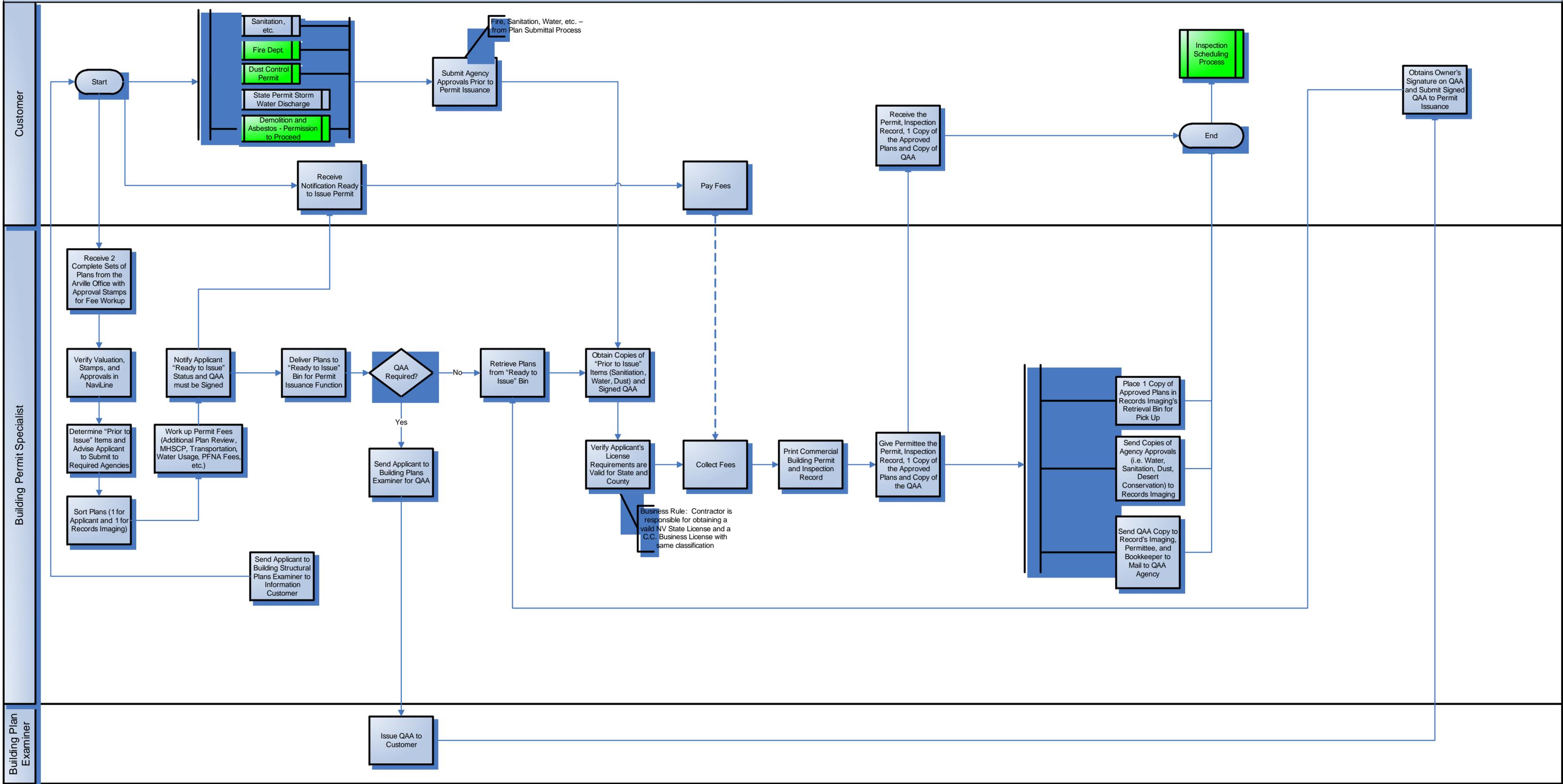
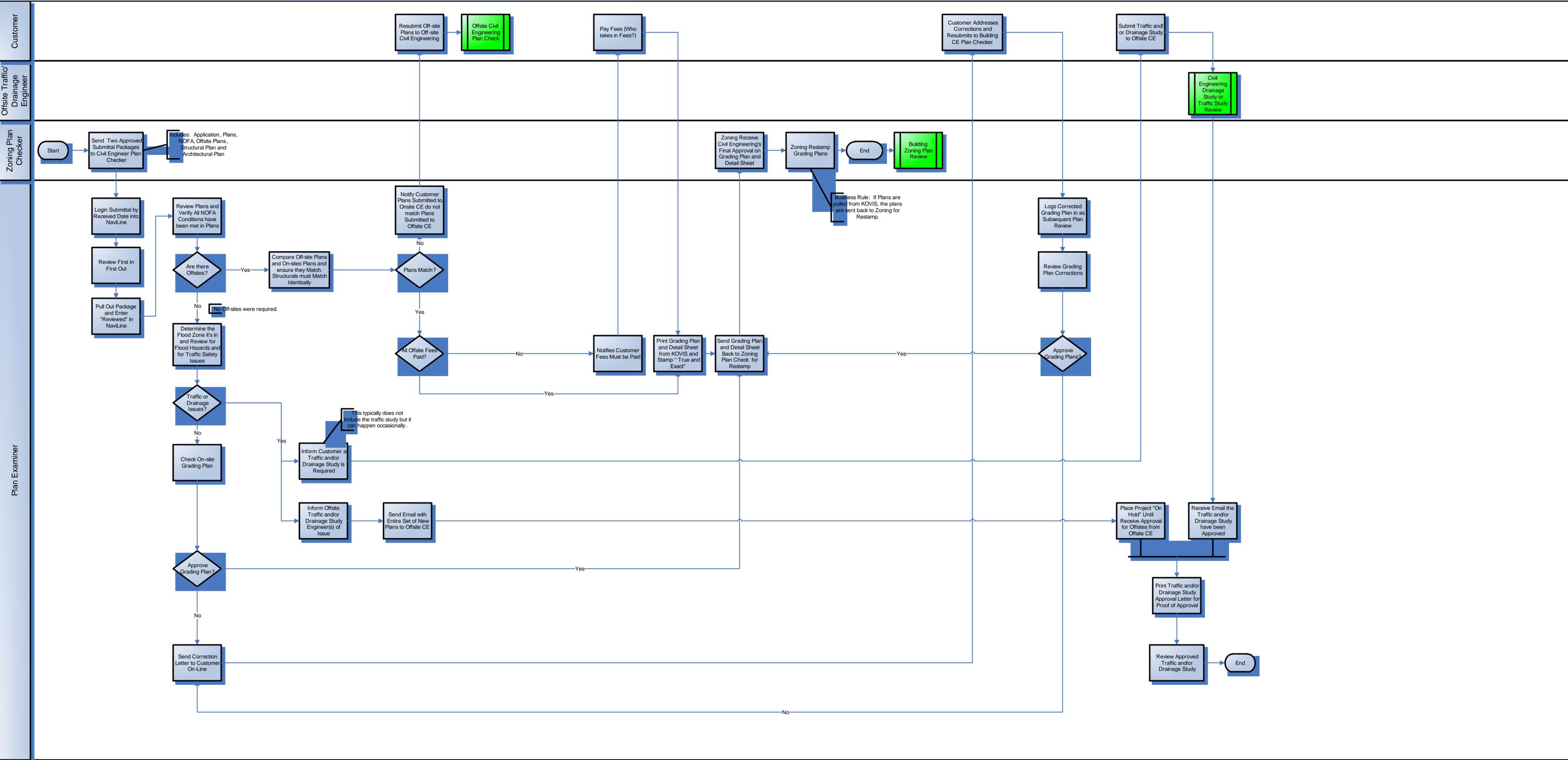
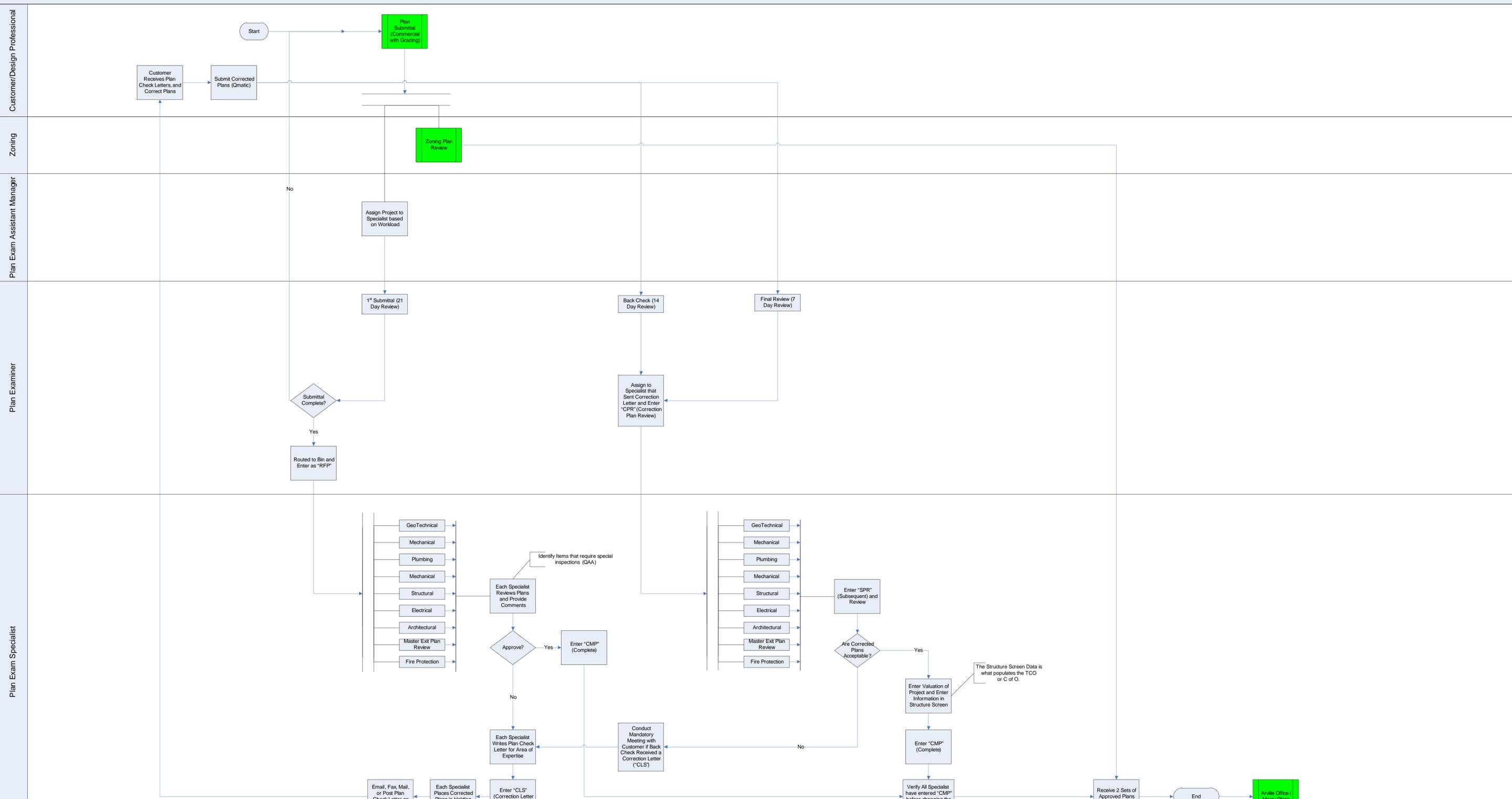


