LOMR-F)	Floodplain Cumulative Effect Model	Floodplain Development	Site Improvement Permit	Site Improvement Permit, Plan Revision
	Please name each pdf as shown below; do not use any special characters. (EX 01 Application Form)									
01	Application Form	X	X	X	X	X	X	X	X	X
02	Items Not Applicable Letter	X	X	X	X	X	X	X	X	X
03	Digital copies required	X	X	X	X	X	X	X	X	X
04	Conditions of Approval Letter	X	X	X	X	X	X	X	X	X
05	Response Letter	X	X	X	X	X	X	X	X	X
06	Cost Estimate								X	X
07	Supplemental Government Review								X	X
08	Improvement Plans						X	X	X	X
09	Dry Utility Plans								X	X
10	Landscape and Irrigation Plans								X	X
11	Erosion Control and ReVegetation Plan								X	
12	Fire Protection Report								X	
13	Building Plans						X	X		
14	FEMA MTEZ Form				X					
15	FEMA MT1 Form			X	X	X				
16	FEMA MT2 Form	X	X							
17	Floodplain Two Dimensional Model Data						X			
18	Plot Plan						X	X		
19	Geotechnical Report								X	X
20	Drainage Report	X	X	X	X	X	X	X	X	X
21	Stormwater Pollution Prevention Plan							X	X	X
22	Surface Area Disturbance Application							X	X	X
23	Hydrology and Hydraulic Study	X	X	X		X	X	X		

These examples are using The General Engineering Application. You will need to follow the checklist for Building or Planning if uploading documents for those files.

Link to [General Building Permit Application.](#)

Link to [General Development Application.](#)

UPLOAD FILE NAMES

All uploaded documents must be named in the following formats:

Initial Review

Example:

Site Plans would be named, **08 Improvement Plans.PDF**

Description should read: **Description Submittal 01**

Corrections

Example:

First correction to Site Plans would be named: **08 Improvement Plans.pdf**

Description should read: **Description Submittal 02;**

Use the same Doc Type as the initial submittal.

Subsequent Reviews with Plan Revisions

Example: First revision to Site Plans would be named: **08 Improvement Plans.pdf**

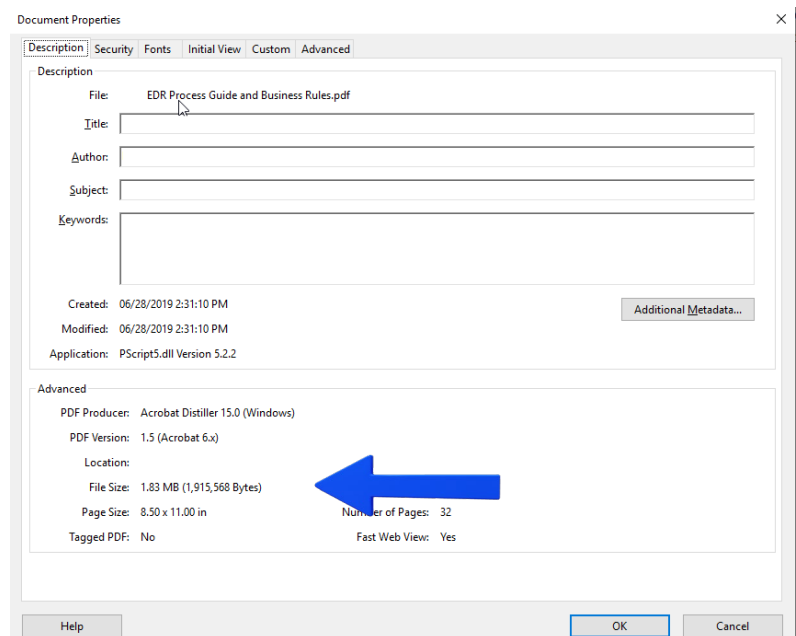
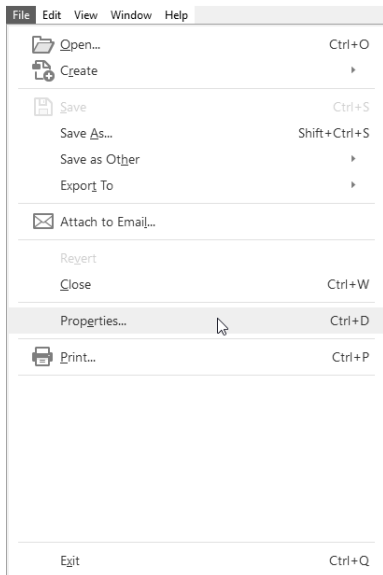
Description should read: **Description Revision 01;**

Use the same Doc Type as the initial submittal.

File Size

Each document is limited to 250MB in size. Please make sure enough time is allowed for documents to completely upload.

To check the size of each file, from Adobe, select the File menu and then Properties. The document properties will be displayed.

