

Clark County *Development Review Workshop*

*Hosted by the Department of Building
& Fire Prevention*

October 28-29, 2015



Development Review Workshop

Welcome & Introductions



Development Review Workshop

Clark County Permit Review Process Overview

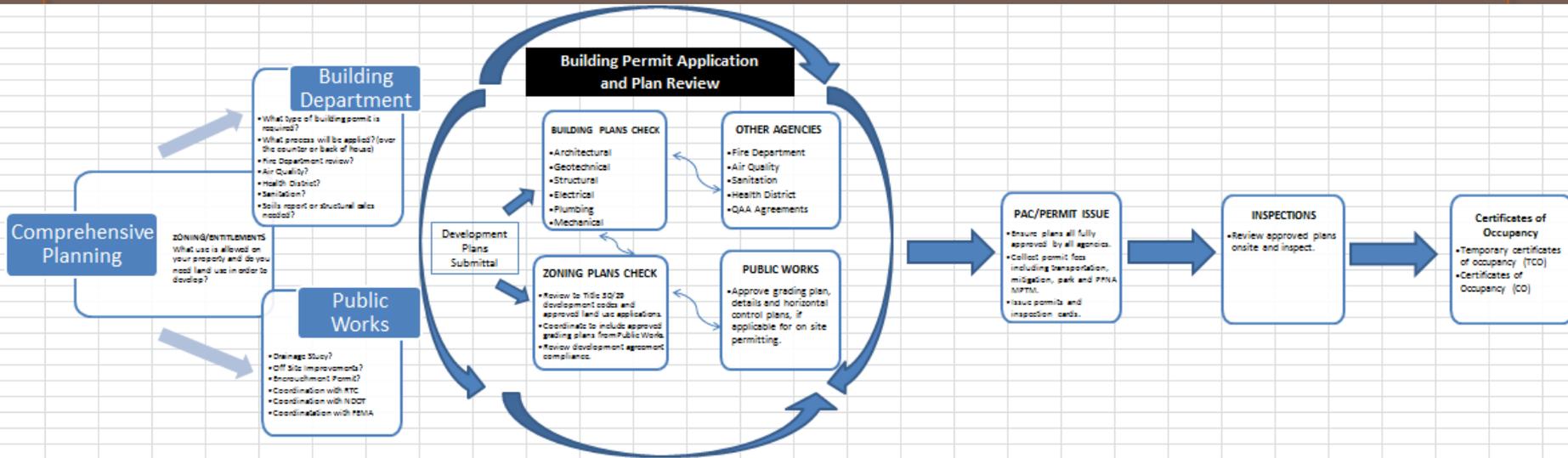
Dave Brown



Development Review Workshop

Overall Permit Process

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Research and Pre-Submittal

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Comprehensive Planning

ZONING/ ENTITLEMENTS
What use is allowed on your property and do you need land use in order to develop?

Building Department

- What type of building permit is required?
- Air Quality?
- Health District?
- Water Reclamation?
- Soils report or structural calcs needed?
- Fire Department Review?

Public Works

- Drainage Study?
- Off Site Improvements?
- Traffic Study
- Encroachment Permit



Prior To Plan Submittal

Start with Comprehensive Planning

What land use may be required for your specific project?

- Zone Change
- Design Review
- Waiver of Development Standards
- Vacation and Abandonment
- Tentative Map
- Final Map
- Parcel Map



Public Works

What will be required from Public Works to develop your project?

- Drainage Study
- Traffic Study
- Offsite Improvements



Building

What type of Building Permit will be required?

- Grading
- Commercial
- Residential
- Standard Plan

What plans will be required for your specific project?

- Architectural
- Structural
- Electrical
- Plumbing
- Mechanical
- Geotechnical



Building Checklist For Plan Submittal



Clark County Department Of Building & Fire Prevention
 4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

Checklist for Commercial Submittals

Ronald L. Lyman Director/Building & Fire Official
 Samuel D. Palmer, PE., Assistant Director - Girard Page, Sr. Deputy Fire Chief

DATE: _____ CHECK IN BY: _____ ASSESSOR'S PARCEL# _____

PROJECT NAME: _____ NUMBER OF UNITS: _____

ADDRESS: _____ CITY: _____ ZIP: _____

OWNER: _____ CONTRACTOR: _____

SCOPE OF WORK: _____ COMMISSION APPROVAL: _____

PHASED: FOUNDATION STRUCTURAL ARCHITECTURAL MECHANICAL/PLUMBING/ELECTRICAL

CONTACT PERSON: _____ PHONE: _____ FAX: _____

E-MAIL: _____ CELL: _____

CONTACT'S ADDRESS: _____

SUBMITTAL: ARCH/STRUC (IBC)

(3) Grading Plans Wet Stamped by a Nevada Professional Civil Engineer

(3) Geotechnical Reports Wet Stamped (one for ESGI) (3) Update Letters Wet Stamped (if original is over (1) year old)

(1) CD Electronic Submittal of Geotechnical Information (ESGI)

(2) Sets Plans Wet Stamped/signed by a Nevada Professional Engineer or Architect - to include:

- Site Plan
- Foundation & Footing Plan (details)
- Floor Plan
- Elevations
- Sections
- Electrical (NEC)
- Plumbing (UPC)
- Mechanical
- Structural
- Structural Calculations (2)
- Energy Calculations (2) (IECC)
- Lighting Compliance (2) (IECC)
- Envelope Compliance (2) (IECC)
- Code Analysis
- Fire Storage Survey
- Landscape Plans
- Truss Calculations Deferred

ITEMS PRIOR TO ISSUE:

WATER: LVVWD Well Other

SANITATION: CCWRD Septic Other

DUST: Yes Tortoise Mitigation

FEES:

_____ Mitigation Fee (\$550/Acre)

_____ Transportation Tax (\$.75/Sq. ft. - \$700/DU)

_____ Water Usage if > 1.2 Acres

_____ Res. Const. Tax (park Fee) (\$.36/Liv. Sq. Ft.)

GRADING SUBMITTAL: (3) Grading Plans / (2) Soil Reports

Cut _____ + Fill _____ = _____

ITEMS PRIOR TO ISSUE:

HI Rise > 55' Hospital Covered Mall

_____ Life Safety Pkg. PAC Number

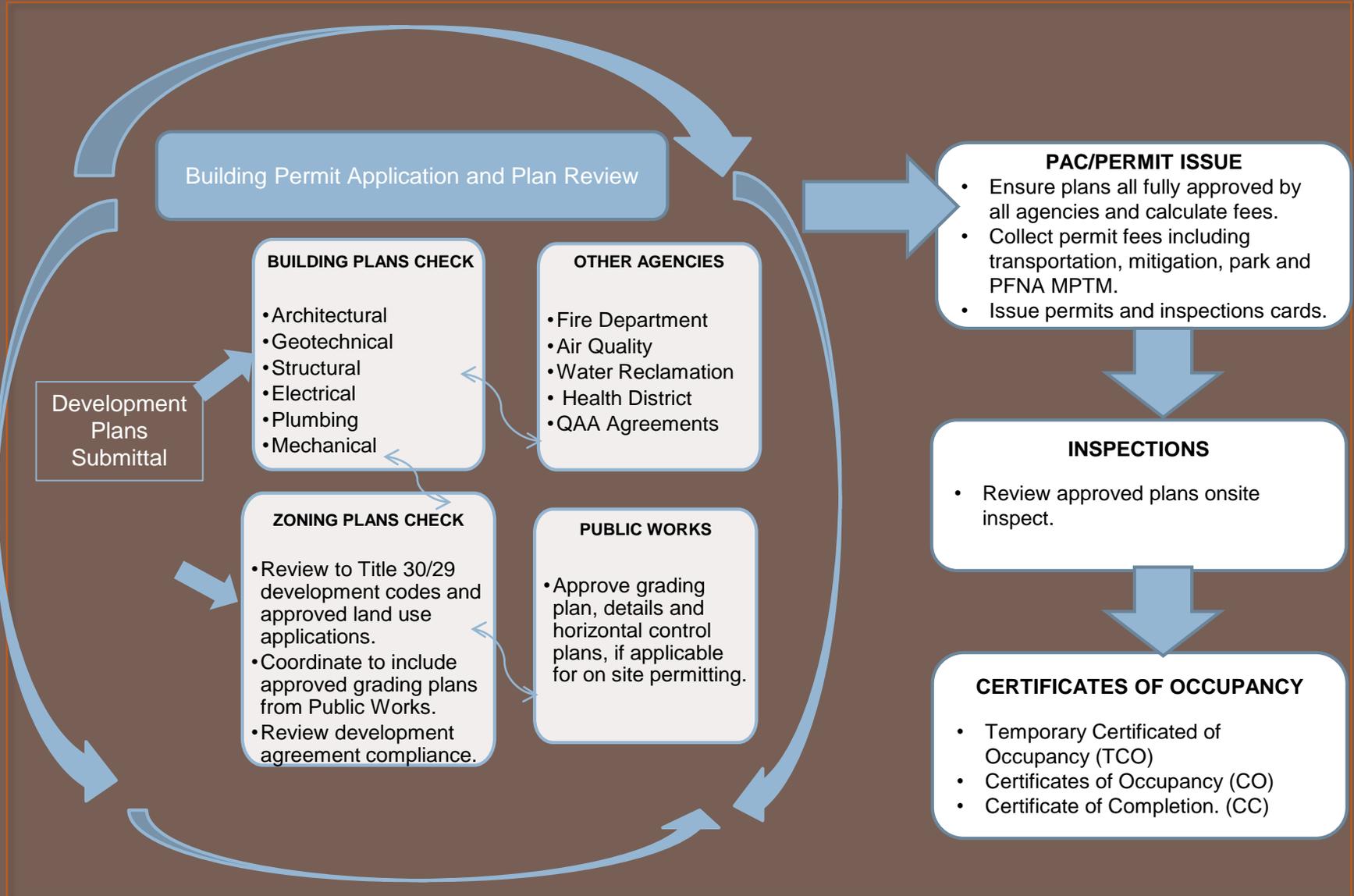
BLDG# / NAME	# OF UNITS	BLDG TYPE	APPLICATION#	VALUATION	PLANS EXAM FEE
1					
2					
3					
4					
5					
6					
7					
8					
9					

Submittal will expire if permit is not issued within 180 days of approval or if applicant fails to respond to plan review comment within six (6) weeks of notification.

BPC-001 5/29/2015

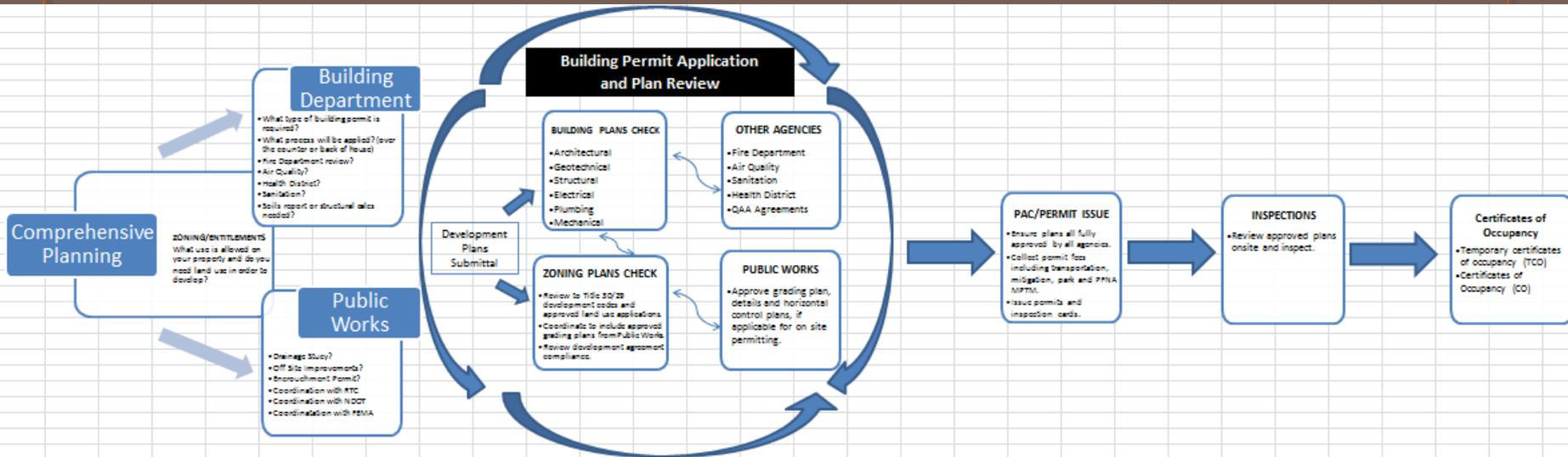


Review Process



Overall Permit Process

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Clark County
Comprehensive Planning Department
Zoning Plans Check Review

Dave Brown



Development Review Workshop

Comprehensive Planning
Department Organizational Chart

Nancy A. Amundsen

Director

Comprehensive Planning Department

**Zoning Plans
Examination**

Dave Brown

Building Permit Specialist

- Cheryl Musser
Building Plans Examiner II
- Eugene Robichaud
Building Plans Examiner II
- Shannon McEwen
Building Plans Examiner II
- Fosa Osazuwa
Building Plans Examiner I
- Matthew Pinuv
Building Plans Examiner I
- Jennifer Seaquist
Planning Technician

**Zoning Front
Counter**

Lucy Gonzalez

Building Permit Specialist

- Lorna Phegly
Planning Technician
- Leslie Craven
Planning Technician



Development Review Workshop

Zoning Plans Examination Contacts:

- Nancy A. Amundsen, Director of Comprehensive Planning Department – (702) 455-1514 (Nancya@clarkcountynv.gov)
- Dave Brown, Building Plan Exam Specialist – (702) 455-8970 (Dave.Brown@clarkcountynv.gov)
- Lucy Gonzalez, Building Plan Exam Specialist – (702) 455-2284 (Lucy.Gonzalez@clarkcountynv.gov)
- Cheryl Musser, Building Plans Examiner II – (702) 455-8961 (cheryl.musser@clarkcountynv.gov)
- Eugene Robichaud, Building Plans Examiner II– (702) 455-8955 (Eugene.Robichaud@clarkcountynv.gov)
- Shannon McEwen, Building Plans Examiner II– (702) 455-4084 (Shannon.McEwen@clarkcountynv.gov)
- Lorna Phegley, Planning Technician– (702) 455-4319 (Lorna.Phegley@clarkcountynv.gov)
- Matthew Pinjuv, Building Plans Examiner II– (702) 455-3118 (Matthw.Pinjuv@clarkcountynv.gov)
- Fosa Osazuwa, Building Plans Examiner I– (702) 455-5618 (Fosa.Osazuwa@clarkcountynv.gov)
- Leslie Craven, Planning Technician– (702) 455-8287 (Leslie.Craven@clarkcountynv.gov)
- Jennifer Seaquist, Planning Technician– (702) 455-8287 (Jseaquist@clarkcountynv.gov)



Zoning Plans Examination

Review your plans to verify compliance with Title 29 and 30, applicable Nevada Revised Statutes, as well as any conditions of land use approval.



