

Clark County Department of Development Services



Commercial Tenant Improvement Building Plans Submittal and Review Process

March 8, 2007 and March 9, 2007

Amy Cheng, Shelly Songer and Rick Wilburg

Clark County Development Services

Vision-

Clark County Development Services will be the leader in providing state-of-the-art services to enhance the built environment.

Mission-

We will provide timely, progressive and effective plan review, permitting and inspection of construction to ensure compatible and safe development for citizens and visitors of Clark County.



Agenda:

Introduction

Zoning Plans Submittal and Review

Building Plans Submittal and Review

Permit Issuance

Special Services and Program

Resources and Tools

Contacts

Questions



Introduction - Seminar Goals

- Improve understanding of plan submittal requirements and the review process
- Improve completeness of plan submittals
- Improve plan review turnaround time
- Inform applicants about our special services and programs

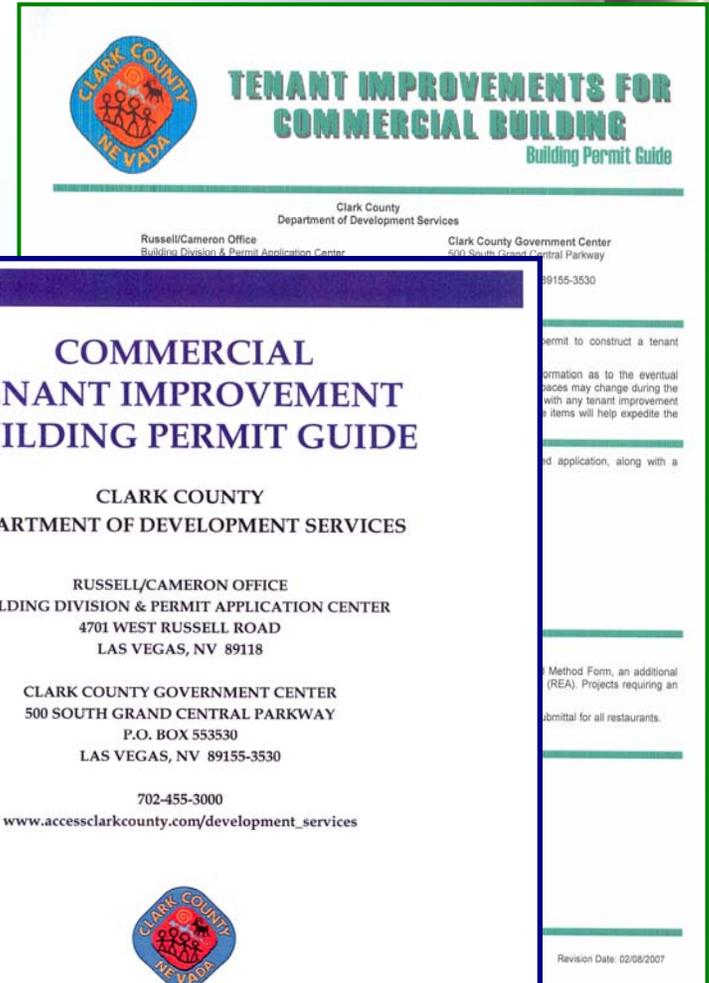


Introduction – Scope of Seminar

This seminar covers the plans submittal and review process for **commercial tenant improvement** projects.

It does not include:

- New Commercial Buildings/Construction
- Building Expansions/Additions
- Residential (One and Two-Family Dwellings or Townhouses not Exceeding 3 stories)



Introduction - Submittals: Where?