BD003-Permit Issuance

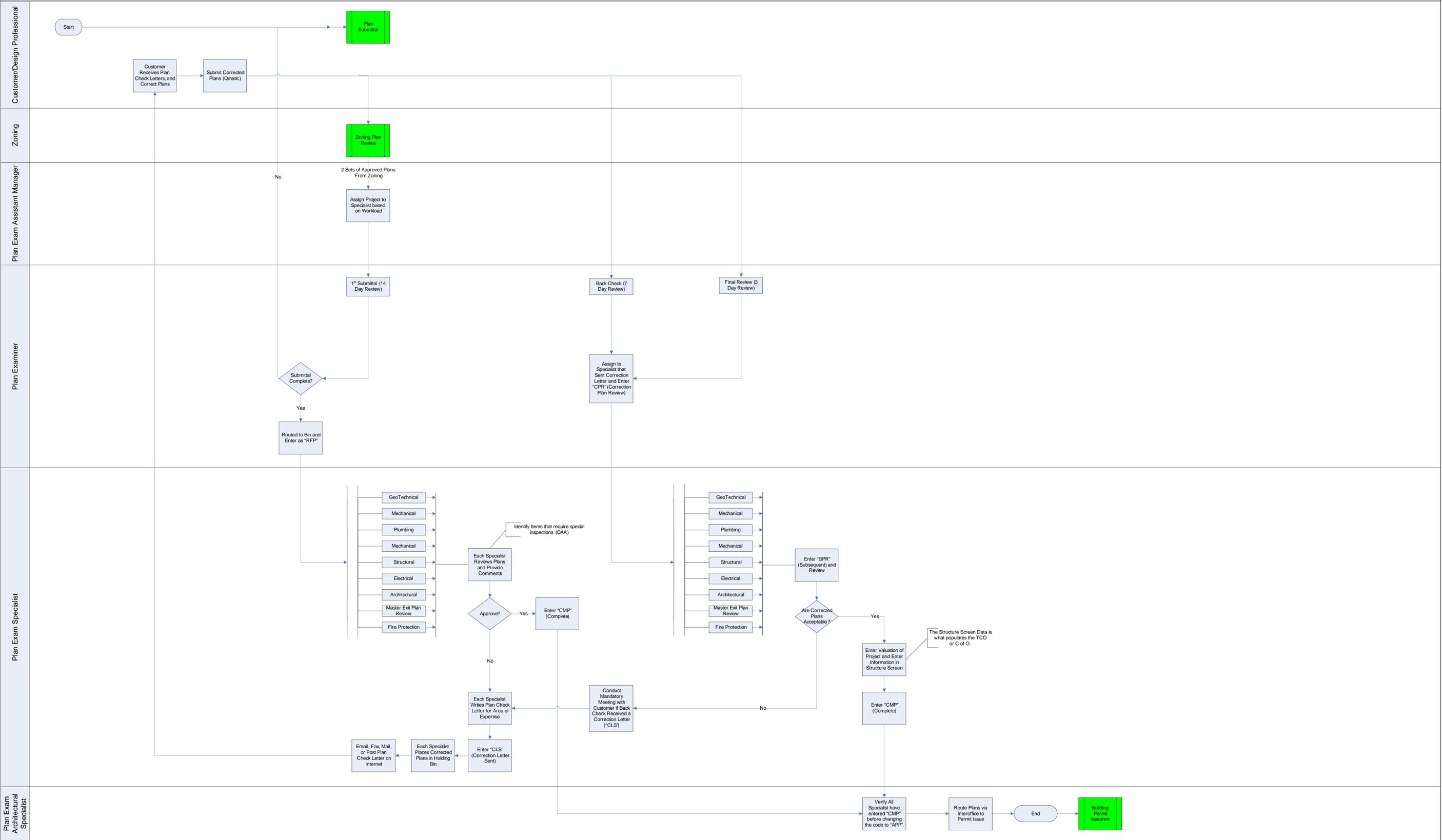




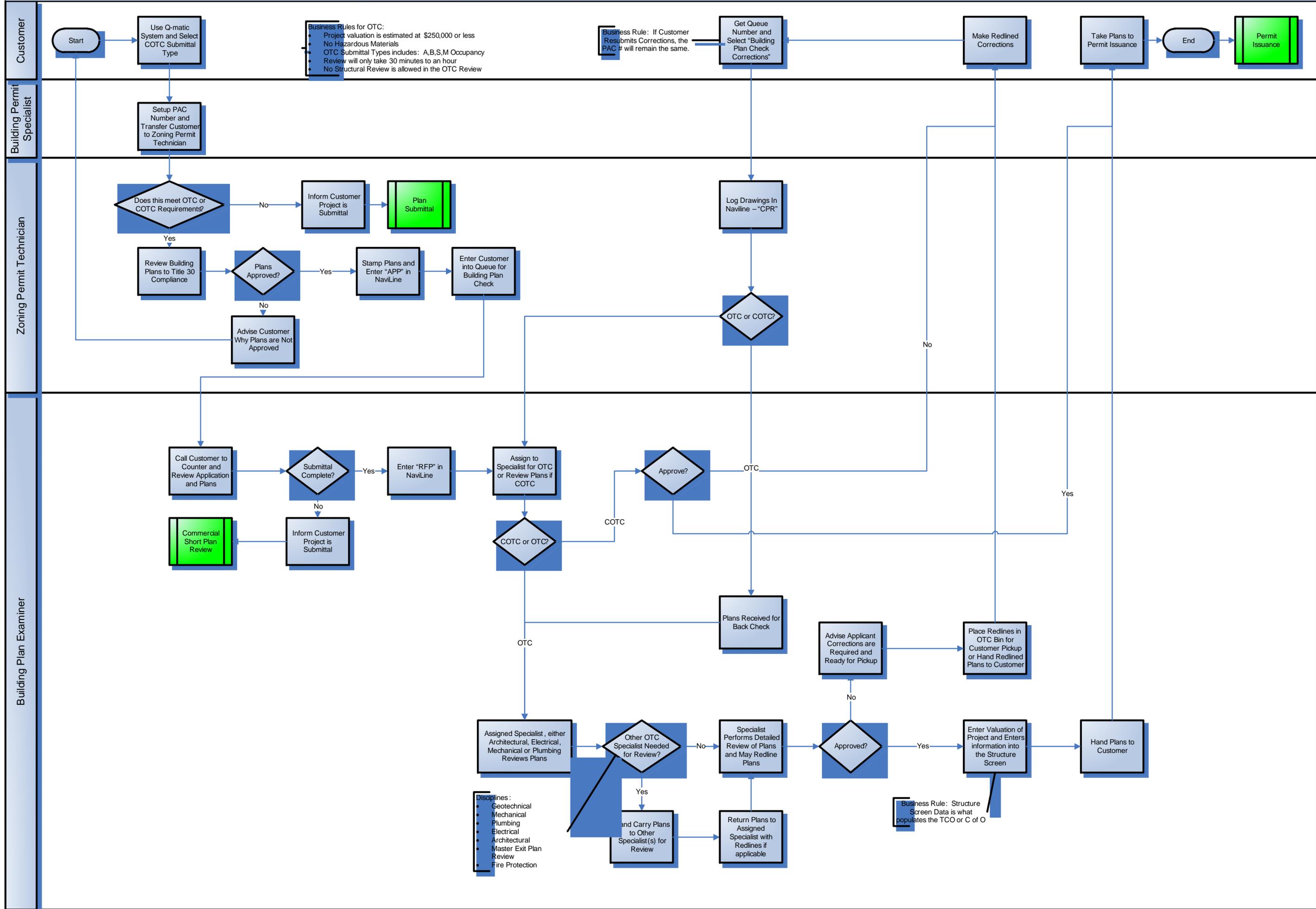
BD005-Commercial Plan Review

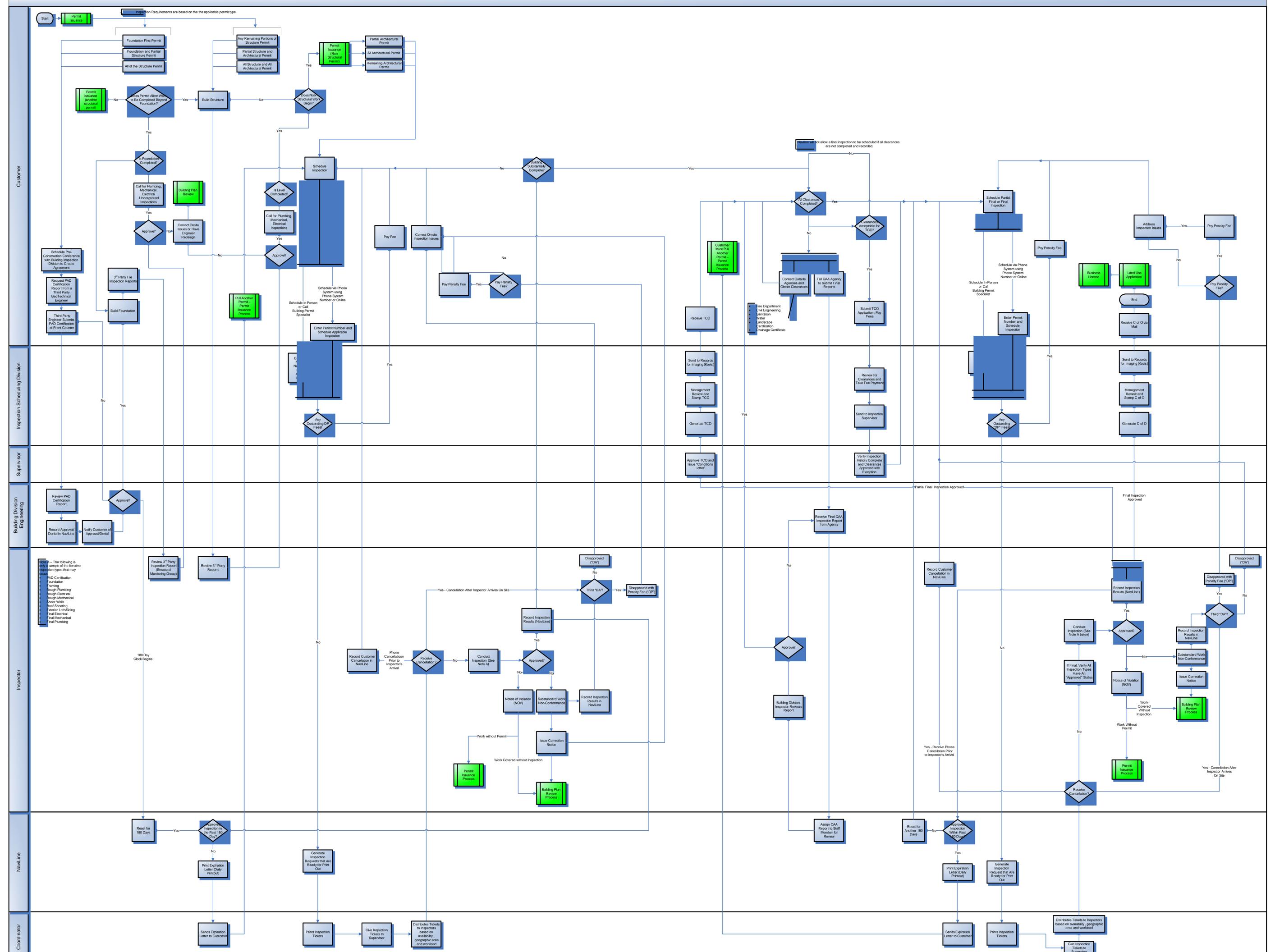