Submittals

Zoning Plan Review – PAC Submittal

- All projects requiring land use
- New Commercial, Industrial, Multi-Family
- New Single Family Residence
- Standard plans
- Grading
- Hotels and Casinos

Front Counter Permit

- Accessory structures not requiring a grading plan.
- Fences and Walls.
- Pools and Spas.
- Signs
- Tenant Improvements



Routing Sequences & Dependencies

Submittals – Zoning Plans Check

- Submit three (3) sets. Two (2) sets to Zoning and One (1) set to Building Department.
- Zoning plans are delivered once a day to Government Center.
 - Plans are placed in line based on types of permits and date received.
 - Plans are assigned weekly.
 - Plans to Zoning are coordinated with Public Works



Coordination Between Zoning And Public Works

Zoning plans examination works with Public Works to incorporate the “approved grading plan” into the plans submittal.

“Approved Grading Plan”

- Approved Off-Site Improvement Plan
- Approved Drainage Study – Grading Plan
- Once Zoning and Public Works approve the plans, they are delivered to the Building Department to complete the permit review process.



Zoning Plans Check Process:

Plans are assigned weekly by longest time in queue and staff availability.

Zoning uses a checklist to assist plans examiners with each type of permit.

Types of Checklists:

- Grading
- Standard Plan Step 1
- Single Family
- Commercial
- Communication Towers and Antennas
- Standard Plan Step 2
- Mobile Home



Grading Checklist

CLARK COUNTY ZONING PLANS CHECK
 GRADING
 PLANS CHECK CHECKLIST – 20150624 v1

DATE: _____ PAC/NAVLINE# _____
 PROJECT: _____ PLANS CHECKER: _____

OK	N/A	FIND:	OK	N/A	CHECK (Cont'd.):
		Check for related plans/permits			• Sizes-aisles-angles
		Title 29 or Title 30 review			• Number
		All relevant land use			• Truck loading
		Vacation & abandonment			Retaining and screen wall heights
		Confirm parcel number / PAC # on correct parcel			Decorative wall/fence in Conjunction w/landscaping
		Check files for:			Landscape for walls
		• Resolution of intent on NOFA			75% open fencing
		• Conditions of approval			Redundant walls
		• Conformance to plans as approved			Acreage
		• Airport environs			Separations
		• Noise level reduction (NLR)			Backing onto collector streets
		• Overlay districts			Public Works
		• Permitted use			• Approved plan - Print
		Zoning			• D/S or O/S in process
					• Add * PAC to tracking
					• Reference Navline
					• Nothing in system – send to PW for review
OK	N/A	CHECK:			Required walls & locations w/ detail sheets & cross sections
		Legality of lot			
		Perimeter lot dimensions			
		Mapping			
		Use / Use Table (30.44)			
		Setbacks			
		Front / side / rear / corner / street			
		Easements			
		Drainage/freeway/railroad			
		Special setbacks (30.56)			
		Architectural intrusions			
		Lot coverage			
		Landscape area / width			
		Parking lot landscape – Title 30			
		Parking			

PLEASE NOTE: THIS CHECKLIST IS INTENDED TO BE USED AS A GUIDE TO HELP STAFF AND CUSTOMERS SYSTEMATICALLY REVIEW PLANS FOR ZONING CODE COMPLIANCE. STAFF AND CUSTOMERS MUST TAKE INTO CONSIDERATION THE FACTS SPECIFIC TO THE PLANS BEING REVIEWED AND THE APPLICABILITY OF THE CODE, LAND USE AND CONDITIONS TO THESE SPECIFIC PLANS. IN ADDITION TO THIS CHECKLIST, STAFF AND CUSTOMERS MUST USE THEIR OWN PROFESSIONAL JUDGMENT WHEN APPLYING THE CODE TO SPECIFIC PLANS IN DIVERSE AND SITE SPECIFIC SITUATIONS. NO CHECKLIST IS, OR CAN BE, COMPLETE AND COMPREHENSIVE AND THE COUNTY DISCLAIMS ANY LIABILITY FOR ACTIONS TAKEN OR NOT TAKEN BASED ON THE CONTENTS OF THIS CHECKLIST.



Standard Plan Step 1 Checklist

CLARK COUNTY ZONING PLANS CHECK
STANDARD PLAN STEP 1
PLANS CHECK CHECKLIST – 20150624 v1

DATE: _____ PAC/NAVLIN# _____
PROJECT: _____ PLANS CHECKER: _____

OK	N/A	FIND:	OK	N/A	FOOTPRINT REVIEW (Cont'd.):
		Check for related plans/permits			Accessory apartment attached
		All relevant land use			• Setbacks
		Check files for:			• Recorded deed restriction
		• Conditions of approval			• Use Table (30.44)
		• Overlay districts			Breezeway dimensions (Title 29)
		• PFNA / MP Traffic Mitigation			Casita / accessory structure (Title 30)
		• Development agreement required			Backing onto collector street, if applicable
		• PAC # on correct parcel			Special notes: reduction certain lots, etc.
		• Correct / up-to-date tentative map			Footprint height matches architectural plans
		• Note applicable lots only			Separations to accessory structures
		Use / Use Table (30.44)			Required sidewalks shown / noted
		Airport environs			
		• Noise level reduction (NLR)			
OK	N/A	FOOTPRINT REVIEW:	OK	N/A	ARCHITECTURAL PLANS:
		Review footprint 1"=10' scale & 1/8 font			Elevation plans
		Verify there's a footprint for each model			• Design standards and height
		Setbacks noted on footprint (minimum table)			• Roof pitch unless shown on roof plan
		• Front, garage, side, corner, patio, balcony, perimeter, etc.			• Architectural enhancements all elevations
		• Plotted setbacks meet min/match table			Roof plans
		• Overhangs, intrusions, 2 nd story shown / dimensions			• Overhangs and dimensions match footprint (worst case)
		• Options shown with setbacks			Second kitchen not approved
		• Special setback notes for reductions, etc.			• Check electric 220 volts
		• Interior access throughout			• Check plumbing for gas pipe for stove
		Patio / balcony labeled with dimensions and setbacks			Breezeway dimensions (Title 29)
		All dimensions match architectural plans			Casita separate structure (Title 30)
		Parking (2 parking spaces provided, etc.)			Label room uses on floor plan
		Easements (use easements, access, z lots, etc.)			Basement / sunken floor (require finished floor waivers)
		Overall house width and depth (worst case)			• Check foundation and cross section plans

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Single Family Checklist

CLARK COUNTY ZONING PLANS CHECK
SINGLE FAMILY
PLANS CHECK CHECKLIST – 20150624 v1

DATE: _____ PAC/NAVLIN# _____
PROJECT: _____ PLANS CHECKER: _____

OK	N/A	FIND:	OK	N/A	CHECK (Cont'd.):
		Check for related plans/permits			Architectural intrusions/enclosure
		Title 29 or Title 30 review			Design standards
		All relevant land use			• Relocated within 6 yrs. (30.56.2A)
		Confirm parcel number / PAC # on correct parcel			• Architectural features
		PFNA / MP traffic mitigation			Hillside requirements / Wall
		Check files for:			Building height
		• Resolution of intent on NOFA			Lot coverage
		• Conditions of approval			Paved parking
		• Conformance to plans as approved			Water feature (30.64)
		• Airport environs			Turf limitations (30.64)
		• Noise level reduction (NLR)			Required walls
		• Overlay districts			Sight zones
		• Permitted use			Flood control/drainage channel (Notify Public Works if landscaped)
		Zoning			Landscaping required in yards
					Landscaping required for streets / Perimeter
					Decorative fence (front / rear)
OK	N/A	CHECK:			Parking spaces provided (30.60.1)
		Legality of lot			Recorded deed restriction for accessory apartments, if applicable
		Urban / Rural / CD5			
		Assessor's Map / Aerial			
		Zoning district			
		Lot area, width, depth			
		Use / Use Table (30.44)			
		Setbacks			
		Separations			
		Front / side / rear / corner / street			
		Property line location & dimension			
		Street width			
		Collector / Arterial streets (30.56.040 ii.4 and 30.64)			
		Easements			
		Drainage/freeway/railroad			
		Special setbacks (30.56.060)			

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Commercial Checklist

CLARK COUNTY ZONING PLANS CHECK
COMMERCIAL
PLANS CHECK CHECKLIST – 20150624 v1

DATE: _____ PAC/NAVLIN# _____
PROJECT: _____ PLANS CHECKER: _____

OK	N/A	FIND:	OK	N/A	CHECK (Cont'd.):
		Check for related plans/permits			Airport environs
		Title 29 or Title 30 review			• Permitted use
		All relevant land use			• NLR required
		Confirm parcel number / PAC # on correct parcel			Landscaping 30.64
		PFNA / MP traffic mitigation			• Root guards
		Check files for:			• 2' swales along streets (30.64.030)
		• Resolution of intent on NOFA			• Planter sizes-locations
		• Conditions of approval			• Plant materials
		• Conformance to plans as approved			• Turf locations
		• Airport environs			• Parking lot landscaping
		• Noise level reduction (NLR)			Water Feature / Swimming Pool
		• Overlay districts			Walls-Fences (30.64-1)
		• Permitted use			• Perimeter
		Zoning			• Retaining wall heights
					• Redundant walls
					• Hillside
OK	N/A	CHECK:			• Decorative
		Legality of lot			Trash enclosures
		Assessor's Map / Aerial			• Location
		Use / Use Table (30.44)			• Design
		Setbacks			• Height
		• Front / side / rear / corner / street			• Less intensive Use / Setbacks
		• Perimeter			Site zones structure landscaping
		• Drainage-freeway-railroad			• Corners
		• Special setbacks (30.56.060)			• Driveways
		Easements			Parking (30.60)
		Vacation & abandonment			• Sizes / angles / overhang
		Site development standards / Design Guidelines (30.56-2)			• Drive aisle
		• Access			• Number required / provided
		• Architectural features			• Truck loading (30.60.070)
		• Drive thru			• Access (30.60.080)
		• Exterior materials			Height in zone district
		• Masking			Airport zone height limitations (30.48 B)
		• Mechanical equipment			• FAA/Airport height zone
		• Pedestrian realm			• FAA/DOA approval
		• Roof / Roof pitch			• DOA Shielding statement
					Overlay districts

¹
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Ten Most Common Problems With Zoning Plans Review

1. Plans for permits do not match approved land use.
2. Site plan, Grading plan, Landscaping plans do not match.
3. Landscaping plans not matching approved land use and/or code requirements.
4. Conditions from land use not addressed on plans.
5. Legal Lot
6. Vacation and Abandonment not released to record.
7. Site zones not shown or issues with site zones.
8. Parking plan and parking calculation.
9. Floor plans not labeled for all room uses.
10. Airport height not addressed, Director's permit or shielding statement required.



Tricks Of The Trade

1. Make sure conditions from the approved land use are addressed on the plans and the conditions are met.



Department of Comprehensive Planning Land Use Planning

500 S Grand Central Pkwy • Box 551744 • Las Vegas NV 89155-7744
(702) 455-4314 • Fax (702) 455-3271

Nancy A. Amundson, Director • Marc D. Hensel, Assistant Director

NOTICE OF FINAL ACTION

October 15, 2015

JOHN DOB
500 S. GRAND CENTRAL PARKWAY
LAS VEGAS, NV 89155

REFERENCE: UC-1234-15

On the date indicated above, a Notice of Final Action was filed with the Clark County Clerk, Commissioned Division, pursuant to NRS 278.0235 and NRS 278.3195 which starts the commencement of the twenty-five (25) day limitation period specified therein.

The above referenced application was presented before the Clark County Board of County Commissioners at their regular meeting of October 7, 2015 and was APPROVED subject to the conditions listed below and/or on the attached sheet. You will be required to comply with all conditions prior to the issuance of a building permit or a business license whichever occurs first.

Time limits to commence, complete or review this approval, apply only to this specific application. A property may have several approved applications on it with each having its own expiration date. It is the applicant's responsibility to keep the application current, and also provide a current contact name, address, and phone number to this Department at the above address. This information must be submitted in writing with the application number referenced.

CONDITIONS:

Current Planning

- No resolution of intent and staff to prepare an ordinance to adopt the zoning;
- Applicant to work with staff on future tenant uses to ensure sufficient parking on-site;
- Certificate of Occupancy and/or business license shall not be issued without final zoning inspection.
- Applicant is advised that exterior lighting must be shielded and not spill onto neighboring properties; a substantial change in circumstances or regulations may warrant denial or added conditions to an extension of time; and that the extension of time may be denied if the project has not commenced or there has been no substantial work towards completion within the time specified.

Public Works – Development Review

- Drainage study and compliance;
- Traffic study and compliance;
- Full off-site improvements;
- Detached sidewalk will require dedication to back of curb and granting necessary easements for utilities, pedestrian access, streetlights, and traffic control.

BOARD OF COUNTY COMMISSIONERS
SERVE CLARK COUNTY UPRIGHTLY AND WITH INTEGRITY
SUSAN BRUGER • CHRIS CAMPBELL • JON WOLFE • KEVIN RYAN • ANDY BEER • SCOTT LAWRENCE • MERVYN



Department of Comprehensive Planning Land Use Planning

500 S Grand Central Pkwy • Box 551744 • Las Vegas NV 89155-1744
(702) 455-4314 • Fax (702) 455-3271

Nancy A. Amundson, Director • Marc D. Hensel, Assistant Director

Department of Aviation

- If applicant does not obtain written concurrence to a "Property Owner's Shielding Determination Statement," then applicant must also receive either a Permit from the Director of Aviation or a Variance from the Airport Hazard Areas Board of Adjustment (AHABA) prior to construction as required by Section 30.48 Part D of the Clark County Unified Development Code.
- Applicant is advised that the FAA's determination is advisory in nature and does not guarantee that a Director's Permit or an AHABA Variance will be approved; FAA's airspace determinations (the outcome of filing the FAA Form 7460-1) are dependent on petitions by any interested party and the height that will not present a hazard as determined by the FAA may change based on these comments; and that the FAA's airspace determinations include expiration dates and that the separate airspace determinations will be needed for construction cranes or other temporary equipment.