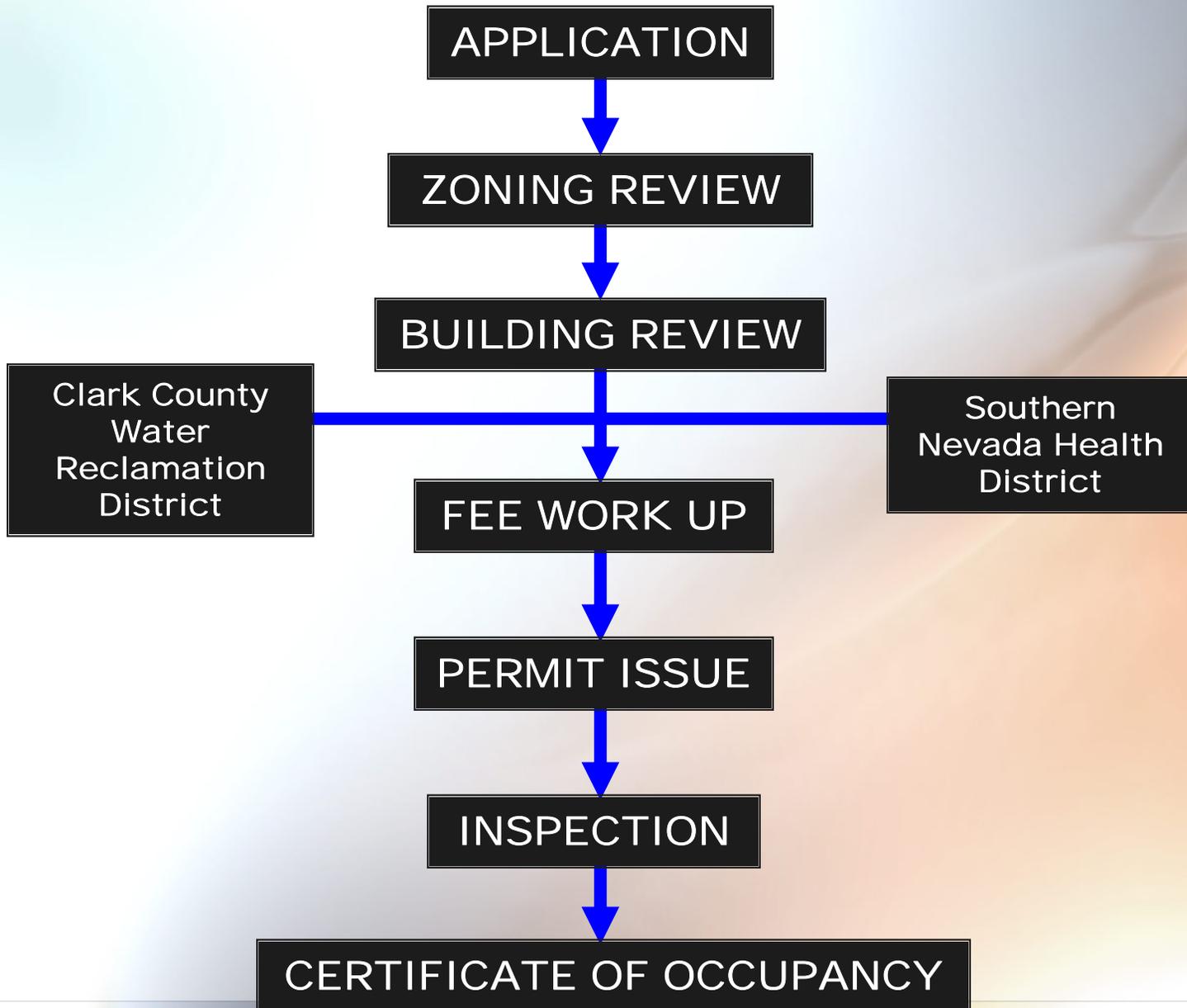
**Development Services
Permit Application Center
Russell Road Office
4701 West Russell Road
Las Vegas, NV 89118**



Introduction – Business Hours

- **Russell Office Building:**
Monday through Friday
7:00 am - 5:00 pm
- **Zoning / Building Plans Examination Counters:**
7:00 am - 5:00 pm
- **PAC (Permit Application Center):**
7:00 am – 4:00 pm
- **Permit Issuance:**
7:00 am - 4:00 pm
- **Building Inspection opens:**
 - 6:30 am – 4:30 pm (winter hours)
 - 6:00 am – 4:00 pm (summer hours)

General Process



Plans Submittals and Review Process

Building Permit Applications

- Complete a Building Permit Application, available at the Permit Application Center or online at: www.accessclarkcounty.com/development_services