BD006-Commercial Short Plan Review

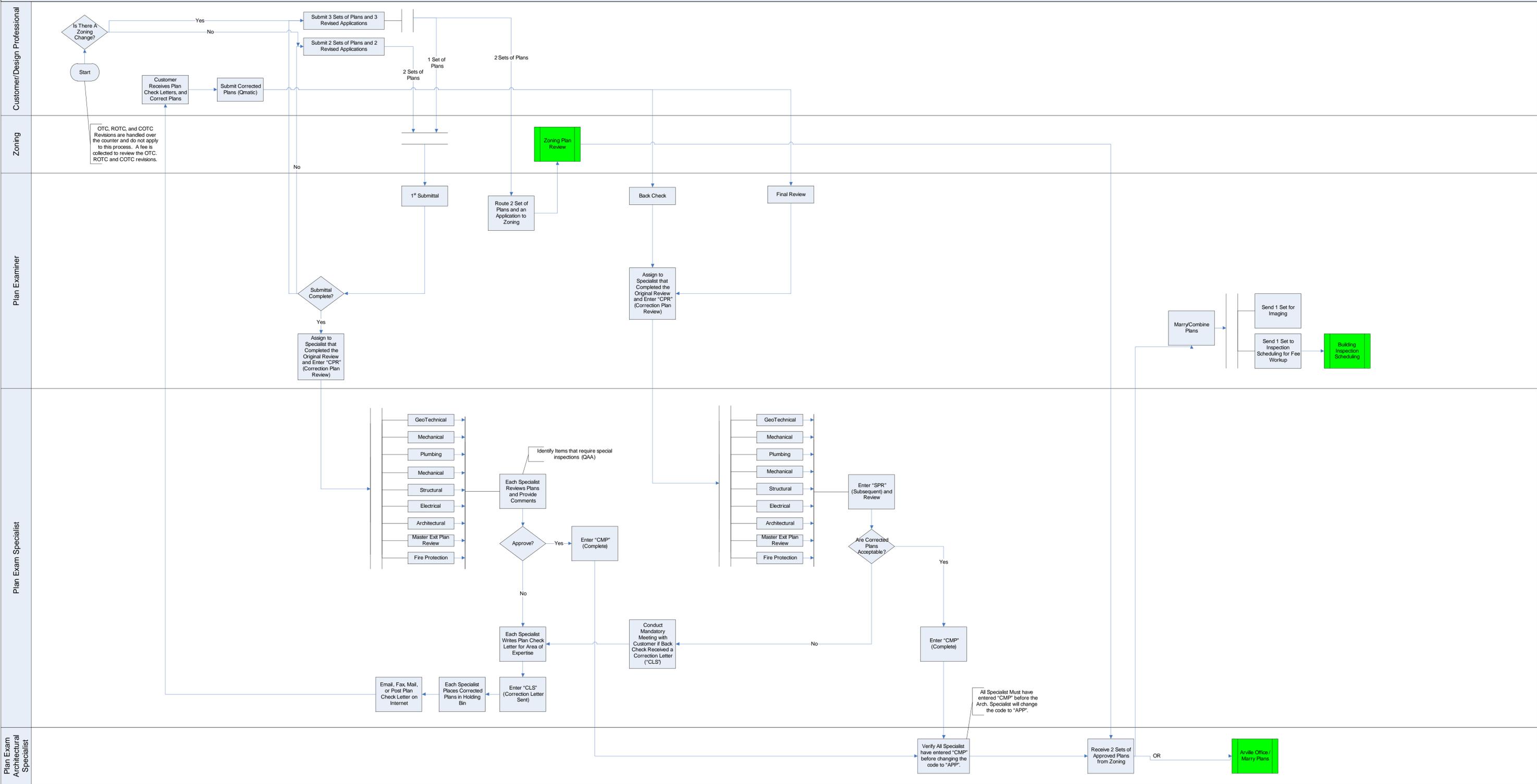


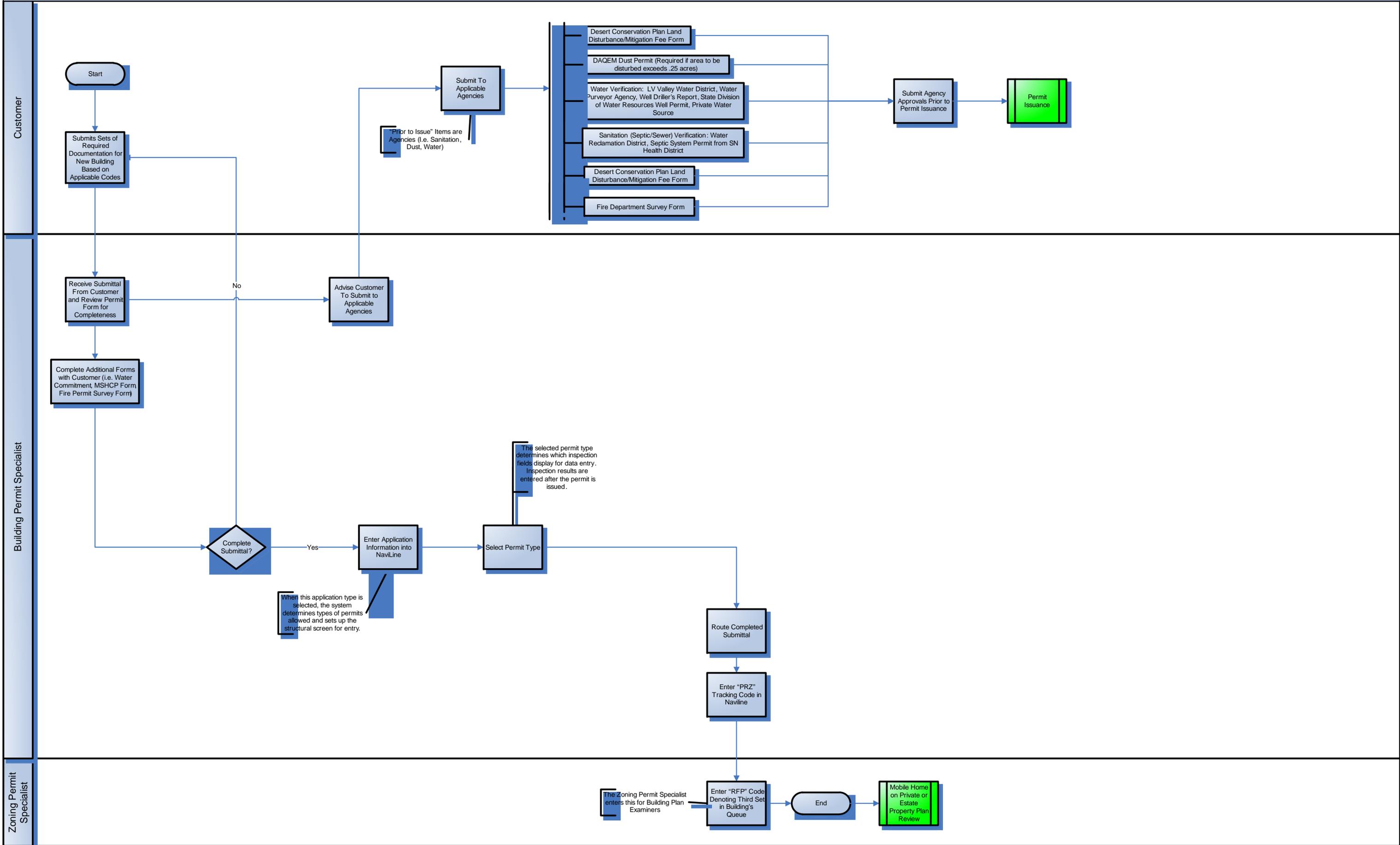
BD007-Commercial Over the Counter (COTC) or Over the Counter (OTC) Plan Review