Building/Fire Prevention

- Applicant is advised that the minimum width of 24 feet for fire lanes has not been provided; fire lanes over 150 feet in length must provide a turnaround; no turnarounds are shown for the fire lane accessing the receiving area; and that fire lanes are not provided within required distances to buildings.

Clark County Water Reclamation District (CCWRD)

- Applicant is advised to meet with CCWRD at their earliest convenience; CCWRD requires submittal of civil improvement plans and estimated wastewater flow rates from all phases of the proposed project at built-out before sewer point-of-connection can be approved.

BOARD OF COUNTY COMMISSIONERS
SERVE CLARK COUNTY UPRIGHTLY AND WITH INTEGRITY
SUSAN BRUGER • CHRIS CAMPBELL • JON WOLFE • KEVIN RYAN • ANDY BEER • SCOTT LAWRENCE • MERVYN



Development Review Workshop

Tricks Of The Trade cont.

2. Make sure that any changes to the plans that are discussed with one department, is discussed with the other departments that are involved within the permit review.
3. Landscaping – detailed landscaping plans required at land use can be the same plans for the permit review.
4. Parking plans and calculations per Title 30/29.
5. All plans match; Site, Grading and Landscaping plans.
6. Pre-Submittal meeting.
7. Express plan review.



Expediting Plans Through The Permit Process

Qualifications:
 Minimum \$250,000 Valuation Required
 Land Use Approved
 Approved Public Works Grading Plans



Clark County Department of Building & Fire Prevention
 4701 West Russell Road, Las Vegas, NV 89118 - (702) 455-3000

Express Plan Review Program Application

Samuel L. Lean, Director/Building & Fire Official
 Samuel D. Palmer, P.E., Assistant Director - Special Programs, Deputy Fire Chief

Project Name: _____ PAC#: _____
 Project Location (APN must be included): _____
 Project Description/Scope: _____
 Estimated Valuation: _____ Minimum \$250,000 Valuation Required

PLEASE CHECK BELOW THE PLANS BEING SUBMITTED FOR EXPRESS PLAN REVIEW:

Architectural
 Structural
 Electrical
 Plumbing
 Mechanical
 Fire Protection

Number of persons expected to attend pre-submittal meeting: _____

Off-Site/On-Site plans must be approved in Civil Engineering. List the numbers below for Civil Applications:

Drainage Study HTE#: _____ Land Use Approval#: _____
 Grading Plan HTE#: _____ Airport Environs (AE) Zone: _____

Note: The above referenced numbers must be completed or form will not be accepted.

CONTACT INFORMATION

Name: _____ Company Name: _____
 Mailing Address: _____ City: _____ State/Zip: _____
 Email Address: _____ Phone: _____ Fax: _____

DESIGN PROFESSIONALS INFORMATION

NAME	DISCIPLINE	COMPANY NAME	FAX#	E-MAIL
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

FEE AND INITIAL PLAN REVIEW SCHEDULE

Estimated Express Plan Review Fee: \$ _____ 50% Due Upon Submittal: \$ _____
(4X Standard Fee)

Initial Plan Review Completion Date: BUILDING: _____ ZONING: _____

NOTE: Revision Express Plan Review Fee is Four (4) Times The Hourly Rate For Clark County Building Administrative Code
 (Two-Hour Minimum Per Section 22.02.430, Table 3-1)

Project Representative
 Print Name: _____ Signature: _____ Date: _____

Building Plans Examination Supervisor
 Print Name: _____ Signature: _____ Date: _____

Zoning Plans Examination Supervisor
 Print Name: _____ Signature: _____ Date: _____

Assigned Plans Examiners' Initials
 ARCH: _____ ELEC: _____ P/M: _____ STRU: _____ FP: _____ ZONING: _____

FOR BUILDING DEPARTMENT USE ONLY

Qualified Not Qualified For Express Pre-Submittal Meeting At This Time.

Comments: _____

Signature: _____ Date: _____

Deliver or Fax Completed Checklist to Plans Examination Division - Phone: (702) 455-3000 - Fax: (702) 380-9723
 Form 1007 2/9/2015



QUESTIONS?



Development Review Workshop

Clark County Public Works Development Review Division

Process Overview

Erik Denman



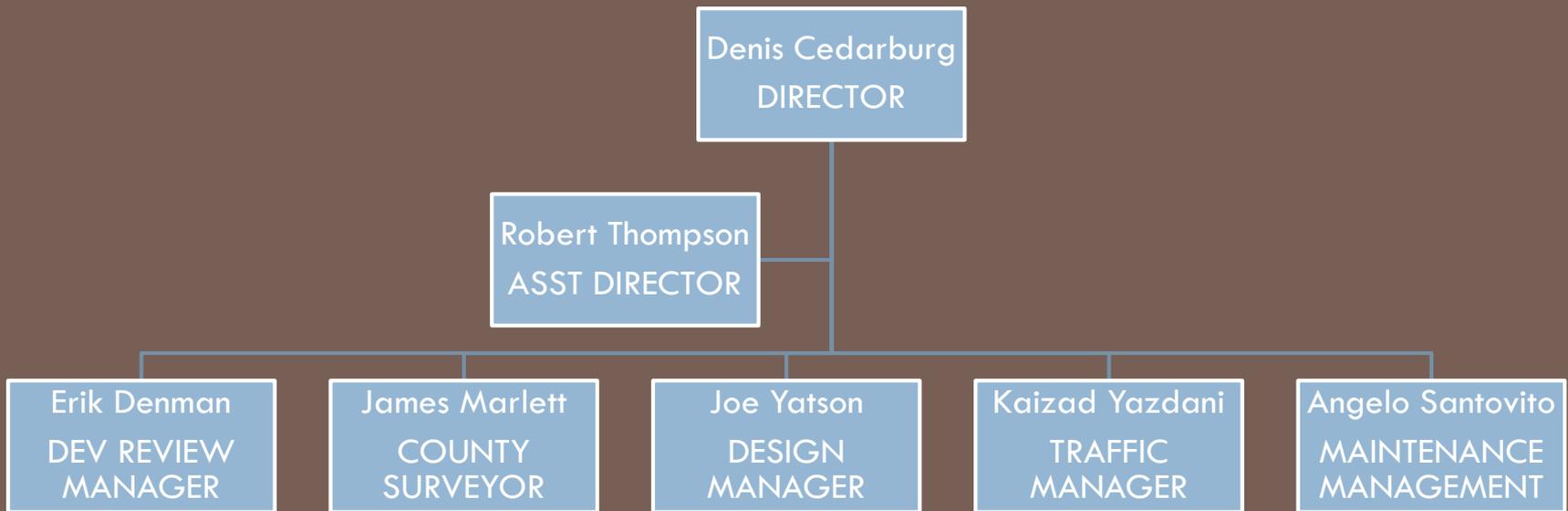
Development Review Workshop

Agenda

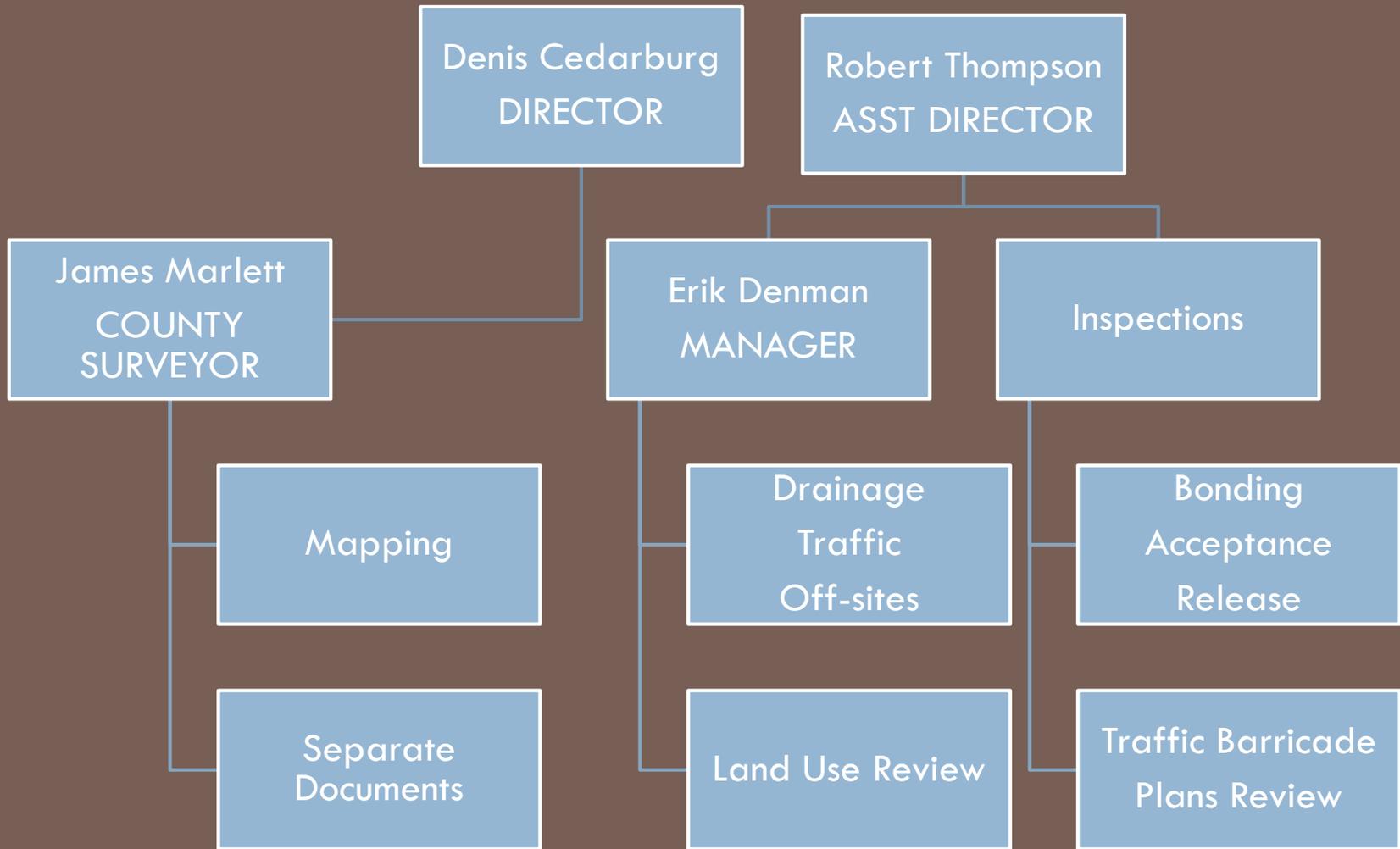
- *Development Review Division*
- *Review Process*
- *Contact Information*
- *Tips, Do's & Don'ts*
- *Online Tools*



Public Works Org Chart



Development Within Public Works



Plan Submittal

- *Where to Submit*
- *Forms – Online & Counter*
- *Fees*
- *Time Frame / Activity Report*
- *Project Flow*
 - *Drainage Study*
 - *Traffic Study*
 - *Structural*
 - *Offsite / Onsite Grading*
 - *Mapping*





Department of Public Works

Development Review Division

500 S Grand Central Pkwy | Box 654000 | Las Vegas NV 89166-4000
 (702) 455-4600 | Fax (702) 388-2550
www.ClarkCountyNV.gov/PubWorks

SUBMITTAL GUIDELINES

TECHNICAL STUDIES		
<u>Acres</u>	<u>Initial & 1 Addendum</u>	<u>Any Subsequent Review</u>
Up to 5 Acres	\$750	\$400
Over 5 Acres & up to 40 Acres	\$2,000	\$400
Over 40 Acres & up to 320 Acres	\$4,000	\$400
Over 320 Acres	\$6,000	\$400

Title 30.80.070

DRAINAGE STUDY
 New submittals require two copies of the study (bound), Standard Form 1 (with both copies wet stamped and signed), Study Submittal Sheet, and the appropriate fees from the table above.

Each subsequent review must be submitted with the Study Submittal Sheet, Standard Form 1 (with both copies wet stamped and signed), redlines from previous review, and the appropriate fee from the table above.

Structural calculations may be submitted concurrently with the drainage study or the drainage study may be conditionally approved without structural approval. In either case structural review will require an additional \$750 (per/660-lft) submittal fee and a current geotechnical report. Improvement plans will not be accepted for review until the drainage and structural calculations and plans are approved and the civil plans and details match the approved drainage and structural plans.

TRAFFIC STUDY (Includes, but not limited to, Queuing Analysis, 3-Point Turn, Traffic Mitigation, Traffic Impact Analysis)
 New submittal requires two copies of the study, wet-stamped and signed, Study Submittal Sheet, and the appropriate fees from the table above.

Each subsequent review (correction) must be submitted with the Study Submittal Sheet and the appropriate fees from the table above.

TECHNICAL STUDY UPDATE (update to a previously approved study)
 Submittal and fee requirements are the same as above. Copies of the drainage study approval letter, approved plans of study to be updated redlined to show proposed changes, and current FIRM need to be included.

SOILS REPORT (If applicable.)
 New soils report submittals require 2 copies of the report with the Study Submittal Sheet and appropriate fee from the table above. It is required to be submitted prior to or concurrent with the improvement plan submittal.

Each subsequent review (corrections) must be submitted with the Study Submittal Sheet and the appropriate fee from the table above.

IMPROVEMENT PLANS (SUBDIVISION, COMMERCIAL, PARCEL MAP)
 New submittals require 3 copies of the plans, bond estimate, 1 copy of each of the traffic study acceptance and redline letter and/or drainage/structural study approval letter and drainage study/structural approved redlines, Submittal sheet, and a check for the plan check fees of \$300 (minimum) or 1.20% of the estimated construction cost, whichever is greater. *Soils report is required to be submitted prior to or concurrent with the improvement plan submittal.*

Each subsequent review (corrections) must be submitted with the Submittal Sheet. The submittal must include all previous plan check redlines, drainage/structural study approved redlines, bond estimate until approved and one clean blue line copy or mylar. Mylars can only be submitted when requested by Plan Checker.



Development Review Workshop



Search

Clark County > Departments > Public Works > Development Review

Quick Look-up

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DIVISIONS

- Construction Management
- Design Engineering
- Development Review
- Road
- Surveyor's Office
- Traffic Management



Development Review



The Development Review Division of Public Works is responsible for providing professional and technical engineering services for the planning and design of developers' off-site improvements to ensure that public infrastructure is built to County Code. The Division reviews plans, issues permits and inspects the construction of developer-funded roadways, drainage and traffic control improvements.