Ensure Scope of Work is Complete

CLARK COUNTY NEVADA		DEPARTMENT OF DEVELOPMENT SERVICES			
4701 West Russell Road, Las Vegas, NV 89118 * (702) 455-3000		COMMERCIAL SUB-PERMIT APPLICATION			
ASSESSOR PARCEL NO:		APPLICATION NO:			
BUILDING ADDRESS:		P.I.N. NO:			
SUBDIVISION:		APPLICATION DATE:			
UNIT NO:	LOT NO:	BLOCK NO:	MODEL NO:	BY:	
TENANT NO./NAME:					
PROJECT NAME:					
OWNER NAME:					
MAILING ADDRESS:		PHONE NO:			
CITY:	STATE:	ZIP:			
DESCRIPTION OF WORK:					
TYPE OF CONSTRUCTION:		OCCUPANCY:		SPRINKLER SYSTEM:	
SQ. FT.:	NO. UNITS:	NO. STORIES:	OCC. LOAD:	QAA REQ'D:	
CONTRACTOR'S DECLARATION			PERMIT FEES		
I hereby certify that I am licensed under the provisions of N.R.S. 624.			Valuation: \$		
ST. LIC. NO:	CLASS:	CC BUS. LIC. NO:	Permit Fee: \$		
CONTRACTOR NAME:			Date: _____ Plan Review Fee \$		
MAILING ADDRESS:		PHONE NO:	Bidg Plan Review Fee/Bal. Due or Credit: \$		
CITY:	STATE:	DATE:	Zoning Plan Review Fee: \$		
CONTRACTOR SIGNATURE:			Major Project Fee: \$		
I certify that I have read this Application and state that the above information is correct. I agree to comply with all County ordinances and State laws relating to building construction, and hereby authorize representatives of this County to enter upon the above mentioned property for inspection purposes.			Park Fee: \$		
APPLICANT SIGNATURE:			Transportation Fee: \$		
DATE:			Water Fee: \$		
COMMENTS:			PFNA Fee: \$		
STANDARD PLAN NO: _____			MSHCP Fee: \$		
<input type="checkbox"/> Plans Attached <input type="checkbox"/> Plans on File <input type="checkbox"/> No Plans			Mitigation Report Fee: \$		
Zoning Review By: _____ Date: _____			Traffic Mitigation Fee: \$		
Bidg Plan Review By: _____ Date: _____			Disaster Report Fee: \$		
			TOTAL: \$ 0.00		
			<input type="checkbox"/> Cash <input type="checkbox"/> Check No: _____		
			Issued By: _____ Date: _____		

Plans Submittals and Review Process

Building Permit Applications cont . . .

- Proceed to the Application Set-Up Desk in the Permit Application Center to obtain an application number - commonly referred to as the PAC number, HTE number, or permit number for the project.
- A minimum of two complete sets of drawings (3 if zoning action is required) are required for commercial tenant improvement plans submittal and review.
- If mechanical, plumbing and electrical permits are required, complete plans for the mechanical, plumbing and electrical work shall be included with the building plans.
- An appropriate plan review fee will be collected.



Plans Submittals and Review Process-

Zoning Plans Examination Reviews

- Once you have been assigned an application number, you will be directed to the Zoning Plans Examination Counter for a zoning walk-through review.
- Typical zoning walk-through permits include:
 - Interior build outs of shell buildings.
 - Interior remodels of commercial/industrial buildings.
 - Interior space redesign within hotel/casinos.

Plans Submittals and Review Process-

Zoning Plans Examination Reviews

- Zoning Plans Exam:
 - Verifies existing structure is permitted.
 - Verifies address given (we don't track suite numbers).
 - Verifies all spaces within structure are labeled as to use.
- Zoning walk-through review requires that the use be compatible with the zoning (Title 30) and that no commission action is required.

Plans Submittals and Review Process-

Zoning Plans Examination Reviews

- What may not be a walk-through:
 - Complete changes to the façade of the structure.
 - Conversions from any residential use of property to a commercial use.
 - Adding drive-thru windows.
 - Other work to the property not contained within the original shell.

Plans Submittals and Review Process-

Zoning Plans Examination Reviews

- These are examples of uses that will require commission action:
 - Live Entertainment
 - Massage parlors
 - Hazardous materials (as determined by Fire Dept/Bldg Division)
 - Consult the Use Table provided for various other uses
- Shortcut – ask the owner or agent if a Business License has been submitted with pre-approval by the Department of Comprehensive Planning's Current Planning Division.

Plans Submittals and Review Process

Zoning Plans Examination Reviews (Cont.)

- Apply for a special use permit from the Department of Comprehensive Planning, Current Planning Division.
 - Location: 500 S. Grand Central Pkwy, 1st floor.
 - Phone: (702) 455-4314 Option 2, then Option 1
- This process takes 4 – 6 weeks. Plans may be turned into Commercial Plan Submittal (3 sets) so review process may commence.