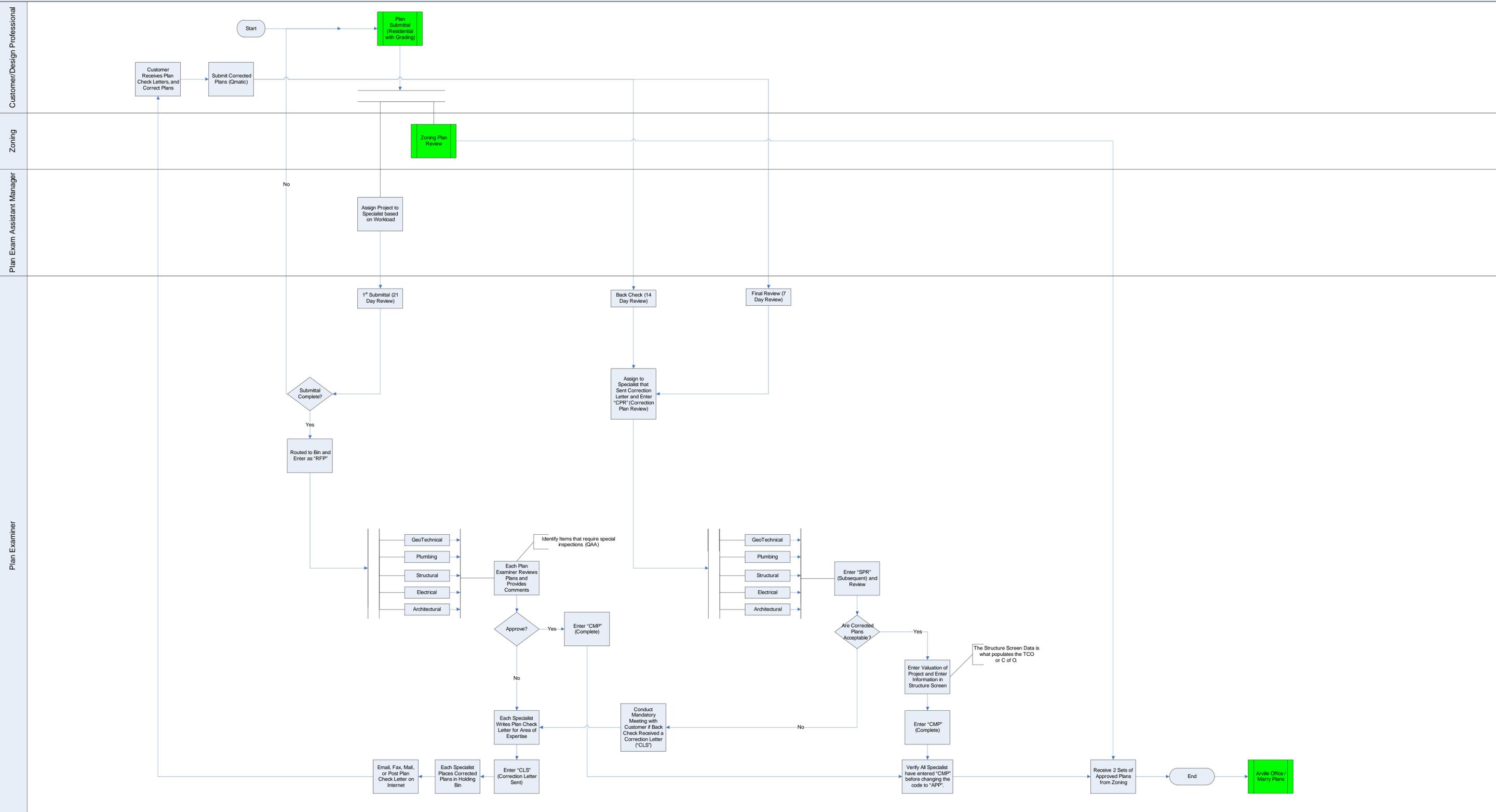


BD012-Plan Exam Revision Review

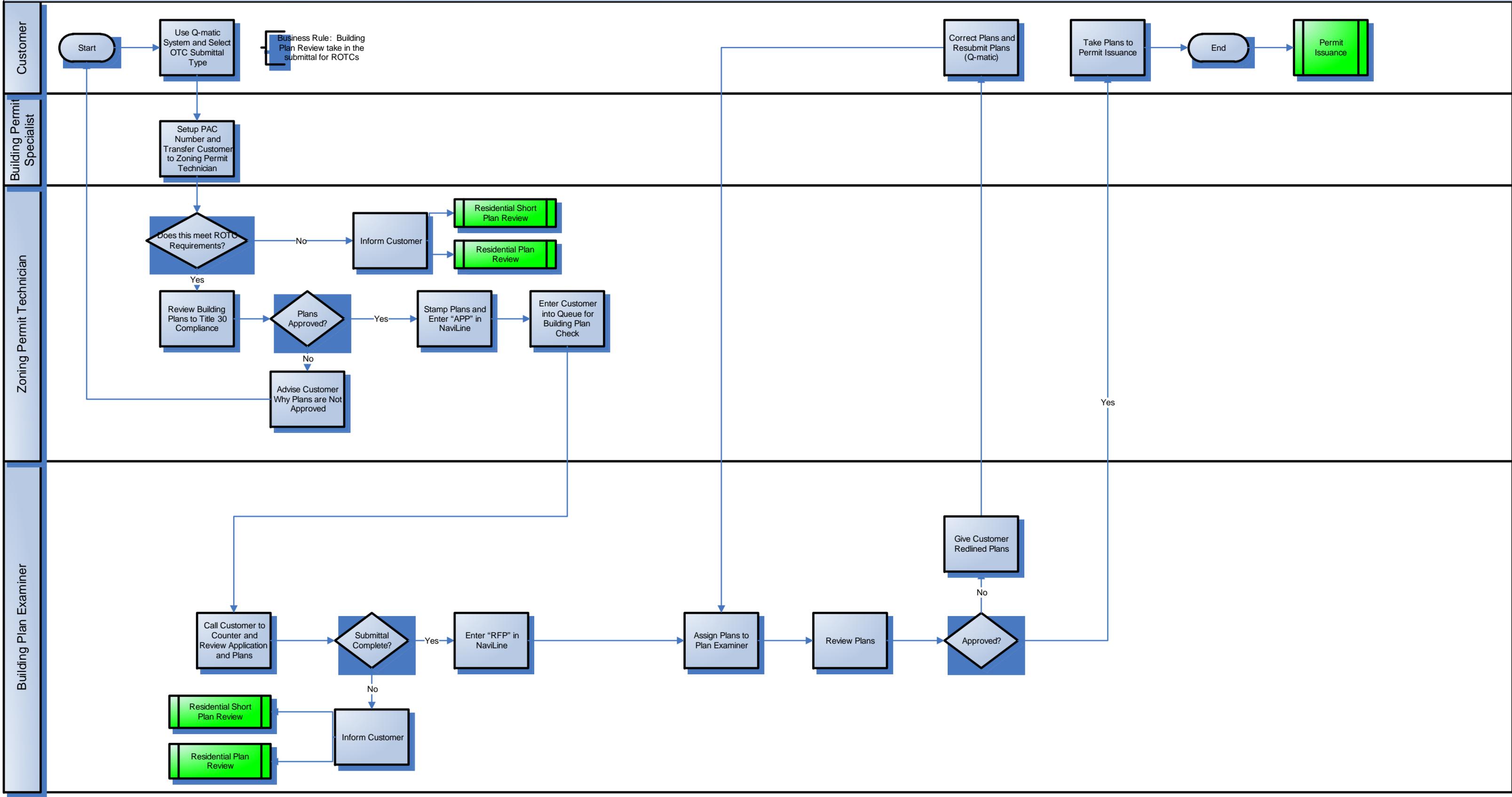




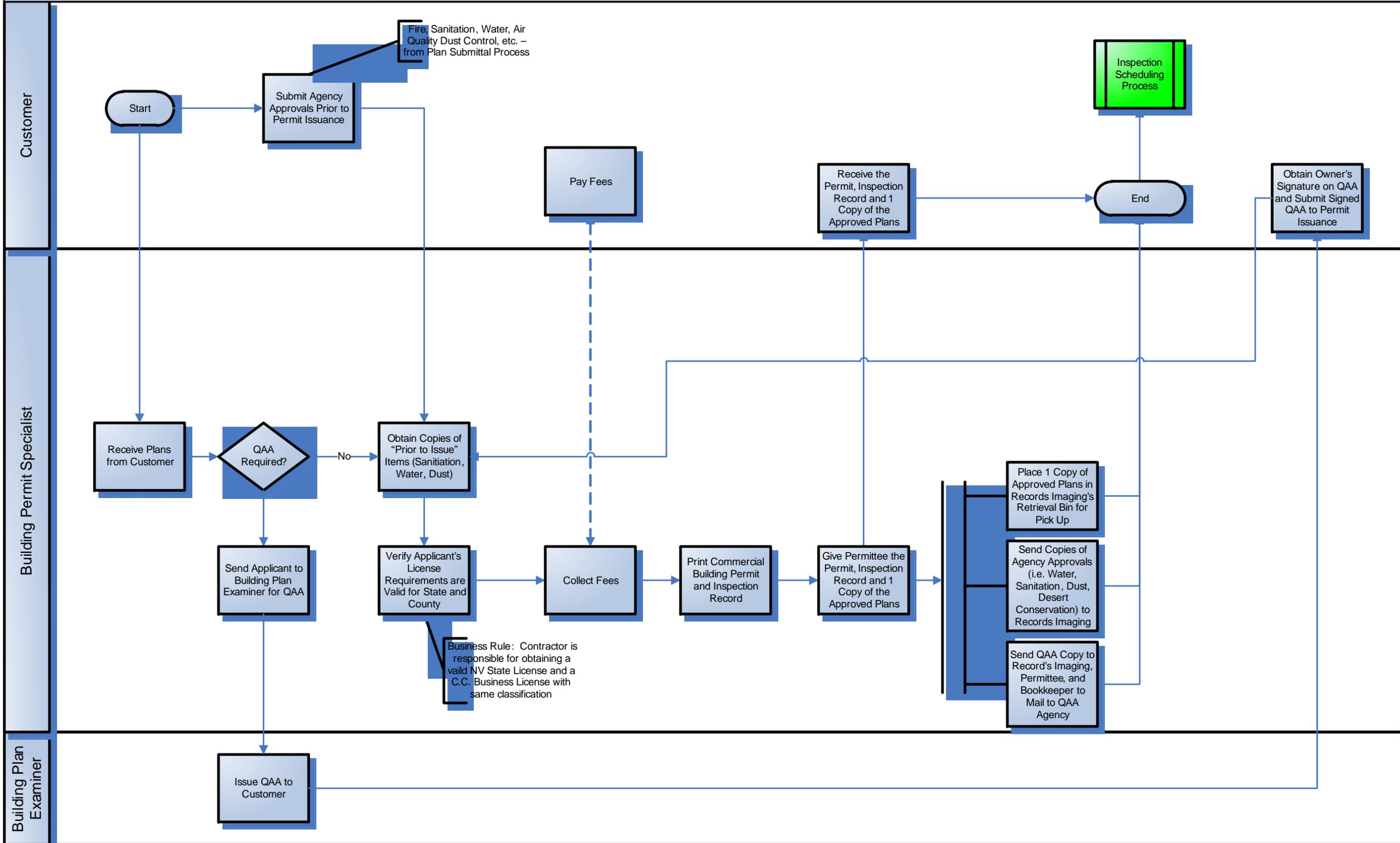