Development Review works closely with other County departments including Comprehensive Planning and Development Services as well as other public agencies such as the Regional Transportation Commission, Regional Flood Control District and the Nevada Department of Transportation in the technical study and improvement plan review.

[Off-Site Improvement Agreements](#)

Developer Requirements per Clark County Code - Title 30.

The following types of developer submittals may be reviewed by our office:

- Technical Studies
- Drainage Study
- Traffic Study
- Soils Report
- Improvement Plan (Subdivision, Commercial, Parcel Map)

Please refer the [Contact Us](#) listing for the appropriate Development Review group to assist with your submittal.

Submittal guidelines, checklists and applications are available under [Forms](#).

Explore

- Document Image Search
- Comprehensive Planning
- Construction Services
- Building Department
- Inspections
- Title 30 Development Code
- No-Cut Streets List
- Development Activity Report

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DEPARTMENT OF PUBLIC WORKS
DEVELOPMENT REVIEW
QUEUE ACTIVITY REPORT

WEEK BEGINNING 10/19/15

Drainage Studies	Oldest in Queue Date	# of Days in Queue	# in Queue	# of Reviews Over Goal	Goal (days)
Initial Review	10/05/15	14	11	0	(21)
Subsequent Review	09/29/15	20	16	0	(21)

Traffic Studies/Mitigation	Oldest in Queue Date	# of Days in Queue	# in Queue	# of Reviews Over Goal	Goal (days)
Initial Review	9/30/15	20	14	0	(21)
Subsequent Review	0	0	0	0	(21)

Off-site Improvements	Oldest in Queue Date	# of Days in Queue	# in Queue	# of Reviews Over Goal	Goal (days)
First Review	9/30/15	19	12	0	(21)
Second Review	9/24/15	25	16	9	(14)
Mylars	9/28/15	21	12	12	(7)

Final Maps	Oldest in Queue Date	# in Queue
Tech Review	09/15/15	10
Subsequent Review	10/13/15	4

Parcel Maps	Oldest in Queue Date	# in Queue
Preliminary Review	08/25/15	11
Tech Review	08/25/15	10
Subsequent Review	10/08/15	2



Land Use Review

- *Determine Public Works conditions for each application.*
- *Only a specific waiver can override Title 30 requirements. Staff does not spell out every requirement on the NOFA.*
- *Staff is available for pre-meetings.*



Land Use Contacts

Erik Denman

Phone: (702) 455-2103

Email: EDenman@ClarkCountyNV.gov

Maria Lucero

Phone: (702) 455-4608

Email: MariaL@ClarkCountyNV.gov

Martin Bassick

Phone: (702) 455-4634

Email: Bassick@ClarkCountyNV.gov



Drainage Study Tips

- *Expedited Review*
 - *Lottery system based on staff availability*
 - *Submit study as normal*
 - *Request expedited review*
 - *Pay additional fees*
 - *One week turn around*



Drainage Study Tips - Continued

- *Things to Remember:*
 - *Read and understand the Hydrologic Criteria and Drainage Design Manual (HCDDM).*
 - *Proof read your report and plan before submittal.*
 - *Know and use standard drawings. Non-standard drawings may require structural analysis and additional reviews.*



Drainage Contacts

Layne Weber

Phone: (702) 455-4856

Email: WLWeber@ClarkCountyNV.gov

Wade Gerstenkorn

Phone: (702) 455-4899

Email: Wade@ClarkCountyNV.gov

Brian Churchill

Phone: (702) 455-4618

Email: Brian.Churchill@ClarkCountyNV.gov

Christine Riland

Phone: (702) 455-3254

Email: Christine.Riland@ClarkCountyNV.gov



Development Review Workshop

\$5Mil Grading – Agreement Under Drainage Study HTE#

- Drainage study must be approved and have RFC, CLOMR & LOMR approvals, if required.*
- Sign agreement*
- Post \$5 million certificate of insurance*
- Submit drainage study approval letter and redlines*
- Submit grading and detail plans*

- This process allows you to grade only. No building permits will be issued until off-site plans are approved and bond and fees are posted.*





Department of Public Works

Development Review Division

500 S Grand Central Pky | Box 554000 | Las Vegas NV 89155-4000
(702) 455 4600 | Fax (702) 388 2660
www.ClarkCountyNV.gov/PubWorks

ON-SITE GRADING APPROVAL SUBMITTAL OPTIONS

HAVE YOU APPLIED FOR YOUR GRADING PERMIT AT DEVELOPMENT SERVICES, BUILDING? THE HTE/PAC# WILL BE USED TO ISSUE THE GRADING PERMIT

GRADING WITH NO OFFSITES - UNDER DRAINAGE STUDY HTE#

\$5M GRADING - AGREEMENT
UNDER DRAINAGE STUDY HTE#

GRADING UNDER OFFSITE STUDY HTE#

SUBMITTAL - REQUIRED ITEMS

- DRAINAGE STUDY MUST BE APPROVED AND MUST HAVE RPC, CLOMR & LOMR APPROVALS IF REQUIRED
- DRAINAGE STUDY SUBMITTAL SHEET, GRADING PERMIT AND APPLICATION NUMBER (OBTAINED FROM BUILDING DIVISION) UNLESS THE SUBMITTAL IS ONLY TO COMPLY WITH DRAINAGE STUDY APPROVAL LETTER
- DRAINAGE STUDY APPROVAL LETTER & REDLINES
- GRADING & DETAIL MYLARS OR BOND

SUBMITTAL - REQUIRED ITEMS

- DRAINAGE STUDY MUST BE APPROVED AND MUST HAVE RPC, CLOMR & LOMR APPROVALS IF REQUIRED
- DRAINAGE STUDY SUBMITTAL SHEET & GRADING PERMIT APPLICATION NUMBER (OBTAINED FROM BUILDING DIVISION)
- DRAINAGE STUDY APPROVAL LETTER & REDLINES
- GRADING & DETAIL MYLARS OR BOND
- GRADING AGREEMENT W/ LEGAL DESCRIPTION ATTACHED -
- AGREEMENT TAKEN IN LIEU OF BOND & FEES
- AGREEMENT MUST BE SIGNED BY A REPRESENTATIVE OF THE DEVELOPER WHO IS LISTED ON THE NEVADA SECRETARY OF STATE PAGE
- AGREEMENT MUST BE NOTARIZED -NOTARIZED AGREEMENT WILL BE RECORDED AT CLARK COUNTY RECORDER'S OFFICE - **BLACK INK ONLY**
- DEVELOPER OBTAINS AND MAINTAINS COMPREHENSIVE GENERAL LIABILITY INSURANCE (CERTIFICATE OF INSURANCE) FOR \$5M - NO NEGOTIATION ON THE AMOUNT

SUBMITTAL - REQUIRED ITEMS

- OFFSITE SUBMITTAL SHEET WITH GRADING PERMIT APPLICATION NUMBER (OBTAINED FROM BUILDING DIVISION)
- DRAINAGE STUDY MUST BE APPROVED AND MUST HAVE RPC, CLOMR & LOMR APPROVALS IF REQUIRED
- DRAINAGE STUDY APPROVAL LETTER & REDLINES
- BOND ESTIMATE MUST BE APPROVED, POSTED & FEES PAID
- GRADING & DETAIL MYLARS OR BOND

1. SUBMIT UNDER DRAINAGE STUDY NUMBER
2. NO CHARGE FOR SUBMITTAL

4. SUBMITTAL APPLICABLE WHEN NO OFF-SITES ARE REQUIRED DUE TO:
 - EXISTING OFFSITES
 - COVERED BY A SEPARATE HTE#
 - OFFSITES WAIVED BY LAND USE

1. SUBMIT UNDER THE DRAINAGE STUDY NUMBER
2. NO CHARGE FOR SUBMITTAL
3. AGREEMENT PURPOSE: AGREEMENT BYPASSES THE APPROVAL AND PAYMENT OF BONDS & FEES - **THIS OPTION IS NOT RECOMMENDED IF OFFSITES ARE SUBMITTED UNDER THE GDR- OFFSITE/GRADING PROCESS THROUGH THE BUILDING DIVISION. THE BUILDING DIVISION CANNOT ISSUE PERMIT IF ANY FEES ARE DUE.**
4. PLANS/CHECK WILL REVIEW AGREEMENT AND CERTIFICATE OF INSURANCE
5. GRADING AGREEMENT:
 - SIGNATURES SHOULD BE IN **BLACK INK**
 - AGREEMENT NOT AVAILABLE ONLINE - AVAILABLE AT THE CIVIL ENGINEERING PLANS COUNTER

1. SUBMIT UNDER THE OFFSITE NUMBER

Note: All grading permits are issued by the Clark County Development Services Building Division located at 4701 W Russell Road 702-455-3000



Grading Agreement Contacts

Debi Leigh

Phone: (702) 455-6079

Email: Debi.Leigh@ClarkCountyNV.gov

Lorena Sherman

Phone: (702) 455-1786

Email: L1S@ClarkCountyNV.gov



Development Review Workshop

Traffic Study

- *Traffic studies are based on traffic counts, known as Average Daily Trips (ADT). The number of ADT's will determine what type of study is required.*

Traffic Contact

Denise Lemoine

Phone: (702) 455-6146

Email: DeniseL@ClarkCountyNV.gov



Off-site Plan Submittal Tips

- *Have all documents for submittal (submittal form & all required Items).*
- *Bring check for all fees owed, determined by Bond estimate and plan check fees.*
- *Include the correct HTE# (application tracking number) on everything you submit.*
- *Have your HTE# when making inquires.*
- *Comply with technical (tech) study approval and Notice Of Final Action (NOFA) letters.*
- *Stamp, sign, date the plans.*
- *Sign and date the drainage study compliance certificate on the grading plans.*
- *Address all redlines comments and resubmit.*
- *Include redlines with all submittals. If traffic review is required submit two (2) sets of plans.*
- *Include signature block on traffic sheets, grading plan, plan and profile.*
- *Submit Mylars only when requested.*
- *Incomplete submittals will be returned unchecked and next review will be routed to the initial queue.*



Off-site Plan Tips

Do

- *Wet stamp and sign any legal description prepared by a Surveyor or Civil Engineer.*
- *Include areas from intersection to intersection in the legal description of the area to be vacated.*
- *Include both sides of the street in legal description of the area(s) to be vacated.*
- *Contact all utility agencies for sign-off.*

Don't

- *Submit inaccurate, incomplete or incorrect legal descriptions.*
- *Submit illegible documents.*
- *Submit right-of-way documents, pedestrian access agreements, curb return dedications, and the Land Disturbance Mitigation Fee form with plans.*
- *Include items on the bond which are not part of the off-sites.*



Off-site Plan Tips - Continued

- *Early HTE# to start Clark County Water Reclamation District (CCWRD) review.*
- *Utility Quick Check*
- *Team format*
- *Double Check*



Off-site Contacts

Gabe Herrera

Phone: (702) 455-2453

Email: gah@ClarkCountyNV.gov

Rose Berkihiser

Phone: (702) 455-2024

Email: rmb@ClarkCountyNV.gov

Kent Chang

Phone: (702) 455-6116

Email: Kent.Chang@ClarkCountyNV.gov

Cesar Sarreal

Phone: (702) 455-7151

Email: CSarreal@ClarkCountyNV.gov

George Wallace

Phone: (702) 455-5022

Email: GeorgeWallace@ClarkCountyNV.gov



Mapping Team

- *Final Maps and Parcel Maps*
- *Boundary Line Adjustments*
- *Separate Documents*
- *Vacation and Abandonments*
- *BLM Grants for development*



Mapping Team Tips

- *Submit complete application packages*
- *Ensure that all conditions of approval have been satisfied on map*
- *Make an appointment for submittals*
- *Address all comments and submit all required documents on correction letters*
- *Incomplete or inaccurate submittals will delay the process*



Mapping Contacts

Steve Williams

Phone: (702) 455-2111

Email: SteveW@ClarkCountyNV.gov

Tina Garrison-Bermudez

Phone: (702) 455-5012

Email: TGA@ClarkCountyNV.gov

JaWaan Dodson

Phone: (702) 455-0640

Email: JaWaan@ClarkCountyNV.gov

Jillee Opiano-Rowland

Phone: (702) 455-2045

Email: Jillee.Opiano@ClarkCountyNV.gov

Patcy Hood

Phone: (702) 455-2025

Email: PHH@ClarkCountyNV.gov



Development Review Off-site Construction

Off-site Inspection:

- *Associated off-site improvements must be substantially completed to receive a temporary certificate of occupancy and completed to receive a certificate of occupancy.*

Contact:

Art Alverez

Phone: (702) 455-4619

Cell: (702) 249-3162

Email: AmalioA@ClarkCountyNV.gov



QUESTIONS?



Development Review Workshop

We'll See You Tomorrow at 8:30 a.m.!