CLARK COUNTY NEVADA

TITLE 30 LAND USE APPLICATION
CLARK COUNTY COMPREHENSIVE PLANNING DEPARTMENT
SUBMITTAL REQUIREMENTS ARE LISTED ON BACK

This section for planner use only

APPLICATION TYPE

- ANNEXATION REQUEST
- DESIGN REVIEW
- PUBLIC HEARING
- EXTENSION OF TIME (ORIGINAL APPLICATION #):
- SPECIAL USE PERMIT
- STREET NAME / NUMBERING CHANGE
- TEXT AMENDMENT
- VARIANCE
- WAIVER OF DEVELOPMENT STANDARDS
- VACATION & ABANDONMENT
- WAIVER OF CONDITIONS (ORIGINAL APPLICATION #):
- ZONE CHANGE (ZONE BOUNDARY AMENDMENT)
 - CONFORMING
 - NONCONFORMING
- ALCOHOL
- AVIGATION EASEMENT REQ
- GAMING ENTERPRISE
- HAZARDOUS MATERIALS
- INTERLOCAL AGREEMENT AREA
- MAJOR PROJECT
- MIXED USE DEVELOPMENT
- PROJECT OF REGIONAL SIGNIFICANCE
- PUBLIC HEARING NOTICE RADIUS _____ ft
- CRNP DISTRICT I ___ II ___ III ___

DATE FILED: _____ APPLICATION NUMBER: _____ TIME _____
PLANNER ASSIGNED: _____ PC MEETING DATE: _____ TIME _____
FEE: _____ BCC MEETING DATE: _____ TIME _____
CHECK # _____ TAB/CAC: _____ TIME _____
ACCEPTED BY: _____ TAB/CAC MTG DATE: _____ TIME _____
CIRCLE ONE: NORTH or SOUTH ZONE / AE DISTRICT: _____
COMMISSIONER: _____ PLANNED LAND USE: _____
OVERLAYS (Circle all that apply): CMA PFNA MUD1 MUD2 MUD3 MUD4

REFERENCE FILES: _____

PROPERTY OWNER: _____
APPLICANT: _____

ALL MAIL FOR THIS APPLICATION SHOULD BE ADDRESSED TO:

NAME: _____ STATE: _____ ZIP: _____
ADDRESS: _____ CITY: _____ FAX: _____
TELEPHONE: _____ E-MAIL (OPTIONAL): _____
CELL: _____

ASSESSOR'S PARCEL NUMBER(S): _____

PROPERTY ADDRESS AND/OR NEAREST CROSS STREETS: _____

ZONE CHANGE ONLY Current zone: _____ Desired zone: _____ Gross acreage: _____

PROJECT DESCRIPTION (summary): _____

(I, We) the undersigned swear and say that (I am, We are) the owner(s) of record on the Tax Rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Clark County Code, and that the information on the attached legal description, all plans, and drawings attached hereto, and all the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted. (I, We) also authorize the Clark County Comprehensive Planning Department, or its designee, to enter the premises and to install any required signs on said property for the purpose of advising the public of the proposed application.

Property Owner (Signature) _____ Property Owner (Print) _____
Property Owner (Signature) _____ Property Owner (Print) _____

NOTARY PUBLIC: _____
SUBSCRIBED AND SWORN TO BEFORE ME _____
THIS _____ DAY OF _____, 20____

Plans Submittals and Review Process

Building Plans Exam – Major Disciplines

- Go to the Building Plans Examination Counter once your plans are approved at the Zoning Plans Examination Counter. Building plan reviews consist of following major disciplines:
 - Architectural
 - Structural
 - Mechanical
 - Plumbing
 - Electrical



Plans Submittals and Review Process

Building Plans Exam - Codes

- Following are currently adopted codes***:
 - 2000 International Building Code (IBC)
 - 2000 Uniform Mechanical Code (UMC)
 - 2000 Uniform Plumbing Code (UPC)
 - 2003 International Energy Conservation Code (IECC)
 - 2003 Swimming Pool Code
 - 2002 National Electrical Code (NEC)
 - 2005 Clark County Fire Code
 - 1998 ICC/ANSI A117.1
 - Southern Nevada Code Amendments
 - Nevada State Fire Marshal Regulations

*****New codes were adopted by the Board of County Commissioners on January 16, 2007 – see next slide!**

Plans Submittals and Review Process

Building Plans Exam - Codes

- 2006 construction codes were adopted on January 16, 2007 and are required for new submittals as of May 1, 2007:
 - 2006 International Building Code (IBC)
 - 2006 Uniform Mechanical Code (UMC)
 - 2006 Uniform Plumbing Code (UPC)
 - 2006 International Energy Conservation Code (IECC)
 - 2006 Swimming Pool Code
 - 2005 National Electrical Code (NEC)
 - 2005 Clark County Fire Code
 - 2003 ICC/ANSI A117.1
 - Southern Nevada Code Amendments
 - Nevada State Fire Marshal Regulations