BD014-Residential Plan Review



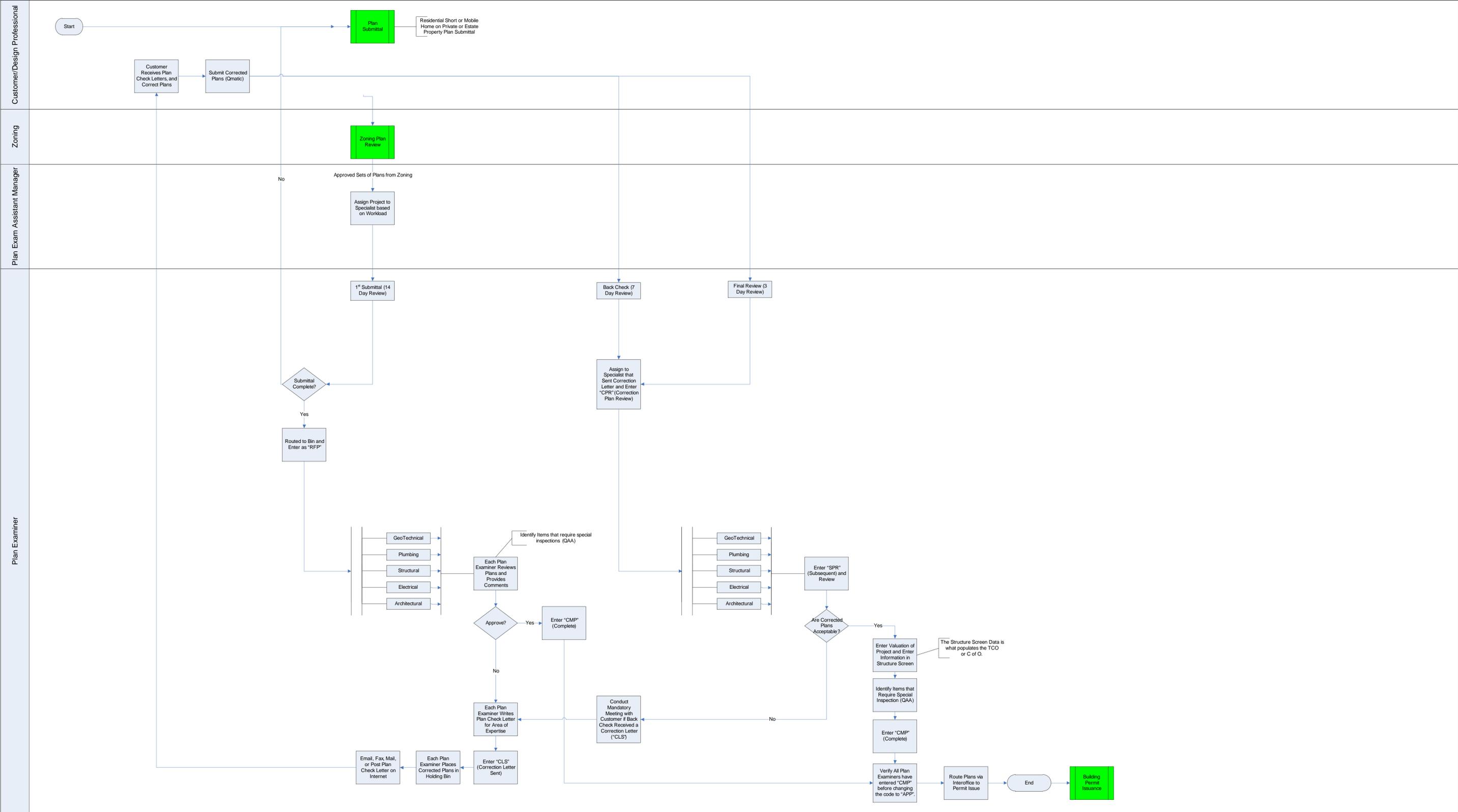
BD015-Residential Over the Counter Plan Review (ROTC)