Development Review Workshop

Welcome & Introductions



Development Review Workshop

Clark County Building Department Development Review

Process Overview

Kevin McOsker - Plans Exam Manager



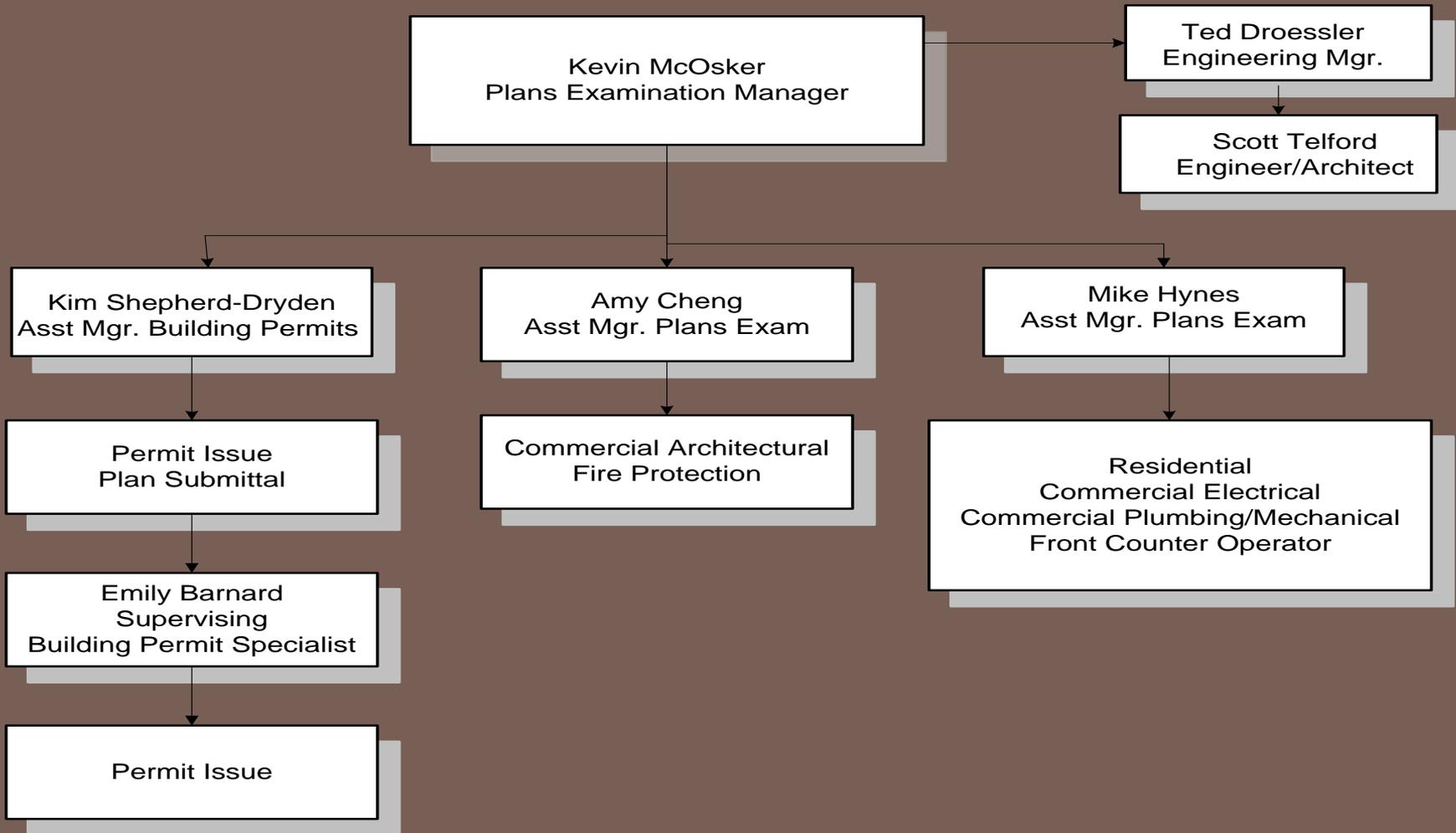
Development Review Workshop

AGENDA:

- Contact information
- Review process
- Tips, Do's & Don'ts
- Questions



Clark County Plans Examination



Building Plans Exam/Plan Submittal Contacts:

Kevin McOsker - Manager of Building Plans Examination –
455-8011 (ktm@clarkcountynv.gov)

Ted Droessler – Manager of Engineering –
455-8903 (tld@clarkcountynv.gov)

Kim Shepherd–Dryden – Assistant Manager of Building Permits - 455-8953
(kds@clarkcountynv.gov)

Amy Cheng , Assistant Manager of Plans Examination –
455-8028 (ayc@clarkcountynv.gov)

Mike Hynes, Assistant Manager of Plans Examination –
455-8017 (mxh@clarkcountynv.gov)



Development Review Workshop

Staff Contacts List:

Building Plans Examination – Contact List

[http://www.clarkcountynv.gov/Depts/development_services/plan_review/Documents/Plans Exam Contact List.pdf](http://www.clarkcountynv.gov/Depts/development_services/plan_review/Documents/Plans_Exam_Contact_List.pdf)

Plans Submittal – Contact List:

[http://www.clarkcountynv.gov/Depts/development_services/plan_submittal/Documents/Plan Submittal Contact List.pdf](http://www.clarkcountynv.gov/Depts/development_services/plan_submittal/Documents/Plan_Submittal_Contact_List.pdf)

Permit Issue – Contact List

[http://www.clarkcountynv.gov/Depts/development_services/permit_issue/Documents/Pac Contact List.pdf](http://www.clarkcountynv.gov/Depts/development_services/permit_issue/Documents/Pac_Contact_List.pdf)

Link to all Contact Lists:

http://www.clarkcountynv.gov/depts/development_services/Pages/ContactUs.aspx



Development Review Workshop

Clark County Department of Building & Fire Prevention: Process/Functions

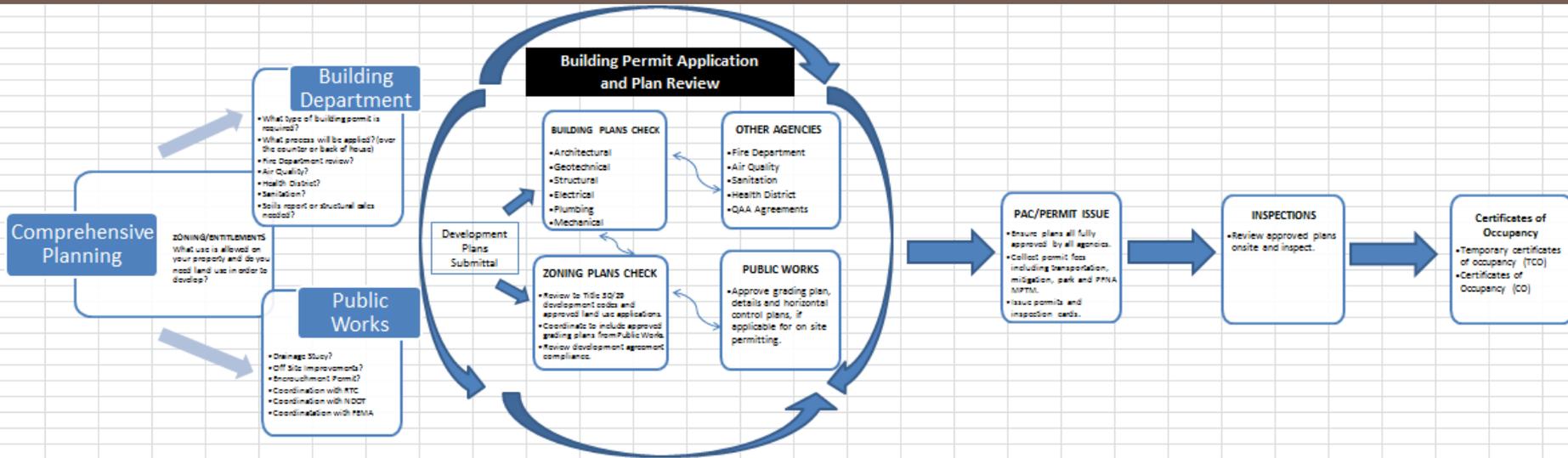
The department is dedicated to providing our construction and development customers with state-of-the-art permit management, plan review, and inspection services to enhance the built environment.

- Ensuring a safe-built environment for the citizens and guest of Clark County, Nevada
- Meeting the statutory requirements of the building and construction codes adopted by the county
- Ensuring compliance over enforcement



Flow Chart

R
E
S
E
A
R
C
H



GETTING A PERMIT IS EASIER THAN YOU MAY THINK!

A few questions, some simple steps, and you'll be on your way and ready to pull a permit and perform construction:

What do you want to construct and does it requires a permit?

Which scopes of work require a permit?

What are exempt scopes of work?

What Codes are applicable?

What applications need to be filled out?



Simple Steps...continued

- Who can obtain a permit?
- What methods of payments are accepted?
- What plans will be required and who can prepare them?
- What is the process for obtaining a permit?



What Do You Want To Construct?

Here is a list of the most common Residential and Small Commercial Application Types:

- New Single Family Residence
- Single Family Residence Additions
- New Pool/Spa
- New Detached Accessory Building
- New/addition fence/wall
- New Patio Cover
- Standard Plan Steps I/II/III
- Tenant Improvements
- Stand Alone Small Retail/Restaurant
- Office/Warehouse Buildings



Scopes of Work Exempt from Permit

- Section 22.02.190 of the Clark County Building Administrative Code lists the scopes of work which shall be exempt from a building permit

- Common examples are:

One-story detached accessory buildings in conjunction with a single family dwelling used as a tool and storage sheds, playhouses and similar non-occupied space, provided the floor area does not exceed 200 sq feet;



Exempt Scopes Continued

- Walks and driveways not more than 30 inches above grade and not over any basement or story below;
- Platforms not more than 30 inches in height above grade in conjunction with a single family dwelling;
- Painting, papering, paneling, floor coverings, cabinets, moldings, countertops, and similar finish work



Exempt Scopes Continued

- On-ground storable pool as defined in the Swimming Pool and Spa Code of Clark County which is accessory to a single family dwelling and in which the pool walls are entirely above the adjacent grade;
- Storage Racks and/or shelving less than or equal to 8 feet in height
- Moveable cases, counters and partitions not over 5 feet 9 inches high.



Exempt Scopes of Work

Section 22.02.195 of the Clark County Building Administrative Code lists the scopes of work which shall be exempt from a plumbing permits:

- Stopping of leaks in pipes
- Lift stations, septic tanks, package plants regulated by the utility
- Replacement of fixtures
 - Tail piece/Trap
 - Does not penetrate rated construction.



Exempt Scopes of Work

Section 22.02.200 of the Clark County Building Administrative Code lists the scopes of work which shall be exempt from a electrical permits:

- Installations under the control of the utility
- Replacement of plug receptacles
- Power limited wire of 50 volts or less in a SFR
- Replacement of light fixtures in SFR, Dwelling units and guest suites
- Low Voltage Devices
- Power limited Class 2 & 3 not part of fire alarm, e-power, or smoke control systems.



Exempt Scopes of Work

Section 22.02.205 of the Clark County Building Administrative Code lists the scopes of work which shall be exempt from a mechanical permits:

- Portable equipment
- Closed system of steam, hot or chilled water
 - Seismic supporting are required to be permitted/inspected
- Replacement of compressors
- Piping part of a manufacturing process



Exempt Scopes of Work

Section 22.02.207 of the Clark County Building Administrative Code lists the scopes of work which shall be exempt from a grading permits:

- Grading associated with agricultural districts
- Excavation for construction of a permitted structure
- Wells or trenches for utilities
- Mining, etc... regulated by other agencies
- Exploration excavations under the direction of a RDP.



Exempt Scopes of Work

Section 22.02.210 of the Clark County Building Administrative Code lists the scopes of work which shall be exempt from a sign permits:

- Mobile or portable sign, regulated by other codes
- Changing of advertisement (except electrical).
- Temporary on-premise less than 300 SF
- Construction and Political signs
- Adhered Vinyl Signage



Applicable Codes

Clark County has adopted the following Codes:

- Building Code: 2012 International Building Code
- Residential Code: 2012 International Residential Code
- Electrical Code: 2011 National Electrical Code
- Plumbing Code: 2012 Uniform Plumbing Code
- Mechanical Code: 2012 Uniform Mechanical Code
- Energy Code: 2012 International Energy Conservation Code
- Admin Code: 2014 Clark County Building Administrative Code

▪ Local Amendments:

http://www.clarkcountynv.gov/depts/development_services/Pages/codes.aspx



Who Can Obtain the Permit?

- Residential – Owner/Builder
- General Contactor with Nevada State Contractors license and business license (Multi-Jurisdiction License classifications license)
 - B/B2/B6 – Residential/Small Commercial Construction
 - A- Grading & Demolition, onsite sewer & water
- C-2 – Electrical
- C-1 – Plumbing
- C-21 – Mechanical
- C-18 – Block Walls
- A-10 – Pool/Spas



What Applications Forms Are Required?

- Residential Building Permit Application Form
- Residential Sub Permit Application Form
- Fence Permit Application Form
- Pool/Spa Permit Application Form
- Commercial Building Permit Application
- Commercial Sub Permit Application

- Link to on-line applications:

http://www.clarkcountynv.gov/depts/development_services/Pages/Forms.aspx



WHAT PLANS ARE REQUIRED

There are several “How to” guides available on our website:

http://www.clarkcountynv.gov/depts/development_services/Pages/HowToGuides.aspx



Who Can Prepare Plans?

For an Owner/Builder Applications, there are three (3) options for plan preparation

1. The Owner/Builder can prepare his/her own plans under NAC 624.017.
2. A selected contractor may prepare the plans (per licensed discipline).
3. A registered design professional may prepare the plans (Architect/Engineer/Residential Designer)



Who Can Prepare Plans?

Commercial Projects

1. Selected Contractor may prepare the plans (per licensed discipline)
2. A registered design professional may prepare the plans (Architect/Engineer/Interior Designer)

Registered Design Professionals plans are considered “copyright” protected.



So I'm here...What's next?

Which Divisions review my plans?

- Application Set-up
- Zoning Plans Exam
- Building Plans Exam
- Permit Issue



Development Review Workshop

Navigating the Permit Application Center(PAC)

Here are the steps for obtaining a service ticket and begin the process:

1. Go to the Qmatic Kiosk;
2. Select the Building Button;
3. Select Plan Submittal;
4. Select either Plan Submittal for Ground-up construction, tract submittals, cell tower co-location; grading applications;
5. Simple Permits for Patios, Pools, Fences, or Stand- Alone Sub Permits (electric, plumbing, mechanical)



Navigating the Permit Application Center(PAC)



Development Review Workshop

Navigating the Permit Application Center(PAC)

After the ticket is obtained, have a seat, relax, and wait for your ticket to be called. Once you see your ticket has been called, proceed to the identified counter for processing.



Who Reviews My Plans?

Most permit application types are reviewed/assisted at four to five counters:

1. Application Setup
2. Zoning Plans Examination
3. Building Plans Examination
4. Engineering
5. Permit Issue



Plan Submittal

- Accepts all plans for new construction and those projects that have had land use applications
- Calculates/accepts plan check fees
- Routes plans to Zoning & Building Plans Examination for simultaneous reviews





Development Review Workshop

Onsite Application Tips:

Plan Submittal

Do:

- Verify Plan Check Fees Due on the online calculator, as payment is required on submittal (\$11,000 project value or greater)
 - http://www.clarkcountynv.gov/depts/development_services/Pages/PermitFeeCalculator.aspx
- Excludes Standard Plan Step I/II (See How to Guides)
- Come prepared with all submittal requirements



Onsite Application Tips:

Plan Submittal – cont.