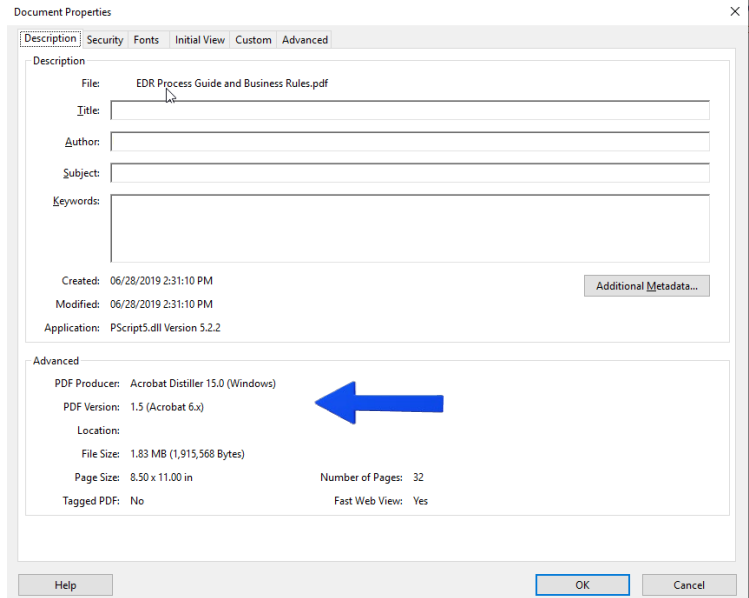
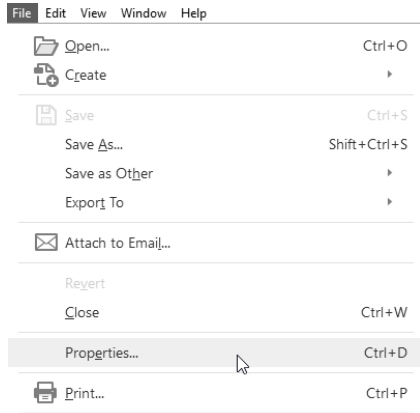


Layers

All documents submitted must be free of layers. Layers can increase overall size and slow the processing of the file.

File Type

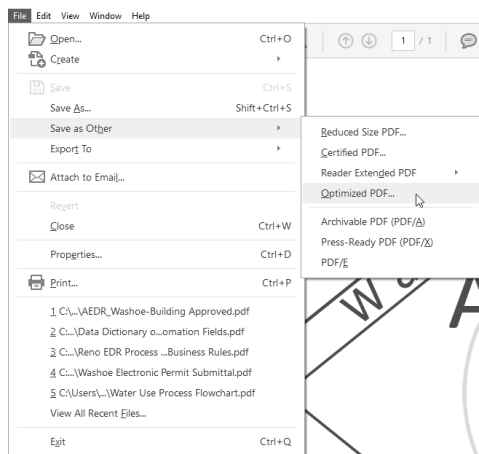
To be in Portable Document Format (.PDF), compatible with Adobe Acrobat 10 or newer. Use the document properties window to view the version of the document.



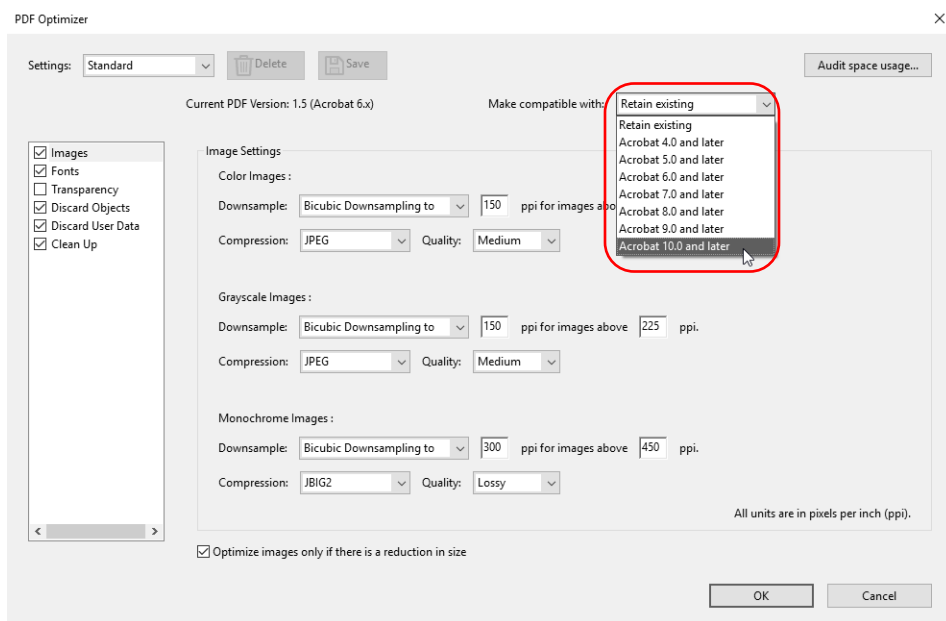
NOTE: SKIP THIS STEP IF PRINTED IN 100 PPI OR LESS

If the PDF document was created in a version of Adobe Acrobat older than version 10, it will need to be optimized for Acrobat 10. To optimize the document, do the following:

- Open the document in Adobe Acrobat. Click the File menu and select Save As Other, then select Optimized PDF...



- The PDF Optimizer window will open. Click the “Make compatible with” drop down menu and select Acrobat 10.0 or later from the list. Then click OK



- A save window will open. Determine the save location, name the file accordingly, and click Save.