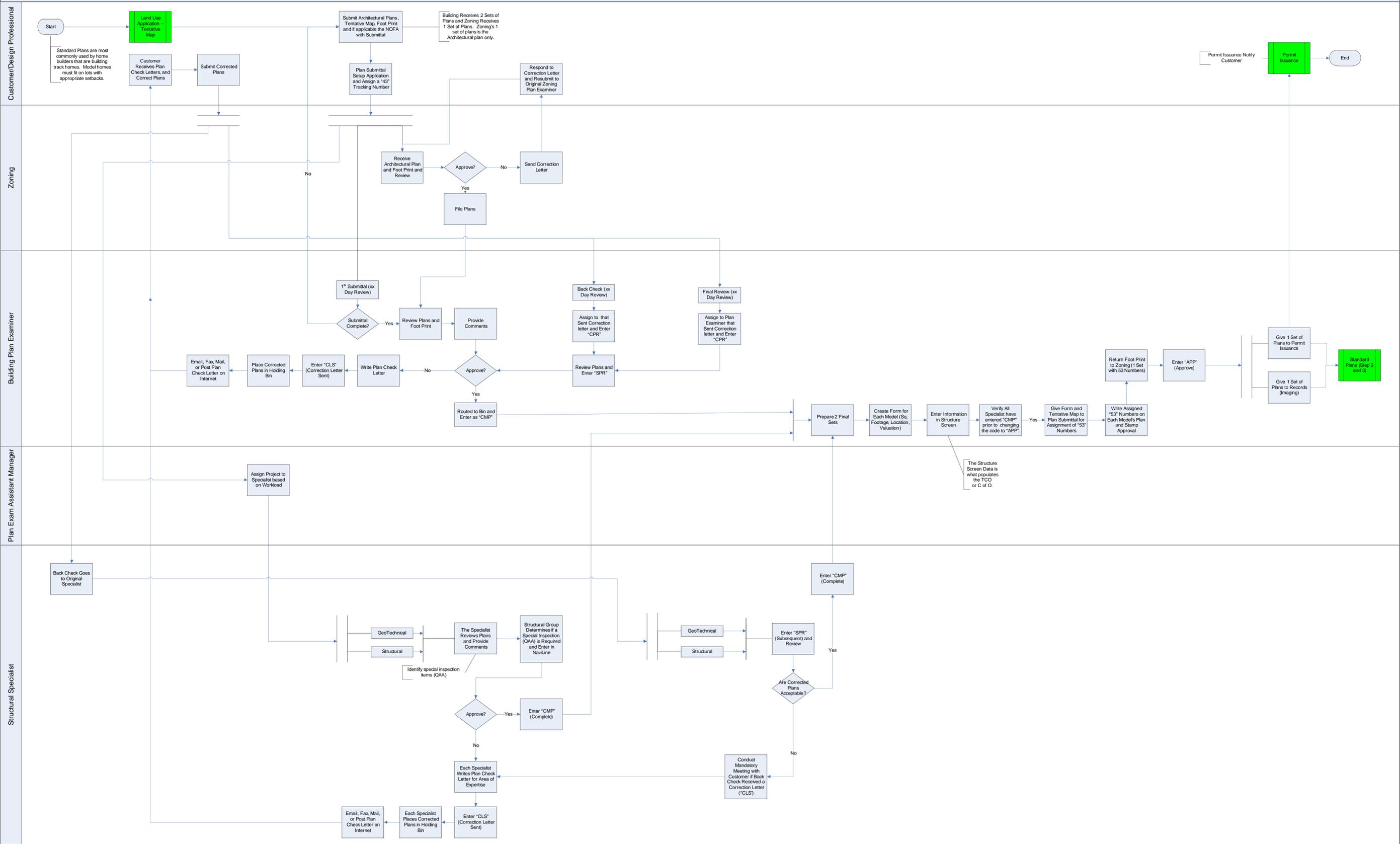
BD016-ROTC, COTC or OTC Permit Issuance



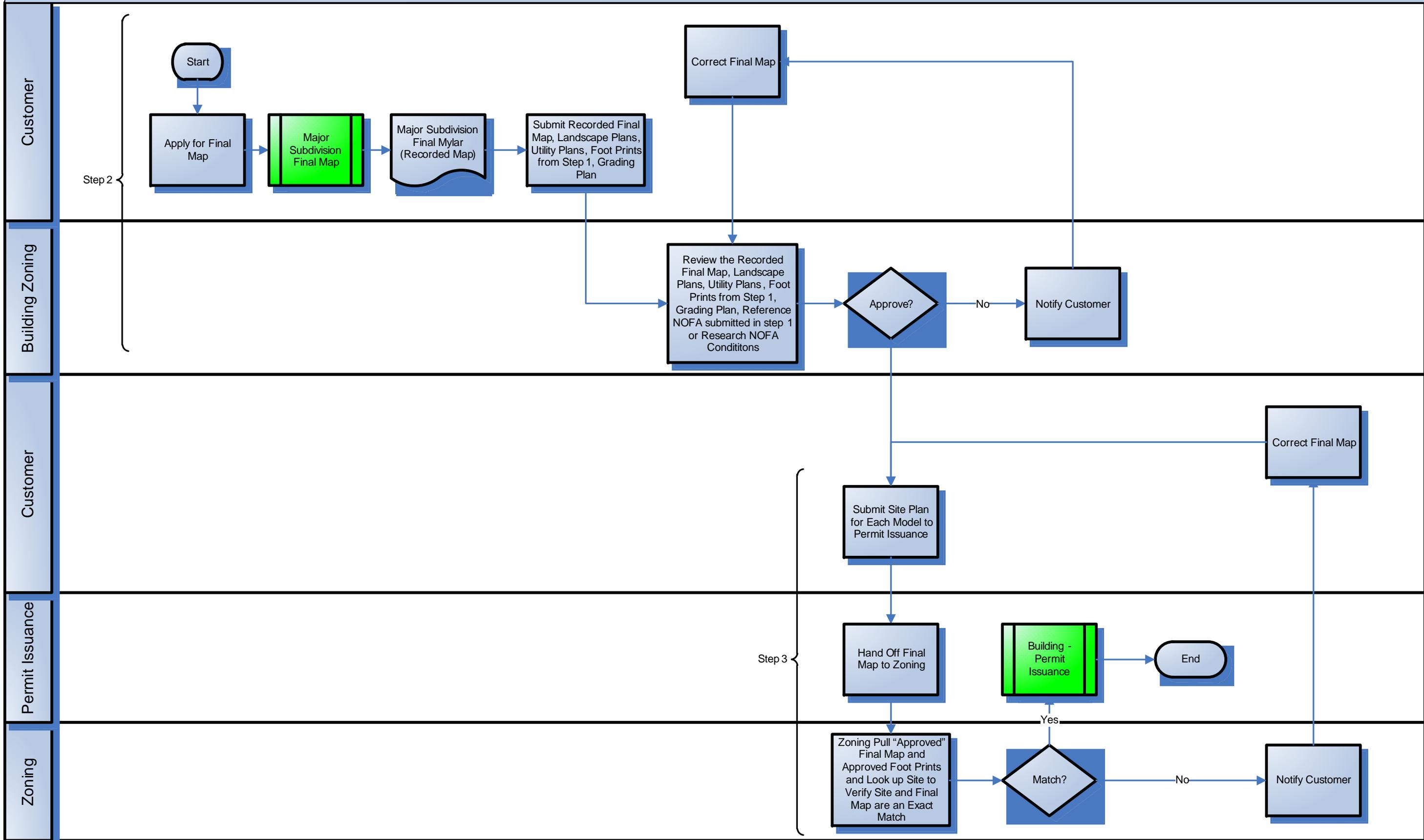
BD017-Residential Short or Mobile Home on Private or Estate Property Plan Review



BD018-Standard Plan Review (Step 1 of 3) / Residential Track Homes



BD019-Standard Plan (Step 2 and 3 of 3 Steps)



BD020-Zoning Plan Review

Customer

Building Permit Technician

Plans Examiner Specialist

Zoning Plan Examiner

This Review includes anything that is not OTC. It does include grading plan review.

Make Corrections on Plan and Give Back to Zoning Plans Examiner for Subsequent Review

eMail and Mail Correction Letter

Start

Receive 2 Sets of Complete Plans from Building Permit Specialist

Enter Plans in Queue (i.e. Commercial, Commercial Short)

Receive Weekly Assignment Sheet (Generated and Distributed via Email)

Assign Permit Package (2 Sets) to Plan Examiner

Remove Plans from Bin

Review Plans

Use Open Door and Look at Plans for Title 30 Compliance and Compliance to Commission Action (s) - NOFA

- NOFA Standards
- Agenda
- Map

Zoning always takes approved offsites from KOVIS and confirm signature unless they are not in KOVIS. Then non-approved offsites submitted by the customer (2 sets) are used and sent to Civil Engineering for approval.

Zoning Approve?

Create eMail Correction Letter to Applicant

Any NOFA Conditions or Is There a New Grading Plan?