Do:

- Know your Assessor's Parcel Number
- Submit a completed Building Permit Application with your Plans
- Visit our web-site to fill out your building permit application online
- Use our Internet Plan Tracking System to check status of your plans
 - <https://bdclick2gov.clarkcountynv.gov/Click2GovBP/SelectPermit.jsp>



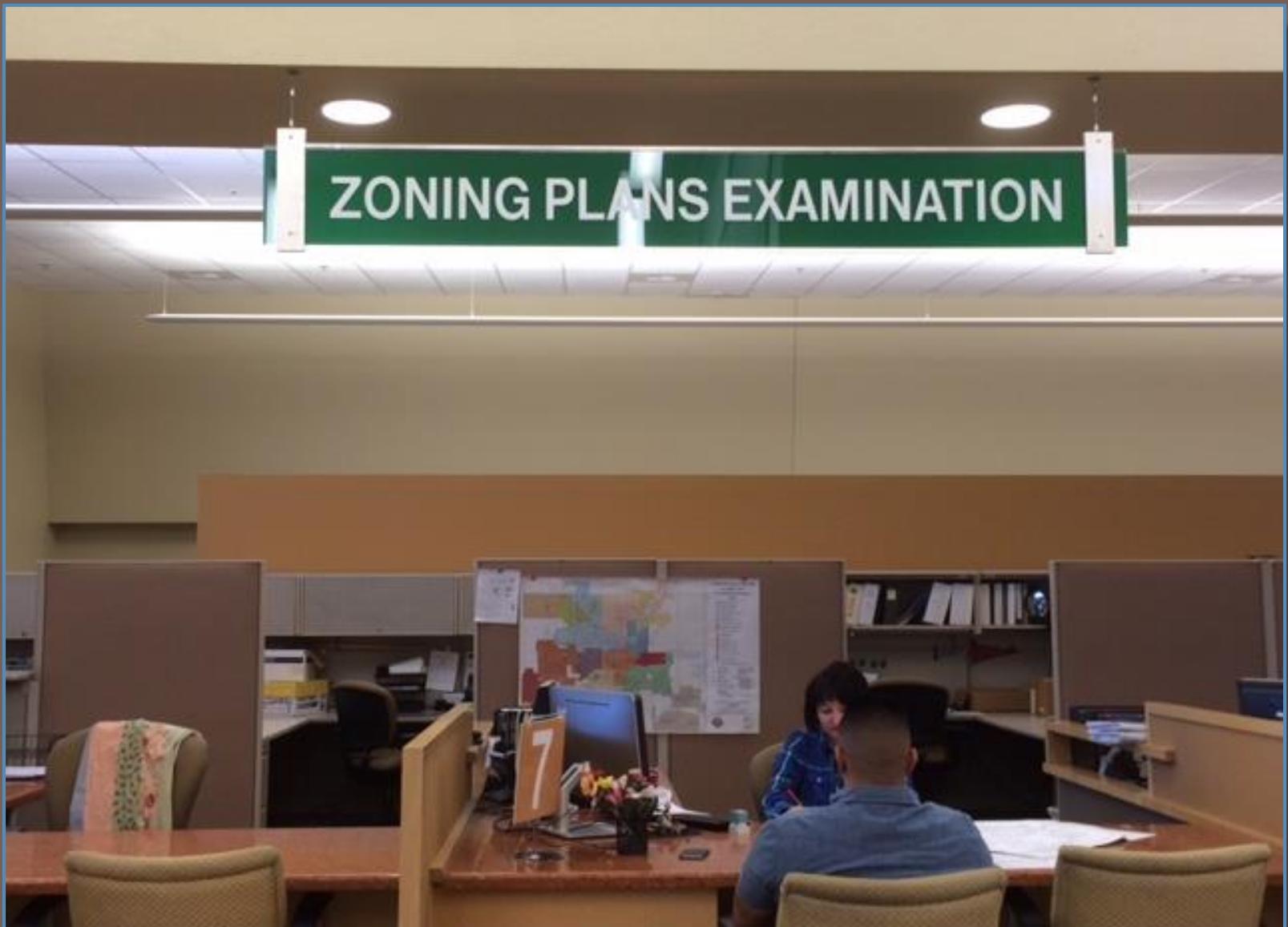
Onsite Application Tips:

Plan Submittal

Don't:

- Expect us to take an incomplete package
- Have plans organized in 3 sets (loose sheet/staple)
- Have plans stamped/sealed by RDP and/or signed by Contractor (contractor design exemption)
- Bring check for building plan review fee.



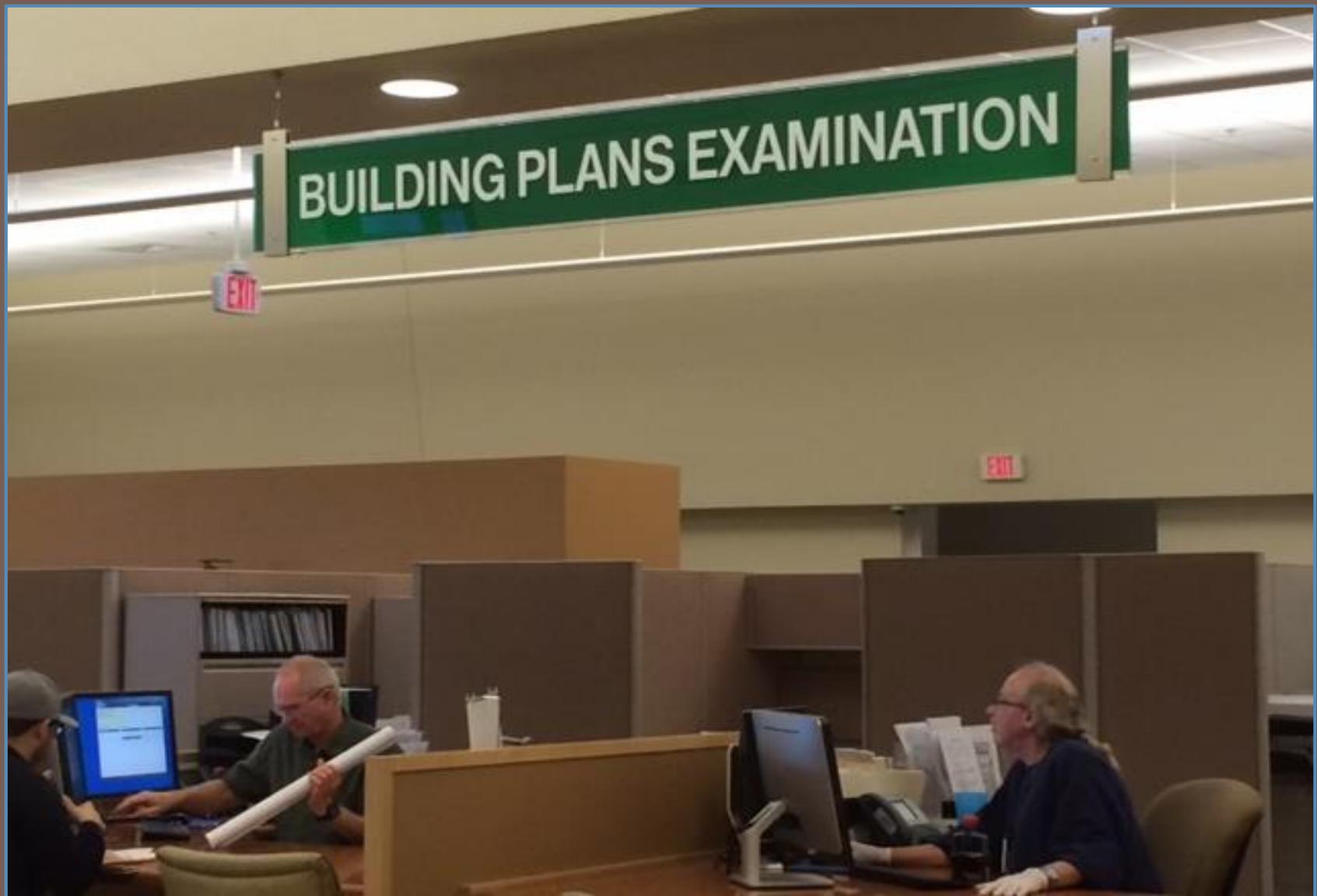


Development Review Workshop

ZONING DEPARTMENT

- As part of the plan review process
 - Reviews plans in conformance with Title 29/30
 - Review plans with respect to Land Use Conditions of approval





Development Review Workshop

BUILDING PLANS EXAMINATION

- Reviews your plans to verify compliance with adopted applicable codes and Amendments.
 - Building, Structural, Geotechnical, Electrical, Plumbing, Mechanical, and Energy



BUILDING PLANS EXAMINATION

- Services Provided:
 - Over the Counter (15 minute review)
 - Commercial:
 - Special/Phased Commercial (42 days)
 - Commercial Log (21 days)
 - Commercial Short Log (14 days)
 - Residential:
 - Custom Homes (21 days)
 - Residential Short Logs (14 days)
 - Standard Plans (21 days)



BUILDING PLANS EXAMINATION

- Services Provided
 - Express Plan Review!
 - Valuation >\$250K
 - Qualified by Zoning/Public Works
 - Staff Availability
 - Plans reviewed outside our normal business hours
 - Time specific deadline
 - 4x Normal Plan Review Fee



Building Plans Tips:

DO:

- Cloud and delta all changes to plans prior to re-submitting
- If revisions to one discipline affect other discipline's review (i.e. electrical, plumbing, architectural, zoning structural), please make all the required corrections to all the affected disciplines prior to resubmitting
- Call for pre-submittal meeting on all large complex projects (i.e. high-rise , casino, major facility and hazardous occupancies)
- Provide Code Analysis to currently adopted codes
- Do visit our web-site for “how-to” Guides and inter-active applications



Building Plans Tips (cont):

DO:

- Submit corrections with cover letter to plans examiner who's corrections you are responding to
- Address all comments on correction letter

DON'T:

- Submit incomplete plans
- Submit incomplete corrections
- Change scope of work after submittal



Tips for Building Plan Review Issues:

- Architectural
 - Plans stamped/signed by RDP/Contractor
 - Stamped “Not For Construction” is an issue.
 - Make plans sure are complete/Illegible
 - Owner/Tenant review
 - Disciplines do not match (E/M/P/S)
 - Good Code Analysis
 - Use of spaces are well defined: Occupant Load Factors are correct
 - Make sure scope on Permit/Revision is consistent w/ plans.



Tips for Building Plan Review Issues:

- Electrical
 - Provide Single Line Diagram
 - Need a load summary when new loads are added
 - Panel Schedules when loads are added
 - Home Runs need to match panel schedules
 - Need fixture schedule
 - Load factors correctly applied to determine demand (NEC Factors)
 - Proper conductor/over-current protection
 - Electrical design needs to be coordinated w/ plumbing and mechanical drawings.



Top Building Plan Review Issues:

- Mechanical/Plumbing
 - Mechanical Ventilation
 - Need to show size, location, and termination of condensate lines
 - Access to HVAC equipment
 - Fire/Smoke Dampers need to be coordinated w/ Architectural Plans
 - Isometrics for DWV, water and/or gas piping
 - Combustion air for fuel fired appliances





Development Review Workshop

PERMIT ISSUE:

- Collects payment and issue permits for approved applications
- Calculates and accepts plan review fees for standard plan steps I, II, III and approve revisions
- Collects necessary “prior to issue” documents required for permit issuance (water, signed QAAs, Sanitation, dust, property line authorizations, change of contractor letters)
- Verify contractor and business licenses



■ PERMIT ISSUE:

■ DO's:

- Have the contractor's declaration completed & signed on your application or be prepared to do so
- Bring a company check or credit card with name that matches the NV state contractor's license (especially dba's or fictitious names)
- Make sure to bring all required "prior to issue" items listed in your ready-to-issue fee email
 - *Email is sent to contact person listed on the application with fee due and all prior to issue items.*
- Know your NV state license classification parameters



PERMIT ISSUE:

DON'T:

- Come unprepared
- Try to use another contractor's license



How Are Fees Calculated?

- ❑ A project valuation is determined based upon square footage, type of construction, and using table 3A of the Clark County Administrative Code. Plans Exam will ask for a signed and executed contract to confirm construction valuation.
 - ❑ A Fee calculator can be accessed on our website:
http://www.clarkcountynv.gov/depts/development_services/Pages/PermitFeeCalculator.aspx
- ❑ Once a project value is determined, the Permit Issue Technicians calculate the associated Permit, Plan Review, and Zoning Plan Review fees.
- ❑ Tract Plan review fees are calculated on hour basis using the number of hours required for the review (\$110.00 per hour)



How Are Fees Calculated?

- ❑ In the case of new construction, there are other associated development fees that may come into play:
- ❑ MSHCP – Multiple Species Habitat Conservation Fee (\$550 per developed acre with a \$25 processing fee for Residential Properties; and (Commercial projects are a \$50 processing fee).
- ❑ Residential Construction Tax (.36 per livable square foot/maximum \$1000 per dwelling unit)



How Are Fees Calculated?

Transportation Tax –

\$900 per dwelling unit.

\$.090 per square foot on new commercial projects



Accepted Methods of Payment

An Owner/Builder may pay for permits using these three methods of payment:

1. An Owner Personal check (must provide driver's license for verification and valid phone number).
2. A Visa/MasterCard credit or debit card (must have the legal owner's name on the card)
3. Cash



Accepted Methods of Payment

Payment of Fees:

- Must use a pre-printed company check or company credit card
- (Company name must exactly match the name on the Contractor's License.
- If the company is using a DBA/Fictitious name that name must also appear on the check)
- If payment is to be made by other than a pre-printed company check or company credit card, the following is required:
 - An original current NV State Contractor's Card (not a facsimile or a copy) of the company licensed to pull the permit.

-- OR --



Accepted Methods of Payment

Payment of Fees cont:

- A letter from the licensed contractor on company letterhead must include the following information: Permit number, project address, name of the a company employee authorized to sign the application, check number and name of the owner/tenant who's check is being used. Also, it must be signed by company principal or authorized representative. (Signatory of the letter must be a different than the person granted authorization to sign application and pull permit).
- No third party checks will be accepted, only checks associated with the project (i.e. current property owner or tenant) accordingly.



I've Got My Permit, Now What?

- At the time of Permit Issue, you will be given a copy of the permit and an inspection record.
- Inspections need to be requested and approved during construction.
- They can be requested using phone or internet using the associated inspection codes listed on the permit and inspection record.
- In order for the permit to remain active, an approved inspection is required every 180 days (CC Administrative Code, Section 22.02.320 Expiration of Permits)



Certificate of Occupancy/Completion

Once all construction is complete and a an approved final building inspection has been granted, the Certificate of Occupancy or Completion will be issued.