Plans Submittals and Review Process

Building Plans Exam – Plans Submittal Completeness

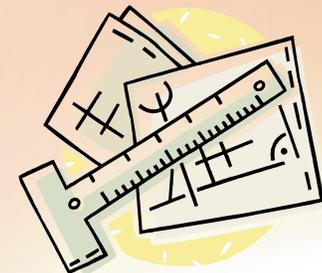
- To ensure your application is processed in a timely manner, plans shall be complete and include the following information when applicable:
 - Architectural plans including key/site plans, code analysis, exit plans, sheet index, accessibility details, etc.
 - Structural plans and calculations.
 - Mechanical plans including isometric/schematic drawings and calculations, etc.
 - Plumbing plans including isometric/schematic drawings and calculations.
 - Electrical plans including single line diagram, panel schedules, load calculations, etc.
 - IECC (International Energy Conservation Code) including building envelope, mechanical, electrical calculations and compliance reports. All information and compliance reports shall be shown on the plans.
 - Clark County Fire Department Permit Survey Form.
 - II Fire Protection Report for all tenant improvements in large and complex facilities, such as high-rises, malls, atria, hospitals, etc. (or buildings that have smoke control systems).

Plans Submittals and Review Process

Building Plans Exam – Plans Preparation Requirement

Building Plans Preparation Requirements:

- Construction design plans and documents must be signed and stamped by a Nevada-registered architect or professional engineer (as applicable for the discipline).
- The cover sheets of each discipline must be “wet-stamped” with an original signature of the design professional.
- A licensed contractor may prepare and submit his/her own plans in accordance with Nevada Revised Statutes (NRS 623 and 624).



Plans Submittals and Review Process

Building Plans Exam – Review Process

- Building Plans Review will be conducted through one of following processes depending on the scope and extent of the work of the tenant improvement project:
 - Walk-through Review
 - Over-the-Counter (OTC) Review
 - Commercial Short Log
 - Commercial Log
- Walk-through and Over-the-Counter reviews shall have no current planning, civil engineering issues to be addressed.



Plans Submittals and Review Process

Building Plans Examination - Review Turnaround

Building plans review turn around time:

- Walk-through Review - Immediately
- Over-the-Counter Review - Same day or up to three (3) working days
- Short log - 14 working days (target turnaround)
- Commercial log - 28 working days (target turnaround)



Plans Submittals and Review Process

OTC Review

- Clark County Building Plans Examination will provide Over-The-Counter (OTC) technical code reviews of minor commercial tenant improvement projects.
- The general contractor must submit the permit application and construction documents in person and must be available during the review.
- In general, only 1 minor commercial tenant improvement project may be submitted by each general contractor per day due to staffing limitations.
- Scope of work cannot include any modifications or alterations to the existing primary structural elements, the existing exterior walls or roof, or the existing passive fire-protection elements of the building.
- Reviews will be performed on a first-come, first-served basis between 7 a.m. & 4 p.m., Monday – Friday.

Plans Submittals and Review Process

OTC Review

- A completeness review will be performed prior to the technical code review to ensure all required construction documents have been provided and that the project qualifies as an OTC technical code review.
- To qualify for OTC service, the following criteria must be met:
 - Scope of work is limited to minor interior re-modeling only. There shall not be any additional area or height.
 - The valuation of the proposed work does not exceed \$250,000.
 - Plans have been pre-approved by zoning plans exam.
 - The existing space must be classified as:
 - ✓ Business (B)
 - ✓ Mercantile (M)
 - ✓ Storage (S)

Plans Submittals and Review Process

OTC Review

- If the plans are prepared by a contractor, the contractor's signature and license information shall be provided.
- Ensure plans are complete and all required documents are provided.
- Provide a complete list of codes and also a fully dimensioned site plan drawn to scale.
- All subdivided buildings will require a Reciprocal Easement Agreement as required by Nevada Revised Statute 278.325.
- Ensure to include the redline plans that contain the plans examiner's comments when re-submitting corrected plans.