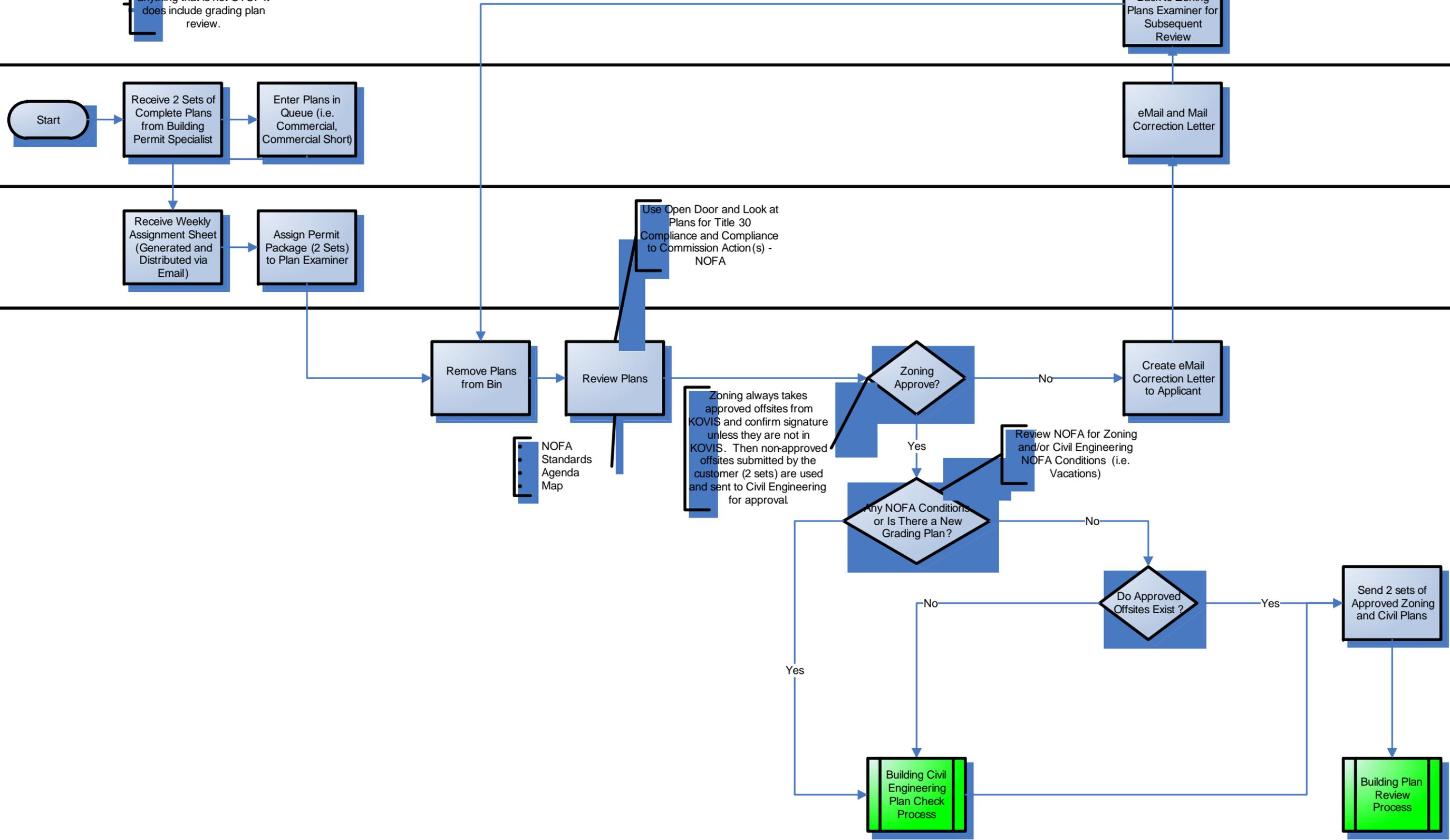
Review NOFA for Zoning and/or Civil Engineering NOFA Conditions (i.e. Vacations)

Do Approved Offsites Exist?

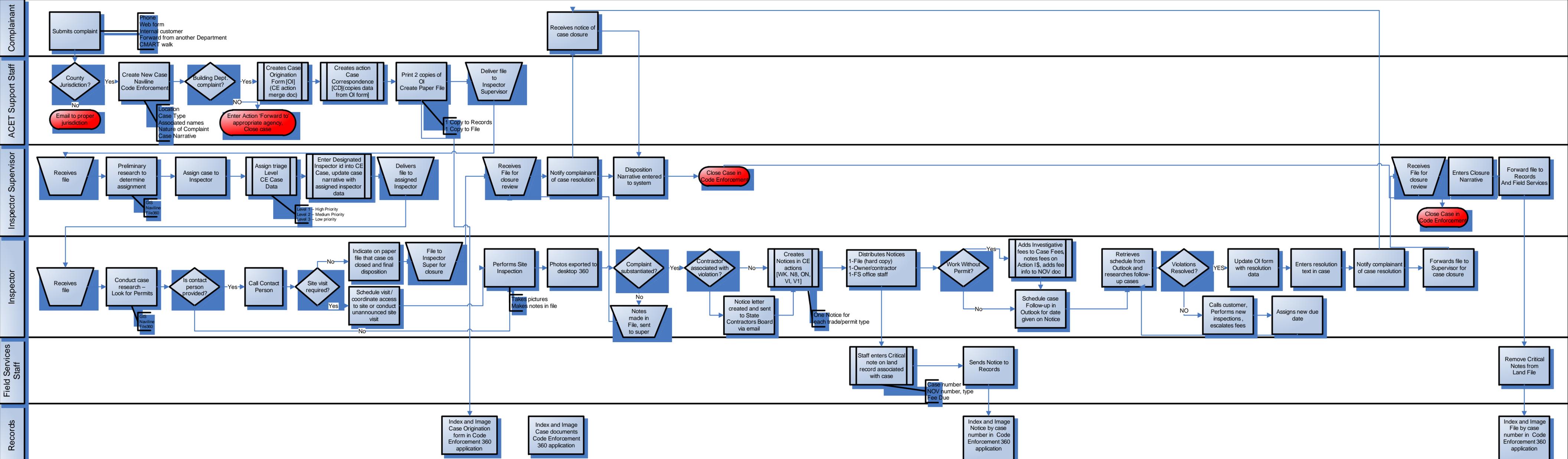
Send 2 sets of Approved Zoning and Civil Plans

