

Clark County Department of Building & Fire Prevention

The mission of the Clark County Department of Building & Fire Prevention is to provide efficient plan review, permitting, inspection and public education to ensure a safe site-built environment, promote fire prevention and support emergency response to protect the citizens and visitors of Clark County.

The Building Division operates as an enterprise fund, supported only from fees collected through the review of plans, issuance of permits and performance of inspections. The Fire Division operates on both general fund and revenue from fees collected due to the review of plans, issuance of permits, and the performance of inspections. The Department functions include the responsibility to process applications and plans to ensure conformance to County development codes and adopted standards prior to issuing permits and inspection of the structures during construction to ensure compliance to the approved plans.

BRIEF OVERVIEW OF FUNCTIONS

The Permit Application Section provides services related to the screening of plans to ensure submittals are complete, permit set-up and issuance, including fee work-up, and records services.

The Plan Review and Engineering Sections conduct building and fire plan review services, provide building and fire code information and issue building and fire code interpretations as required for the department.

The Inspection Section provides building and fire inspections of permitted work, responses to public complaints related to commercial buildings, resort inspections, amusement/transportation system inspections, post-disaster assessments, various testing protocols required by the International Fire Code and adopted amendments including standpipe, hydrant, hood, and other systems necessary for the effective suppression of fire within a structure. Further, the Fire Prevention Bureau helps to coordinate fireworks and special events.

The department is also involved in the development of the building and fire codes, local amendments, and development and administration of a third party inspection certification program.

HIGHLIGHTS OF ACCOMPLISHMENTS 2013 THROUGH 2014

- Received a proclamation from Governor Sandoval and the Clark County Commission commemorating Building Safety Month. The Department held open houses and manned booths during home shows, further we provided a Residential Amnesty for the summer of 2014. The amnesty allowed the department to waive penalties for the homeowners who come forward to resolve any building, electrical, plumbing, or mechanical construction or repair work done to their homes without permits.

- Maintained department-wide policies & procedure manual, including updating all documents to current procedures.
- During 2014 the Building Division was reaccredited by the International Accreditation Service and nationally recognized for its leadership by receiving 4 best practices awards representing 50% of all such recognition given.
- Commenced the accreditation process for Fire Prevention in the last quarter of 2014.
- Created an integrated Building and Fire team to facilitate the opening of 15 major projects, including Downtown Summerlin, SLS, and The Linq.
- Recommissioned 11 of the 14 decommissioned projects, leaving only the Fontainebleau, Venetian's Palazzo and the Echelon still undergoing periodic review.
- Oversaw the successful opening of the largest observation wheel in the world.
- A great deal of time and effort has been spent working with Senior Management, Central IT and Purchasing on the new licensing, permitting, land management and inspection system (BLITZ) for Clark County. Since this is a \$12M+ multi-departmental project that will automate all business processes for our department, the planning of this project has taken a very high priority.

SERVICE DELIVERY

- The program promoted by the department as a guaranteed "Second Opinion" continued to provide an easy, timely method for customers to receive input from a second source within the department. In 2014, 895 second opinions have been provided to customers.
- Inspection managers and supervisors provided audit and customer enhancement programs by directly calling customers that had recently received inspection services. Direct feedback in this manner has been used to improve inspection service methods and provide further training and guidance to inspectors.
- We have implemented and continue to develop methods and processes involving plan review and permit fee assessment that allowed further permit types to be issued electronically, thereby allowing customers to obtain permits on-line rather than be required to come to the department's offices.

- Over the counter plan review services were enhanced, offering all sub-trade reviews in addition to architectural review. This year the service was expanded to accept larger projects. Fire Prevention Plans Exam added 8 over-the-counter permit types and instituted a permit by letter program.
- Heavy rains sustained in the Moapa Valley and Mount Charleston areas, resulted in flooding at various locations. The department provided assistance to the community by assessing and evaluating damaged structures and determining their safety for continued use. Professional reporting was completed and submitted for use in obtaining financial assistance.
- Worked in partnership with Southern Nevada Home Builders Association in review and analysis of plan review, inspection timeliness and efficiency expectations to provide for better understanding and realistic goal establishment.
- In partnership with Home Depot and the Nevada State Contractors Board, the department reenergized the point of sale permit program within various Home Depot stores in Las Vegas. The program's intent is to offer a convenient way for customers to obtain permits.
- Actively participated in the Southern Nevada Child Drowning Prevention Coalition, working to improve drowning prevention measures in the local community.
- In conjunction with the Nevada Resort Association assembly industry pioneered a new program entitled 50/500, increasing both the speed of obtaining a permit for small assembly usage as well as increasing safety.
- The Department has developed four new programs: Permit Now; Consultant Service Plan Review Contract; Customer Driven Plan Review; and Plan Review By Inspector to enhance customer service and turnaround times for permit delivery. Each of these programs allows our customers to define their permit turnaround times by qualifying for one of the Department's new custom programs.

WORK PRODUCTION AND QUALITY

- Consistently met established goals for Timeliness, Efficiency, Quality, and Customer Service and reported results to the customer by use of website. Provided the management necessary to complete over 16,500 plan reviews, 250,000 inspections, and inspections of 16 resort facilities with on-going required corrections in an additional 19 facilities. The Fire Prevention Bureau in fiscal year 2014 processed 23,889 application submittals with a revenue of +\$3,984,046.00. From January 1, 2014 through November 30, 2014 the Fire Prevention Plans Check group successfully reviewed 15,263 plan applications. On the average, Fire Prevention Plan Check groups plan application review time averaged 9 workdays or two calendar weeks. Out of the reviewed plans, 85% did not need corrections from the applicant, and 15% of the submitted plan applications required corrections.
- Special reports were developed by means of extracting data from plans exam tracking logs to provide individual plans examiner production data, allowing for manager review and targeted improvement areas for staff members. This same data was used for accurate reporting of the entire section's work time frames and provided to the public for their awareness.
- Several grant programs involving energy code compliance and sustainability were initiated or continued with the State of Nevada and administered through our Inspection Section.

DEPARTMENT MANAGEMENT, FISCAL RESPONSIBILITY, AND STAFF DEVELOPMENT

- Maintained a continuous review of work productivity and service delivery goals to establish correct manpower needs for existing and projected workloads. Kept department service delivery on target to established goals and maintained within budget. No new job positions created and only some of vacant positions created by natural attrition were filled.

- Technical training of staff as required by state law for technical positions was provided via several means, with department staff providing 100 classroom hours of instruction resulting in 1250 hours of staff training. Additional supervisory, management and technical training was provided at the annual EduCode symposium. Fire Prevention sent a total of 25 members to job related training in March 2014. The engineering staff was provided technical enhancement and classes necessary to maintain required licensure through 17 webinars, and the engineering manager also provided training through a presentation series he titled “Greetings from the Engineering Manager.” This presentation included discussion of professional engineering journal articles with differing staff members, with follow-up assignments for learning and professional growth. Fire Prevention staff received 14 in-house training classes.

OFFICE LOCATIONS AND KEY CONTACT NUMBERS

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