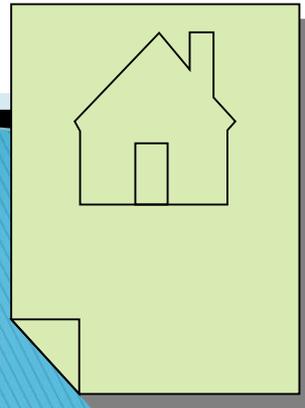


CLARK COUNTY BUILDING AND FIRE PREVENTION OWNER/BUILDER OPEN HOUSE

MAY 20, 2015



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 CONSTRUCT:
 - What do you want to construct and does it require 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?
 - Qmatic queuing system

What Do You Want To Construct?

- ▶ Here is a list of the most common Owner/Builder Application Types:
 - New Single Family Residence
 - Single Family Residence Additions
 - New Pool/Spa
 - New Detached Accessory Building
 - New/addition fence/wall
 - New Patio Cover



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
 - Window awnings supported by an exterior wall of Group R, Division 3, and Group U occupancies when projecting not more than 54 inches;
 - 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;
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Exempt Scopes Continued

- Fencing not over 6 feet high and not part of a pool barrier (this would include wood, chain link, vinyl, and similar fencing);
 - Walls including retaining walls not over 24 inches in height at any location on the lot;
 - Livestock shade structures open on a minimum of one side and not more than 1,500 square feet in area;
- 

Applicable Codes

- ▶ Clark County has adopted the following Codes:
 - Building Code – 2012 International Residential Code
 - Zoning Code – Title 30
 - Development Code

Who Can Obtain the Permit

Nevada Administrative Code 624.017 allows for an Owner/Builder to be exempt from hiring a licensed contractor and obtain the permit in his/her/their own name if:

“The owner of property owns the property and is building or improving a residential structure on the property for his own occupancy and not intended for sale of lease”

Should the owner choose to do so,

“A declaration, to be signed under penalty of perjury by the owner of the property submitting the form stating that:

1. The owner owns the property ;
2. The information contained in the Owner/Builder Disclosure Statement is accurate and complete; and
3. the owner of the property will comply with all applicable statutes, regulations, ordinances, and codes.

An owner may elect to have a representative act on their behalf to obtain the permit. If so, a notarized letter of authorization from the legal owner would be required listing the representative's name, address where work is to be done, specific scope of work to be performed, and detailing what authorities the representative has to act on their behalf (submit plans, sign documents, obtain permits, etc.)

An owner may also elect to hire contractor's licensed in the trades required to obtain the permits.

What Applications Forms Are Required?

- ▶ Residential Building Permit Application Form
 - ▶ Residential Sub Permit Application Form
 - ▶ Fence Permit Application Form
 - ▶ Pool/Spa Permit Application Form
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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 Application, 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)
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So I'm here...What's next?

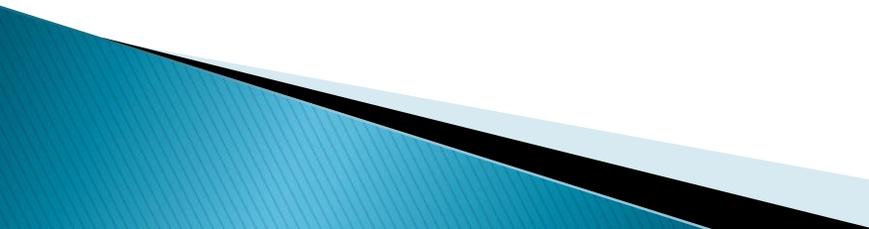
Which Divisions review my plans?

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



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 or;
 5. Simple Permits for Patios, Pools, Fences, or Stand-Alone Sub Permits (electric, plumbing, mechanical)
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Navigating the Permit Application Center (PAC) continued

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
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P005
Welcome to the Clark County Department of Building and Fire Prevention.

RESIDENTIAL PLAN SUBMITTAL



ZONING PLANS EXAMINATION



BUILDING PLANS EXAMINATION

EXIT

EXIT



PERMIT ISSUE



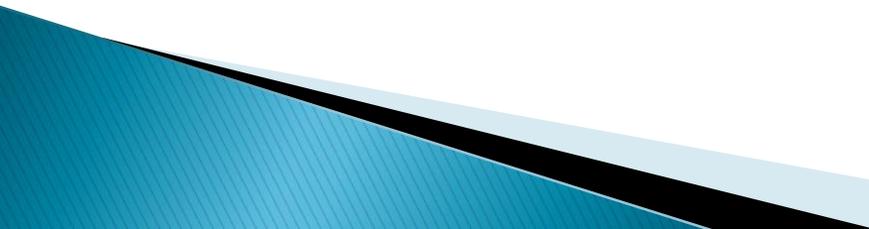
How Are Fees Calculated?



- ▶ A project valuation is determined based upon square footage, type of construction, and using table 3A of the Clark County Administrative Code.
- ▶ Once a project value is determined, the Permit Issue Technicians calculate the associated Permit, Plan Review, and Zoning Plan Review fees.

How Are Fees Calculated?

...continued

- ▶ 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)
 - ▶ Residential Construction Tax (.36 per livable square foot/maximum \$1000 per dwelling unit)
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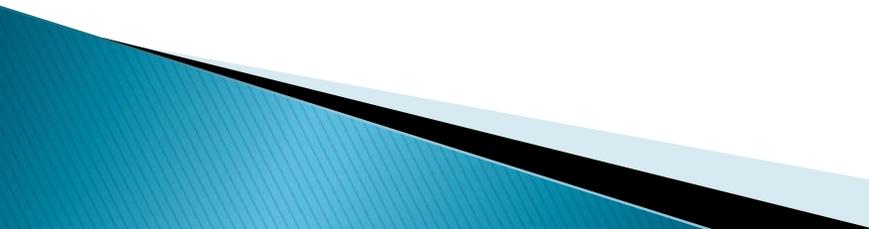
How Are My Fees Calculated? ... continued

Transportation Tax – \$800 per dwelling unit.

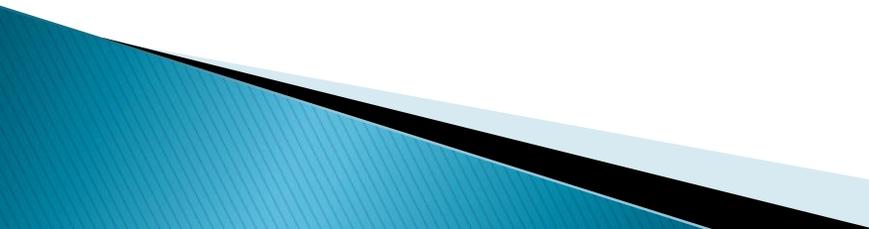
A Fee calculator can be accessed on our website:

[http://www.clarkcountynv.gov/depts/
development_services/Pages/PermitFee
Calculator.aspx](http://www.clarkcountynv.gov/depts/development_services/Pages/PermitFeeCalculator.aspx)

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
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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)
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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)

Questions?



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