Building Civil Engineering Plan Check Process

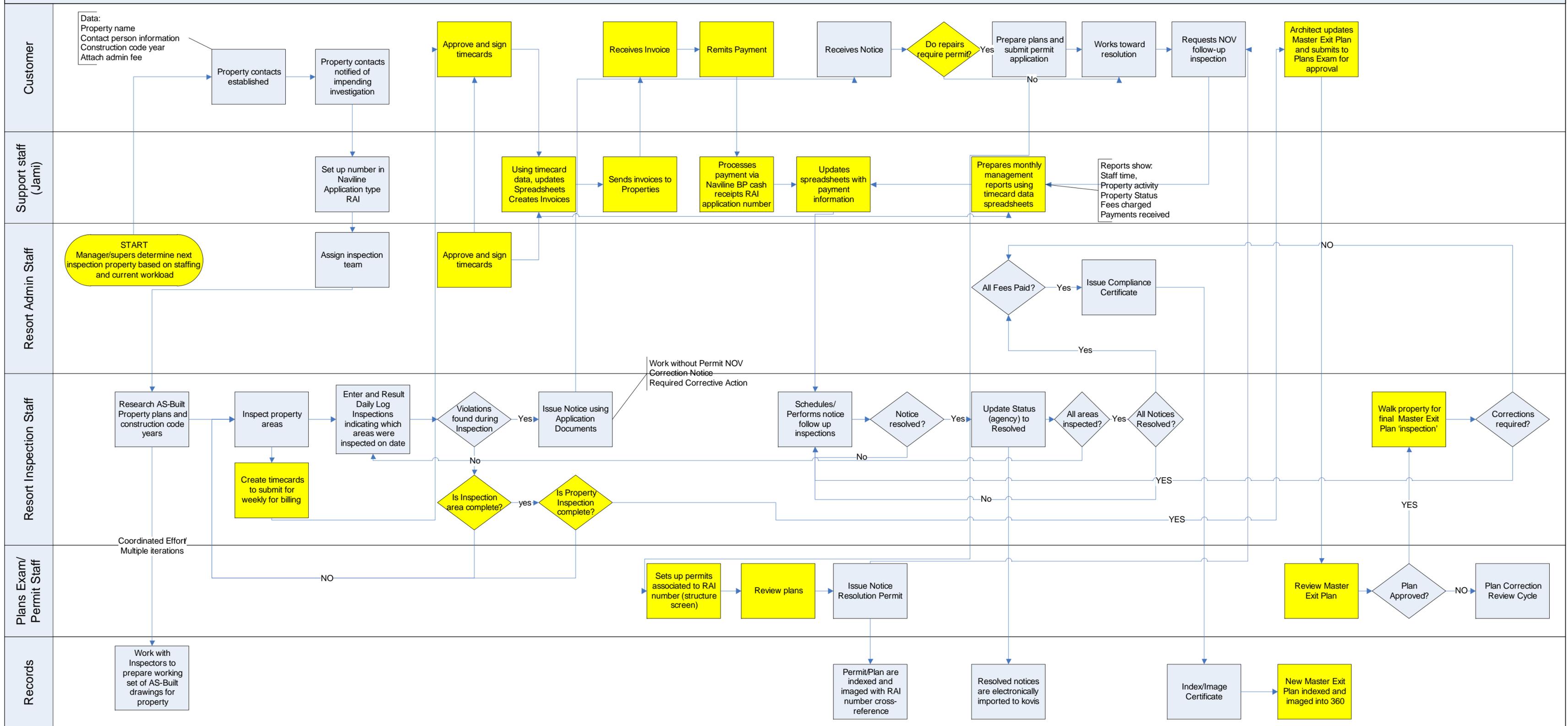
Building Plan Review Process



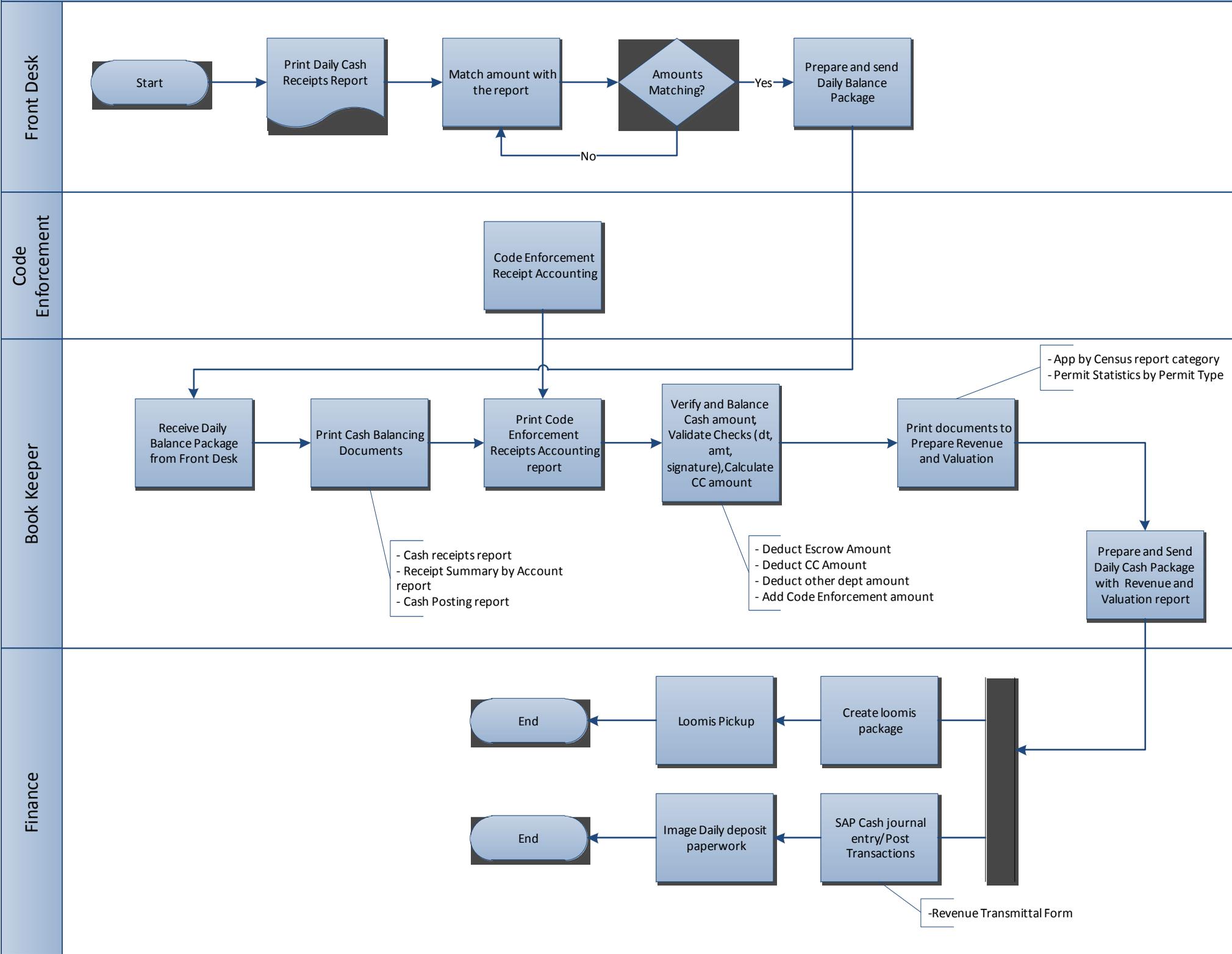
BD021-Complaint Process



BD022-Resort Inspection Process



Building – Finance –BD065-Daily Cash Balancing



Process Scenario:

Daily activity of balancing cash receipts and creating the deposit for previous days funds

System Constraints:

- If "Print/Create cash receipt" is not checked in Naviline, transaction does not show up on daily cash receipts
- If any adjustments are made in Naviline, the date of the actual adjustment- on the escrow activity report-goes back to the date of the original transaction instead of the date the adjustment was made on .

Business Rules:

- All adjustments must be approved by management
- Daily Cash receipts report includes all escrow accounts and all payment and adjustment transactions for the day

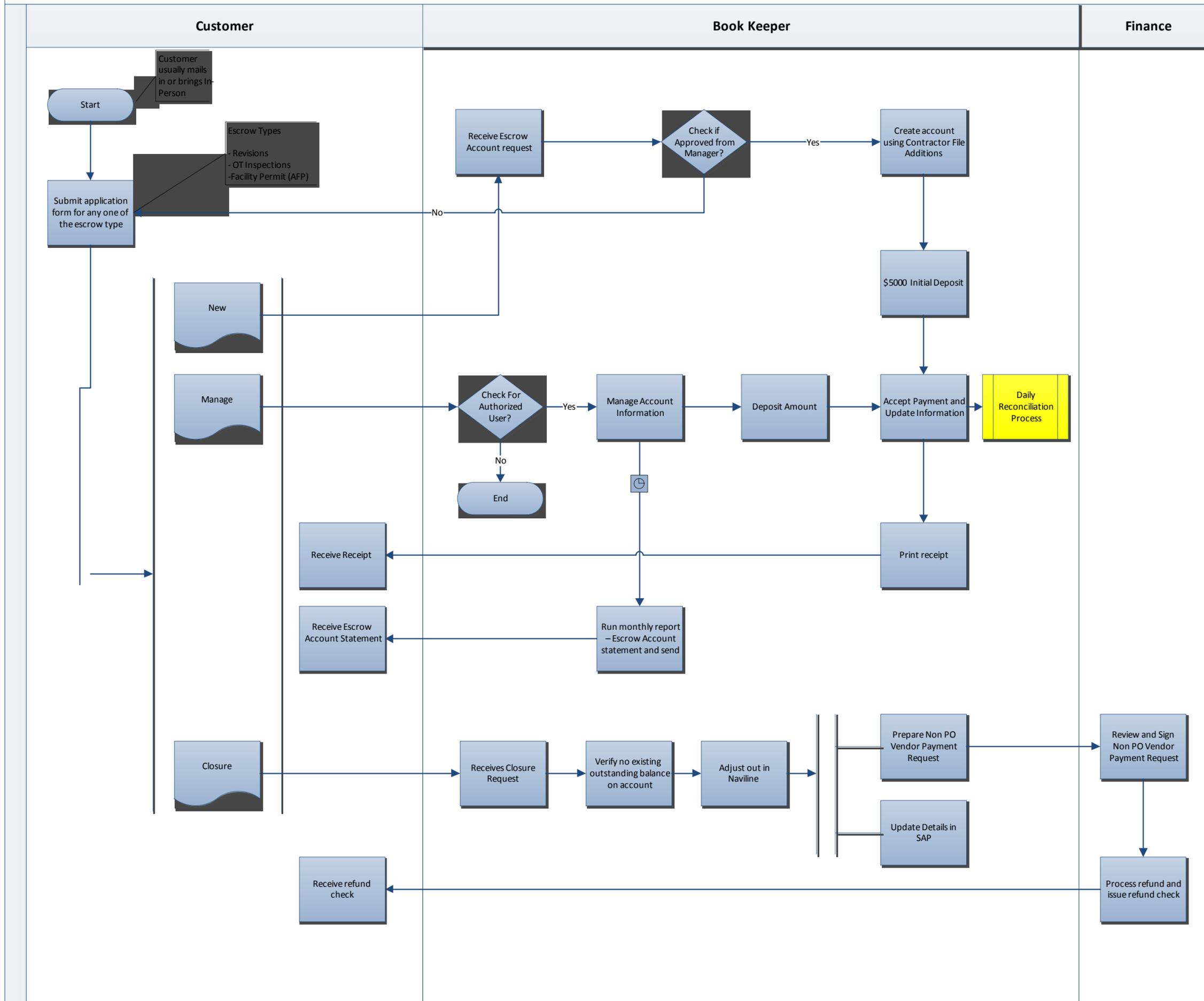
Gaps/Issues:

1. Need in the system a daily breakdown of funds paid to Escrow versus, Overtime, versus payments for Permits

Systems:

- Naviline
- Crystal Reports

Building Department-Finance-BDU066- Escrow Accounts



Process Scenario:
1) Escrow account is needed or needs to be maintained

System Constraints:
-Unable to print statement specific to a contractor

Business Rules :
-Any escrow activity requires submission/request in writing.
-Any escrow account can be requested only with concerned Managers approval
-Escrow account for Facility Permits (AFP) is mandatory

Triggers:
-Customer submits escrow account form or letter

Goals:
-Create new escrow account
-Maintain funds in escrow account
-Maintain list of authorized users
-Deactivate escrow account

Gaps/Issues:
1. Only Revisions escrow accounts have a list of authorized users
2. Upon opening there is not a requirement to deposit funds in the account
3. Escrow accounts that have a zero balance for an extended period of time are not closed. Future-automatically close account after 6 months from opening
4. Escrow applications are not scanned in/electronically stored and instead are stored in a binder
5. Escrow account funds are not claimed after completion of project

Roles:
Customer- Can be an internal (Clark County contractor or employee) or external person (not employed via Clark County or servicing Clark County)
Book Keeper- Building department staff responsible for assisting customers
Finance- Building Department staff responsible for Finance

Systems:
Naviline
Crystal reports

BD067-RAI Financial Processes

