



Manufactured Home Foundation Plan Submittal Requirement Checklist

TWO COMPLETE SETS OF PROPERLY STAMPED & SIGNED PLANS & ONE SET OF ELECTRONIC PLANS ARE REQUIRED. PLANS THAT ARE STAMPED “PRELIMINARY”, “FOR REVIEW ONLY” AND/OR “NOT FOR CONSTRUCTION” ARE UNACCEPTABLE. COMPLETE PLANS SHALL INCLUDE THE FOLLOWING:

1. Two plat, site and grading plans required. (Also See Attached Residential Site Plan Requirements Sheet).
 - Location, size and type of material used for water and sewer site lines.

2. Two sets of structural plans and documents are required with the following, but are not limited to:
 - A Nevada State Licensed Architect or Engineer must draw plans. The architect and/or engineer are responsible for the design and shall date, stamp and sign each sheet submitted per NRS.
 - A Nevada State Licensed Contractor or Owner/Builder when used for his own work may also draw plans. Contractor or Owner/Builder must sign these plans. If a licensed Contractor draws the plans, the plans shall be so identified with the following information on the front sheet of each principle’s drawings on each set of plans:
 - o The Contractor Company Name
 - o State Contractors License number
 - o State Contractor Classification (C-1, C-2b, B, B-2, etc)
 - o State License Limit
 - o Printed Name of Person who prepared drawings
 - o Original Signature of Person who prepared drawings

In order to utilize this exemption, the Contractor will be required to title the plans without references to being prepared by a party other than the Contractor who is completing the work.

If an Owner/Builder draws the plans, the plans shall be so identified with the following information on the front sheet of each set of plans:

- o Printed Name of Owner who prepared drawings
- o Original Signature of Owner who prepared drawings
- o Statement “Owner/Builder” underneath Signature

**CITY OF WELLS
RESIDENTIAL SITE PLAN REQUIREMENTS**

The City of Wells Planning Department requires two (2) site plans on 8 ½ x 11 paper or larger for any single-family residence. The following information is required for review:

GENERAL

- Recorded lot number and subdivision name.
- Street address and APN (Parcel Number)
- North arrow and scale of drawing.
- FEMA rate zone with base flood elevation or a note indicating the project is not within a special flood hazard area (SFHA).(Engineering Department will verify.) **If construction is within a SFHA**, then the following documentation shall be provided prior to any building permit being granted:
 1. A “Floodplain Development Permit” application shall be filled out and submitted to the Engineering Dept. for review and approval, and
 2. Submit to the Engineering Dept. any additional information the “Floodplain Development Permit” application requires, and
 3. An Elevation Certificate shall be completed & must be certified by a state licensed Architect, Engineer, or Land Surveyor and submitted to the Engineering Dept. for review.
- Property boundary dimensions.
- Street right-of-way line. (Note: back of sidewalk is not the right-of-way line.)
- Utility and drainage easements.
- Curb, gutter, sidewalk and driveway location.
- Off-street parking (2 spaces within setbacks per residence.)
- Setback lines. (Check with Planning Department for current zoning and setback information).
- Dimensions to building from property lines.
- Overall dimensions of building.

GRADING AND DRAINAGE-PER APPROVED SUBDIVISION PLANS

- Finish floor or top of footing elevation for all ground floor levels.
- Finish grade elevation. Must be at least 6” below top of footing. Use a single elevation if level or spot elevations if grade varies around the building.
- Elevation of existing property corners, curb or sidewalk, and grade breaks along lot lines. In new subdivisions use grade elevations as shown on an approved subdivision grading plan.
- Toe and top of slope locations with setbacks per final approved grading plan.
- Flow line elevations with distance from structures (a minimum of 5% for 10’ away from building is required for soil surfaces, 2% for concrete & asphalt).
- Flow line grades (a minimum of 1% is required for soil, ½% for concrete).
- Other elevations and grade breaks sufficient to establish finish grade conditions.
- Storm Water Pollution Prevention Plan-Requirements dependent on project (lot) size (See Multi-Family, Commercial and Industrial Submittal Requirements Checklist).

UTILITIES

- Water and sewer main line locations.
- Water service and meter box location (1-foot in back of sidewalk).
- Sewer service location.
- Septic Tank Location & Size (If Applicable)
- State Health Approval Certificate for Septic Tank (If Applicable)