(Please note: Minor scopes of work will not have an occupancy issued, the permit will simply be closed)



Structural/Geotechnical Plan Review

- 2012 IBC
- Southern Nevada Amendments to the 2012 IBC
- Referenced Standards
 - ACI 318-11
 - ACI 530-11
 - AISC 360-10
 - ASCE 7-10
 - NDS 2012
- Department Technical Guidelines
- Department Policies and Procedures and Code Interpretations



Structural/Geotechnical Plan Review

□ Common issues

- Other plan disciplines (architectural, electrical, plumbing, mechanical) not coordinated with structural.
- Structural plans not coordinated with the structural calculations.
- Wrong wind exposure used in design.
- No geotechnical report submitted.
- Special inspections not called out properly.
Engineer uses boilerplate template rather than being project specific.
- Storm Water Pollution Prevention (SWPPs) documentation not submitted.



Structural/Geotechnical Plan Review

- ❑ Lack of understanding of “early grading”.
 - The term early grading is often used to refer to the Public Works process of grading in conjunction with the approved drainage study.
 - Using this Public Works process is not “at risk grading” and does not eliminate any Building Department requirements.
 - The scope of work for the onsite grading permit does not change. It is either rough grading (i.e.; plan only shows existing and proposed contours) or finish grading with specific lot numbers.
 - A revision to the onsite grading permit shall be submitted once the Public Works offsite improvement plans are approved.



Structural/Geotechnical Plan Review

Over the Counter reviews

Should be limited to approximately 15 minutes per customer.

Intended for quick, simple reviews when a permit can be issued after the review.

Examples include, but are not limited to,

- Fences
- Small retaining walls
- Swimming pools
- Simple structural fixes
- Signs
- Patio covers



QUESTIONS?



Development Review Workshop

Clark County Fire Prevention Development Review

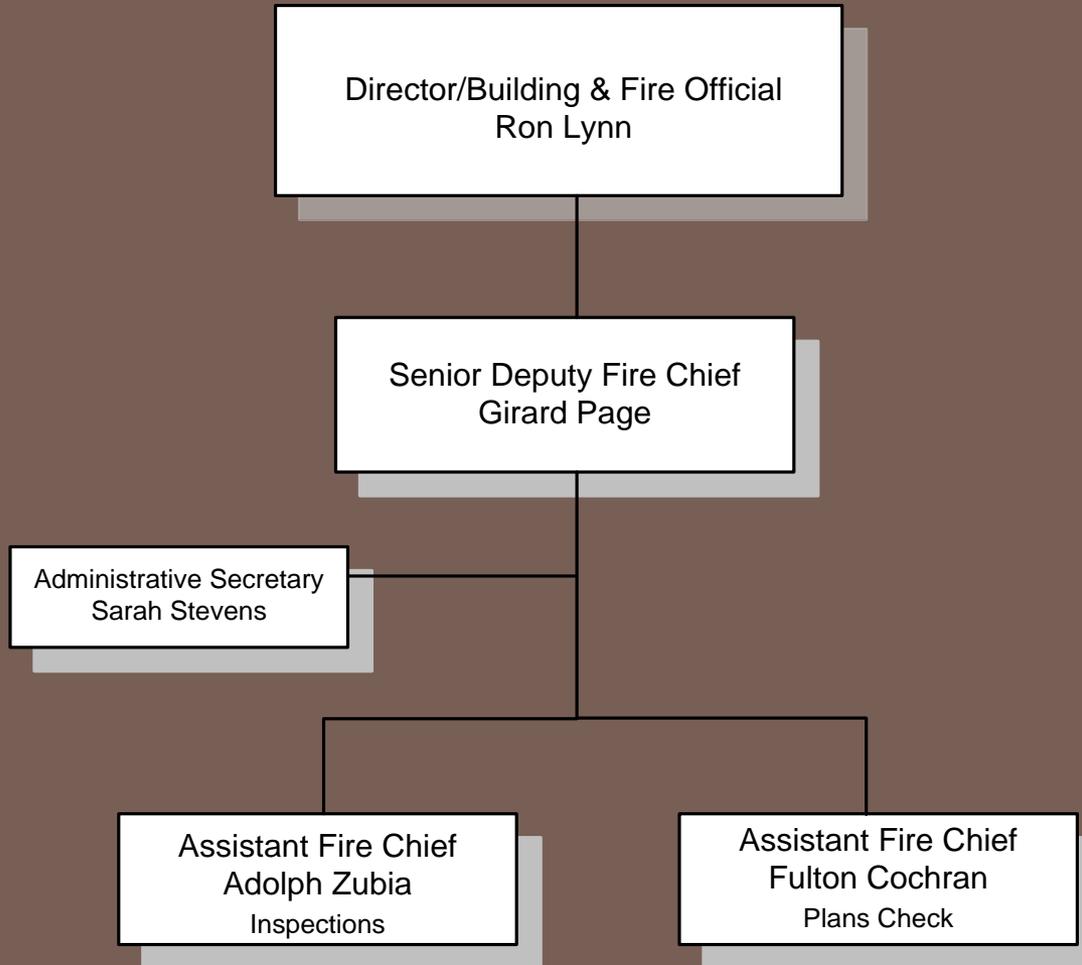
Process Overview

Fulton Cochran – Plans Check



Development Review Workshop

Clark County
Department of Building & Fire Prevention



Fire Plans Check

Managed by Fulton R. Cochran, Assistant Fire Chief

Four Specialized Teams

- Sprinkler Systems, High Piled Storage, etc.
- Fire Alarm, Kitchen Hood Systems, etc.
- Civil's, Fireworks, Pyrotechnics, etc.
- Hazardous Materials (Flammable, Combustible, Oxidizer, Pyrophoric, Water Reactive, Cryogenic, etc.)



Civil Team

- Civil's, Gates, Fireworks, Pyrotechnics, etc.
 - Preliminary Meetings; planning & applicant
 - Review & Comment on Planning Packet
 - Civil Improvement Plan Reviews (FDPR)



Meet the Civil Team

Kevin Hoyt – Fire Plans Checker
702-455-7101

Craig Meyers – Fire Plans Checker
702-455-7128

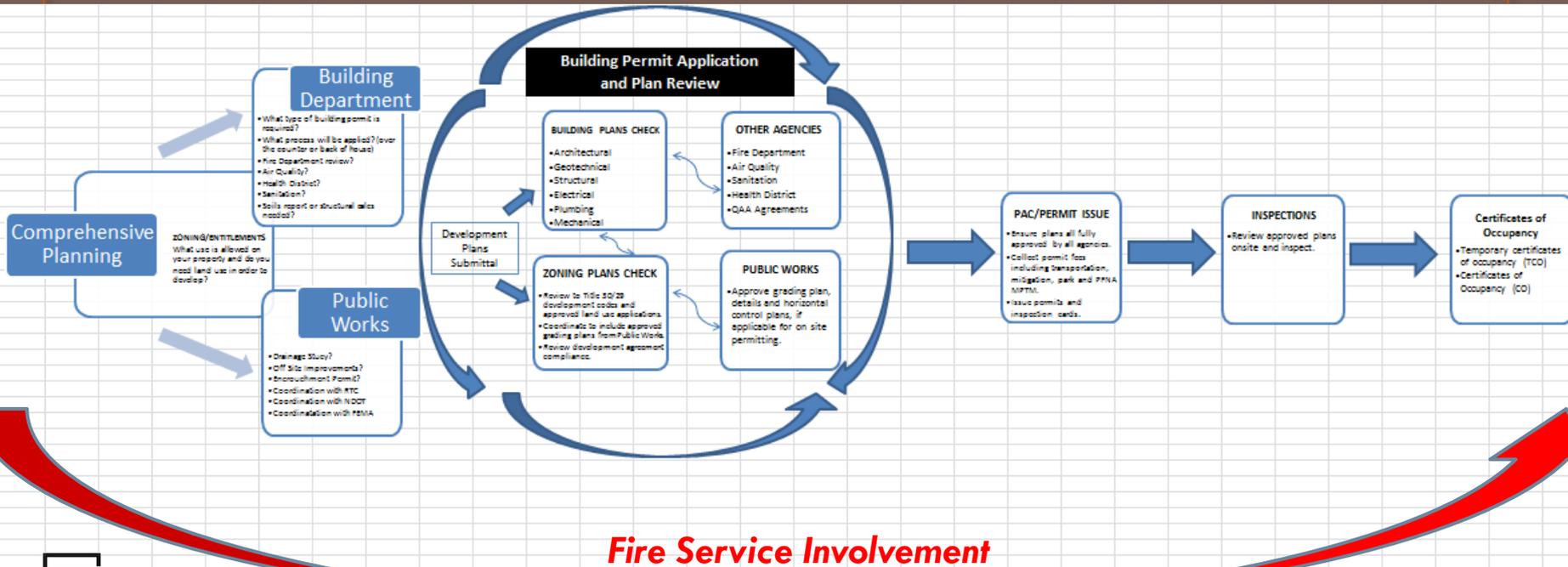
Ed Kaminski F.P.E. – Fire Protection Engineer
702-455-7130



Development Review Workshop

Overall Permit Process

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Development Review Workshop



Development Review Workshop

Other “civil” Related Plan Reviews

All of the following currently have a flat fee of \$160

The Civil Team also reviews:

- Mylar's
 - Permit Type (FDUM)
 - Next day service level
- Fire Hydrant (private) Installation
 - Permit Type (FMHI)
 - Next day service level for plan check
 - Inspections required
- Bond Release (FDFH)
 - Next day service level for plan check
 - Inspections required



Other “civil” Related Plan Reviews - continued

All of the following currently have a flat fee of \$160

Staff members review over the counter:

- **Final Maps** (Map must comply with any conditions placed by fire prevention during review of Tentative Map)
- **In-Building (fire sprinkler) Risers**
 - Permit Type (FDSI)
 - Inspections Required



Permit Applications



CLARK COUNTY DEPARTMENT OF BUILDING & FIRE PREVENTION
 4701 W Russell Rd – Las Vegas, NV 89118 – Phone: (702) 455-7100 – Fax: (702) 735-0775
Construction Fire Permit
 Website: http://www.clarkcountynv.gov/Depts/development_services/fire_prevention
 Email: permits@ClarkCountyNV.gov

Fee Payment: Fee is payable in exact cash, check or money order (drawn on a US bank in US funds), Master Card or Visa presented in person with proper ID, or an established Fire Prevention escrow account. Checks are payable to CCDB-Fire Prevention. Please note escalating fees may apply upon completion of review. This form must be legible and all appropriate boxes check-marked. Multiple permits require separate applications forms.

Submittal Date: _____ Pay by: Cash Check Credit Card Escrow Account #: _____

Service Delivery requested: *Note: Discounts may apply for 1st correction submittal.*

FFPR Permit:	<input type="checkbox"/> 20 business-day (1x escalated fee, \$160 due at submittal)	<input type="checkbox"/> 10 business-day (2x escalated fee, \$320 due at submittal)
	<input type="checkbox"/> 3 business-day (3x escalated fee, \$480 due at submittal)	<input type="checkbox"/> 0/1 business-day (4x escalated fee, \$640 due at submittal)

All other Permits:	<input type="checkbox"/> 20 business-day (1x escalated fee, \$80 due at submittal)	<input type="checkbox"/> 10 business-day (2x escalated fee, \$160 due at submittal)
	<input type="checkbox"/> 3 business-day (3x escalated fee, \$240 due at submittal)	<input type="checkbox"/> 0/1 business-day (4x escalated fee, \$320 due at submittal)

Code Enforcement Case No.: (if applicable) _____ Building Permit No.: (if applicable) _____

(Check one box for desired permit) ** Contract required*

Fire Suppression and Extinguishing Systems <input type="checkbox"/> Automatic Sprinkler (FDSR) * <input type="checkbox"/> Carbon Dioxide (FDCC) * <input type="checkbox"/> Clean Agent (FDCA) * <input type="checkbox"/> Dry Chemical (FDDC) * <input type="checkbox"/> Foam (FDFO) * <input type="checkbox"/> Wet Chemical (FDWC) * Sprinkler Count: _____ Nozzle Count: _____ Other Equipment/Systems <input type="checkbox"/> Fire Pumps and Related Equipment (FDPE) <input type="checkbox"/> Standpipe Systems (FDSP) * <input type="checkbox"/> Water Tanks (FWST) <i>(Used for supply of fire protection systems)</i>	Fire Alarm and Detection Systems, Related Equip and Dedicated Function Systems <input type="checkbox"/> Fire Alarm (FFAS) * <input type="checkbox"/> Smoke Control-Control Panel (FDAL) <input type="checkbox"/> Smoke Removal-Control Panel (FSRS) <input type="checkbox"/> Video Detection (FVDS) * Device Count: _____ Other Construction <input type="checkbox"/> Med-Gas System (FDMG) <input type="checkbox"/> Two-way Communication Systems (FDTW)	Fire Protection Reports <input type="checkbox"/> Tenant Improvements (FPTI) <input type="checkbox"/> Facility, Alternate Means/Method, TCO (FFPR) Other Construction <input type="checkbox"/> Fire Apparatus Access Road Plan (FSAP) <input type="checkbox"/> Fire Hydrants and Associated (FDPR) Supply Piping <input type="checkbox"/> Underground Storage Tank and (FFTC) Associated Components <i>(Includes: Install, removal, abandonment & repair)</i>
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PERMIT INFORMATION

Permit Application for Civil Plan Review (FDPR)

http://www.clarkcountynv.gov/Depts/development_services/fire_prevention



Development Review Workshop

Permit Applications

CLARK COUNTY DEPARTMENT OF BUILDING & FIRE PREVENTION
 4701 W Russell Rd – Las Vegas, NV 89118 – Phone: (702) 455-7100 – Fax: (702) 735-0775
Next Day or Express Fire Review Service
 Website: http://www.clarkcountynv.gov/Depts/development_services/fire_prevention
 Email: permits@ClarkCountyNV.gov

Fee Payment: Fee is payable in exact cash, check or money order (drawn on a US Bank in US funds), Master Card or Visa presented in person with proper ID, or an established Fire Prevention escrow account. Checks are payable to CCDB-Fire Prevention. **Please note that escalating fees may apply upon completion of review.** This form must be legible and all appropriate boxes check-marked. Multiple permits require separate applications forms.

