



Commercial Building Plan Review for the City of West Wendover

What is this Handout?

The purpose of this handout is to outline the process of submitting commercial plans for projects in West Wendover that require a building plan review. All commercial plan reviews in the City of West Wendover are performed by West Coast Code Consultants, Inc. (WC³). The following handout outlines what is required prior to submitting plans for review. Following this outline will ensure that your project will be reviewed in the shortest time possible.

Submittal Requirements

The plans and documents submitted for review must include enough information to show compliance with all pertinent non-structural, structural, mechanical, plumbing, electrical, and energy requirements of the adopted codes for your particular project. These requirements vary depending upon the type of construction, use and occupancy, fire-resistive construction, and more. All submittals must be appropriately stamped, signed, and dated in accordance with Nevada's Revised Statutes (i.e. Architects – NRS 623, Contractors – NRS 624, Engineers – NRS 625).

The following lists the minimum submittal requirements for commercial building applications:

- **Building Plans:**
 - Building Code Analysis: This must include the type of construction, use groups, occupant loads, etc.
 - Site Plan: Showing proximity to property lines, other structures, retaining walls, parking, accessibility features, etc.
 - Floor & Roof Plan(s)
 - Exterior Elevations & Building Sections
 - Appropriate Details: For wall, floor, and roof construction.
 - Fire-Rated Construction: Appropriate listings and details for all fire resistive construction (i.e. walls, floor/ceiling, roof/ceiling, windows, doors, dampers, etc.)
 - Mechanical Drawings: Must include sizes (i.e. CFM and BTU) of HVAC equipment, location and installation details of fire/smoke dampers and hood and duct systems, specify hood and duct installation clearances, etc.
 - Electrical Drawings: Must include emergency lighting/power systems and equipment shutdown controls.
- **Specifications**
- **Structural Calculations**



- **Geotechnical Report(s)**
- **Energy Compliance Report(s)**
- **HVAC Load Calculations**

How to Submit

Initial submittals are to be provided to WC³ electronically. Please send PDFs of all submittal documents to permitdeskutah@wc-3.com or larger files can be submitted using an FTP site, DropBox link, or other method. Submittals must also include a copy of the attached “Commercial Building Application”. The project valuation noted on this “Application” will be verified when performing the building plan review. The project valuation should not be less than the tabulated value determined using the International Code Council’s (ICC) current Building Valuation Data (BVD). The BVD can be checked online at the following ICC website:

<https://www.iccsafe.org/products-and-services/i-codes/code-development-process/building-valuation-data/>

Plan Review Fees

Building plan review fees are collected by the City of West Wendover. These fees vary depending on project size, scope, and valuation. Large valuation projects (above \$2 million) may be required to pay a non-refundable deposit equal to 50% of the Plan Check Fee at time the permit application is submitted to the City and before the plan review commences. Please reach out to the City with any questions that you might have in relation to the building plan review fees.

Review and Approval Process

The initial review will be completed within ten (10) business days. Follow-up reviews are typically completed within five (5) business days. When the initial review is complete, the building official, fire official, and permit applicant will receive an email notification from WC³ with a letter of compliance attached or a letter with plan review comments that will need to be resolved. A written response must be provided to each plan review comment in addition to any necessary plan revisions or supplementary information.

Once all comments have been addressed and the project can be approved, WC³ will place our review stamp on the electronic documents, protect the documents to allow printing only, and then the applicant must bring two hard copies of these approved documents to the City for the issuance of a building permit. One copy will remain with the City while the other copy must remain on the jobsite throughout construction.



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City of West Wendover – Commercial Building Application

All information on this application must be completed.
Use “N/A” for non-applicable items.

PROJECT NAME & ADDRESS:

PROJECT DESCRIPTION:

PROJECT AREA (SQ. FT.)

BUILDING USE:

OCCUPANCY TYPE:

CONSTRUCTUION TYPE:

PROJECT VALUATION:

PERMIT APPLICANT:

ADDRESS:

CITY/STATE/ZIP:

EMAIL:

PHONE:

PROPERTY OWNER:

ADDRESS:

CITY/STATE/ZIP:

EMAIL:

PHONE:

CONTRACTOR:

LICENSE:

ADDRESS:

CITY/STATE/ZIP:

EMAIL:

PHONE:

By signing and submitting this application I acknowledge that all work will be performed in compliance with the codes and standards adopted by the City of West Wendover.

APPLICANT SIGNATURE:

DATE: