PLAN SUBMITTAL INFORMATION AND REQUIREMENTS

Documents submitted for review must be stamped or sealed pursuant to the legal requirements for that design professional in order to certify that the registrant or licensee has discharged his responsibility to prepare complete construction documents which comply with all applicable laws governing the construction of the intended improvement.

Architects, registered interior designers, residential designers, engineers, landscape architects and contractors are responsible for limiting their design services to their specific area of registration or licensure. If the documents submitted are for purposes outside their area of expertise or license, the plans should be delineated to show the other trades and professions involved and carry the responsible professionals’ wet stamp.

Architects, registered interior designers, residential designers and landscape architects are prohibited by law from stamping any work that has not been prepared under their direct supervision. It is unlawful for a professional engineer to sign or stamp any plans, specifications, plats or reports that were not prepared by him or for which he did not have responsible charge of the work.

Any plan, drawing, specification or other document prepared by a registered interior designer must contain a statement that the plan, study, drawing, specification or other document was prepared by a registered interior designer pursuant to the provisions of NRS 623.

The following policy is presented as the minimum acceptable standards for the sealing, signing and submittal of plans and other technical documents:

1. Plans: The minimum size of plans submitted for plan review is 18” x 24”. The front sheet of each separate element or professional discipline (e.g.: architectural, interior design, landscape architectural structural, mechanical, electrical, etc.) of every set of plans submitted must contain an original impression seal or wet stamp with an original signature across the face of the seal or stamp and date below the seal or stamp. Subsequent sheets within the element or professional discipline may be a reproduction with an original signature across the face of the seal or stamp.

2. Specifications: When required and submitted, each related document must contain an original impression seal or wet stamp bearing an original signature across the face of the seal or stamp and date below the seal or stamp.

3. Calculations: Only the front page of each set of calculations submitted must contain an original impression seal or wet stamp with an original signature across the face of the seal or
4. Soils and other required reports or analyses: An original impression seal or wet stamp with an original signature and date may be placed on the front page or within the body of the report.

5. At times a professional document contains the product of more than one professional. In this instance each must seal, sign, and date the document and add a notation clearly specifying what his seal denotes.

6. Technical reports shall be sealed and signed by the registrant.

7. For drawings or plans provided by a properly licensed contractor for his own construction activities: Plans must list contractor’s name, license number and classification, license limit, and name of person who prepared the drawings or plans on the front sheet of each set of plans. This information must have the original signature of the responsible contractor. In the case of electrical, plumbing, refrigeration and air conditioning, or other work, the signature must be of the Master or Qualified Employee.

8. List owner’s name on the front sheet of each set of plans prepared by an owner/builder. This information must be accompanied by the original signature of the owner/builder and an owner/builder affidavit.

9. Electronic media:
   a) Details, shop drawings, product descriptions and other product information prepared by manufacturers, suppliers or installers of a specific product or system may be integrated into documents prepared and sealed by registered design professionals only with pre-approval by the Building Official. Architects may do so providing they are incidental in relationship to the overall scope of the project and do not, in themselves, describe spaces, elements or systems directly effecting public health, safety and welfare; engineers are not limited to an incidental relationship or by spaces, elements, etc. However, in any case, the design professional must accept full responsibility for all information contained which becomes a part of the design documents.
   b) Computer generated engineers’ stamps may be used on final original drawings providing a handwritten signature in a contrasting color is placed across the stamp and the date is written below the stamp.

Computer generated stamps are not allowed on Architectural plans. Computer generated signatures and dates are not permitted. We recommend that a different or contrasting color be used for the stamp and handwritten signature to prevent duplication efforts by unauthorized individuals.

NV Board of Architecture, Interior Design and Residential Design
NV Board of Professional Engineers and Land Surveyors
NV Board of Landscape Architects
NV Contractors Board
NV Fire Marshall
NV Public Works Board
NV Organization of Building Officials

This information is provided as a resource only and is not intended to reflect all necessary plan submittal requirements

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