Submittal Date: _____ Payment Type: Cash Check Credit Card -or- Escrow Account #: _____

Service Delivery requested: *Note: Discounts may apply for 1st correction submittal.*
 20 business-day (1x escalated fee, \$80 due at submittal, all plan types) * Next Day/Express (fixed \$160 due at submittal for all plan types)
 3 business-day (3x escalated fee, \$240 due at submittal, Express plan types) * 0/1business-day (4x escalated fee, \$320 due at submittal, Express plan types) *

Code Enforcement Case No.: (if applicable) _____ Building Permit No.: (if applicable) _____

(Check one box for desired permit) * Contract required unless utilizing Next Day/Express Service

Next Day (In by noon – out by noon next business day)	Next Day (continued)
<input type="checkbox"/> Automatic Emergency Vehicle Access Gates (FAEC)	<input type="checkbox"/> Underground Fire Service Mains - Install (FMHI) (Hydrants and/or related components)
<input type="checkbox"/> Manual Emergency Vehicle Access Gates (FAGM)	<input type="checkbox"/> Underground Fire Service Mains – Mylar signature (FDUM)
<input type="checkbox"/> Automatic Sprinkler TI/Alter Existing System (FDSB) * (20 heads or less excluding hydraulic calculations, flex-head, or excluding coverage sprinklers)	
<input type="checkbox"/> Automatic Sprinkler Systems Design – Flow test (FDSF)	Express (5 business days)
<input type="checkbox"/> Automatic Sprinkler In-Building Riser (FDSI) *	<input type="checkbox"/> Automatic Sprinkler TI – Alter Existing System (FDSD) * • 50 heads or less excluding hydraulic calculations, flex-head, or extended coverage sprinklers. • 13-D systems
<input type="checkbox"/> Automatic Sprinkler Monitoring System (FDSM) *	
<input type="checkbox"/> Elevator Recall (FDER) *	<input type="checkbox"/> Fire Alarm TI – Alter Existing System (FFAD) * (10 peripheral fire alarm devices or less)
<input type="checkbox"/> Fire Alarm Monitoring System (FDFA) *	<input type="checkbox"/> Liquefied Petroleum Gases, Residential (FLRC)
<input type="checkbox"/> Fire Hydrant Bond Release (FDFH)	

Permit Application for Bond Release (FDFH)

Permit Application for Private Hydrant Installation (FMHI) and Mylar Review (FDUM)

http://www.clarkcountynv.gov/Depts/development_services/fire_prevention



Development Review Workshop

Permit Applications



CLARK COUNTY DEPARTMENT OF BUILDING & FIRE PREVENTION
 4701 W Russell Rd ~ Las Vegas, NV 89118 ~ Phone: (702) 455-7100 ~ Fax: (702) 735-0775
Over-the-Counter Fire Review Service – Plan
 Website: http://www.clarkcountynv.gov/Depts/development_services/fire_prevention
 Email: permits@ClarkCountyNV.gov

Fee payment: \$160 minimum fee payment is due at time of submittal. For permit types marked with ** a \$240 minimum fee payment is due for submittals received 3-4 business days prior to Move-In Date, or \$320 minimum if received 0-2 business days prior to Move-In Date. For permit types marked with *** a \$240 minimum fee payment is due for submittals received 3-9 business days prior to Move-In Date, or \$320 minimum if received 0-2 business days prior to Move-In date. Fee is payable in exact cash, check or money order (drawn on a US bank in US funds), Master Card or Visa presented in person with proper ID, or an established Fire Prevention escrow account. Checks are payable to CCDB-Fire Prevention. This form must be legible and all appropriate boxes check-marked. Multiple permits require separate applications forms.

Submittal Date: Payment Type: Cash Check Credit Card -or- Escrow Account #:

Code Enforcement Case No.: (If applicable) Building Permit No.: (If applicable)

(Check one box for desired permit)

<input type="checkbox"/> Asbestos Removal (FASB) ***	<input type="checkbox"/> Exhibits & Trade Shows – Tier 1 < 15,000 SF (FDET) **
<input type="checkbox"/> Automatic Sprinkler TI/Remodel – 4 heads maximum (FDSB)	<input type="checkbox"/> Final Map Signature (No charge for this service) (FDFM)
<input type="checkbox"/> Automatic Sprinkler TI – Alter Existing System (FDSB) (20 heads or less excluding hydraulic calculations, flex-head, or extended coverage sprinklers)	<input type="checkbox"/> Fire Alarm Monitoring System (FDFA)
<input type="checkbox"/> Automatic Sprinkler Systems Design – Flow Test (FDSF)	<input type="checkbox"/> Liquefied Petroleum Gases, Residential (FLRC)
<input type="checkbox"/> Automatic Sprinkler In-Building Riser (FDSI)	<input type="checkbox"/> Temporary Hot-Works (fixed, mobile, or combo) (FHF1) ***
<input checked="" type="checkbox"/> Automatic Sprinkler Monitoring (FDSM)	<input type="checkbox"/> Temporary Liquid/Gas-Fueled Vehicle or Equip in Assembly Area (FLQT) ***
<input type="checkbox"/> Elevator Recall (FDER)	<input type="checkbox"/> Temporary Outdoor Membrane/Tent – Tier 1 < 15,000 SF (FITT) **

For permit types marked with ** or ***, you must provide all information requested below including those line items marked with **.

PERMIT INFORMATION

Permit Application for In-Building Riser (FDSI)

Permit Application for Final Map (FDFM)

http://www.clarkcountynv.gov/Depts/development_services/fire_prevention



Development Review Workshop

Common Errors

- Missing CC Fire Prevention Signature Block
- Failure to complete entire Fireflow data table
- Failure to properly legend new versus existing fire hydrants
- Failure to provide sectional control valves (after every two hydrants or fire sprinkler laterals)



Civil Guideline

http://www.clarkcountynv.gov/Depts/development_services/HowToGuides/105.7.12_Civil_Plans_Final_Draft.pdf

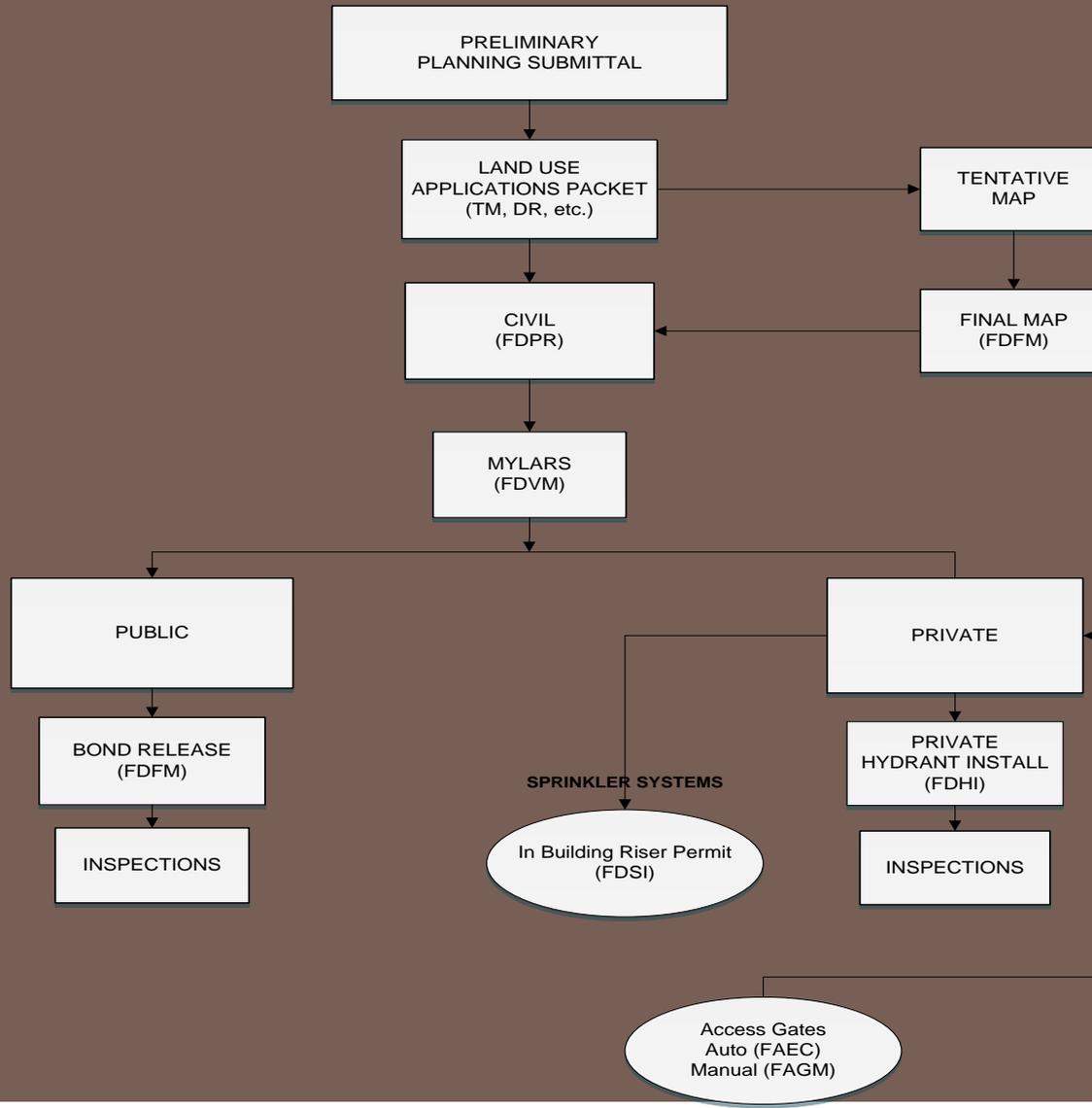
Appendix A

Clark County Fire Prevention – General Notes



Development Review Workshop

New Development/Plans Check Process



QUESTIONS?



Development Review Workshop

Clark County BD&FP IT Development Review

Process Overview

Carolyn Ideker – IT Technical Support Manager

cid@ClarkCountyNV.gov

(702) 455-5696



Development Review Workshop

Looking Ahead.....

Automation System Replacement

- Naviline (HTE) → Accela
- Click2GOV → Accela Citizen Access Portal (ACA)
- ProjectDox → ePlanCheck



Accela Automation

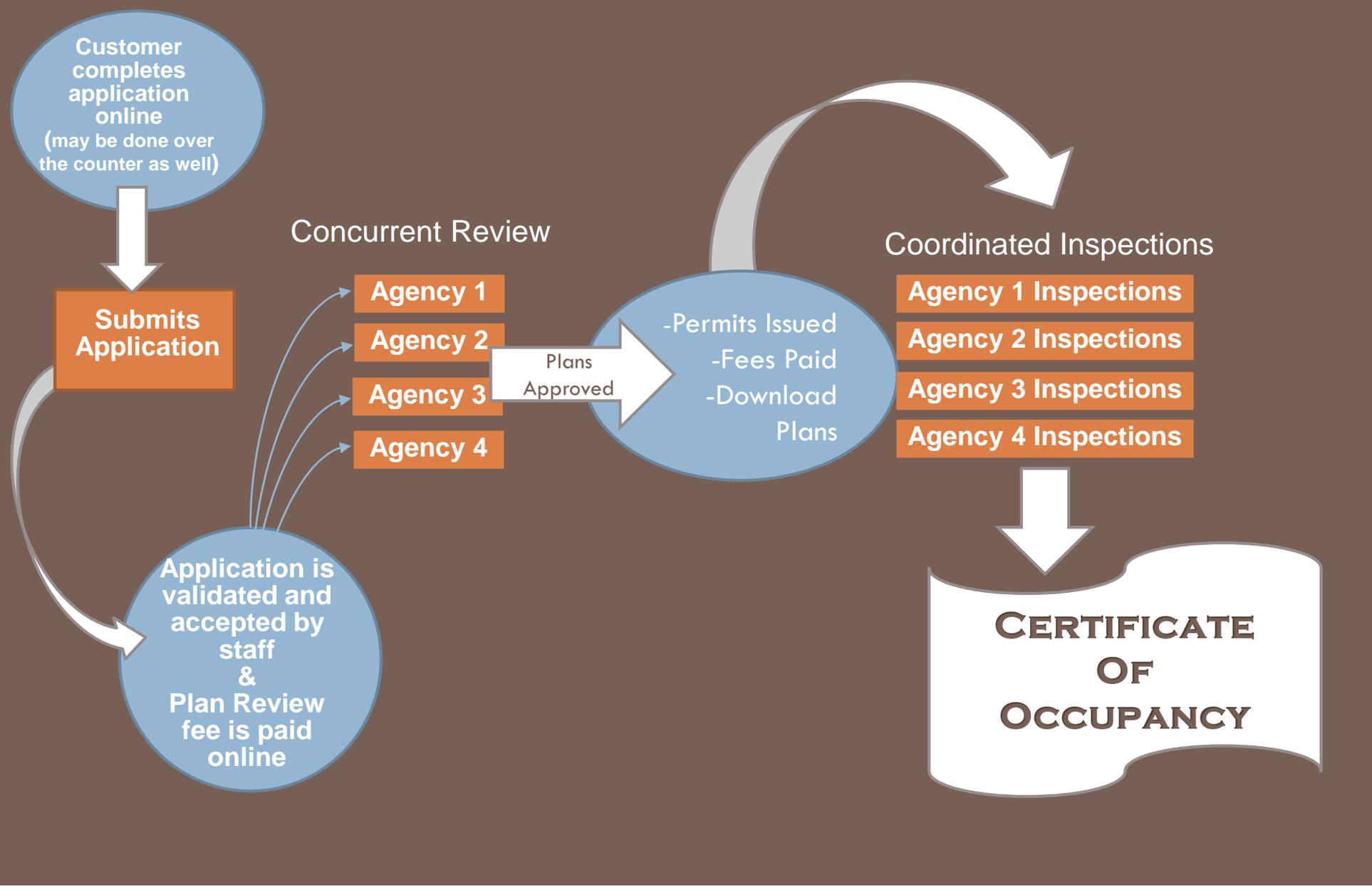
- *Phase I – Land Development Summer 2016
(Planning, Zoning, Permitting, Inspections,
Complaints)*
- *Phase II – March 2017 – Business Licensing*



Major Differences

- Process/Workflow Driven
- More options available on-line
- Will include *integrated* electronic document submittal/workflow
- Field inspectors will carry mobile devices – capability to result in the field





On-Line Portal (Accela Citizen Access)

GOAL: Provide as many services as possible on-line

- Everything currently available on-line will remain
- Ability to start applications electronically
- “Work Flow” – Integration with other Departments
- More fee types available for on-line payments
- Shopping Cart functionality



More to Come...

- Opportunities for Input/Feedback
- Industry Meetings
- Focus Groups
- Training



QUESTIONS?



Development Review Workshop

Thank you for your attendance



Development Review Workshop

For more information contact:

Comprehensive Planning - Gina Rossol

e-mail gma@clarkcountynv.gov

Public Works – Monise Larosee

e-mail monisel@clarkcountynv.gov

Building & Fire Prevention - Cathy Altstatt

e-mail: catherine.altstatt@clarkcountygov.nv

This presentation will be posted for public viewing at:

http://www.clarkcountynv.gov/depts/development_services/Pages/Presentations.asp

x



Development Review Workshop