Plans Submittals and Review Process

OTC Review –What to Expect

- Expect to be treated with respect
- Expect to be provided with excellent customer service
- Expect a delay if all drawings are not returned

Plans Submittals and Review Process

Building Plans Examination – Corrected Plans

- What are corrected plans? – revised plans in response to a plans examiner's correction letter.
- Submit the corrected plans directly to the Building Plans Examination Counter – no new application number is required.
- In order to ensure that your corrected plans are processed in a timely manner, please bring the project's PAC number and the plans examiner's correction letter with you when submitting corrected plans.

Plans Submittals and Review Process

Building Plans Examination – Revision Plans

- What is a revision plan? – changes made to the plans after the plans have already been approved and a building/construction permit has been issued.
- Revision plans will need a new application (PAC) number for tracking purposes; however, no new permit is required.
- The scope of work must remain the same as the original building permit when submitting the revision plans.
- Minor revision plans may be reviewed over the counter.

CLARK COUNTY DEPARTMENT OF DEVELOPMENT SERVICES
BUILDING PLANS EXAMINATION DIVISION
REVISION SUBMITTAL WORKSHEET

FOR OFFICE USE
PAC # _____

THE FOLLOWING INFORMATION MUST BE COMPLETED BY THE CONTRACTOR, DEVELOPER, ARCHITECT, ENGINEER OR OWNER UPON SUBMITTING A REQUEST FOR REVISIONS TO THE PLANS EXAMINATION DIVISION. YOUR REVISION CANNOT BE PROCESSED WITHOUT THIS INFORMATION.

NOTE: THIS WORKSHEET IS FOR REVISIONS TO PLANS THAT HAVE PREVIOUSLY BEEN APPROVED. IF YOU ARE ADDING ADDITIONAL ITEMS, A NEW PERMIT WILL BE REQUIRED.

ORIGINAL PROJECT INFORMATION

PROJECT ADDRESS: _____ (INCLUDE SUITE/SPACE NO. OR LETTER DESIGNATION, IF APPLICABLE)
ASSESSOR'S PARCEL # _____

PROJECT NAME: _____ TENANT _____

OWNER: _____ ORIGINAL PAC/SHORTLOG NO.: _____

ORIGINAL PERMIT NO.: _____

CONTACT INFORMATION

NAME: _____ PHONE: _____ FAX: _____

MAILING ADDRESS: _____ SUITE/SPACE NO.: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____

REVISION DESCRIPTION

PROVIDE A COMPREHENSIVE DESCRIPTION OF THE REVISION(S) BEING SUBMITTED. ALL REVISION WORKSHEETS MUST BE ACCOMPANIED WITH A LETTER FROM EACH DESIGN PROFESSIONAL OR FROM THE OWNER/BUILDER DETAILING THE SPECIFIC CHANGES IN DESIGN. FOR EACH PLAN SHEET SUBMITTED.

SHEET & DETAIL NUMBERS, IF APPLICABLE: _____

REVISION TYPE

CHECK THE TYPES OF REVISIONS BEING SUBMITTED WITH THIS APPLICATION:

ARCHITECTURAL STRUCTURAL ELECTRICAL PLUMBING MECHANICAL GRADING CIVIL ZONING

FOR DEVELOPMENT SERVICES' USE ONLY

DATE: _____ RECEIVED BY: _____ PAC NO.: _____

RATES PER CLARK COUNTY BUILDING ADMINISTRATIVE CODE - \$75.00/HOUR (2 HOUR MINIMUM)

EXAMINER SIGNATURE: _____	TIME: _____	FEE: _____
EXAMINER SIGNATURE: _____	TIME: _____	FEE: _____
EXAMINER SIGNATURE: _____	TIME: _____	FEE: _____
EXAMINER SIGNATURE: _____	TIME: _____	FEE: _____

Plans Submittals and Review Process

Building Plans Examination – Supplemental Permit

- When is a supplemental permit needed ?
 - when changes are made to the plans after a building/construction permit has been issued and there are changes to the scope of work under the original building permit.
- The difference between revision plans and a supplemental permit is the additional scope of work:
 - Revision – Scope of work remains unchanged.
 - Supplemental Permit – Scope of work has changed.

Permit Issue

In order to obtain a building permit, the following conditions must be met:

- All zoning & building plan review disciplines must be completed and approved. QAA agreements must also be signed (if applicable).
- In addition, the following agency approvals may be required (if applicable):
 - Sanitation (sewer) verification: A receipt/approval from the Clark County Water Reclamation District is required if property is on sewer.
 - Sanitation (septic) verification: A receipt or stamped and approved plans from the Southern Nevada Health District if the property is on septic.
 - Southern Nevada Health District Food Establishment approval is required for food related establishments.

Permit Issue

- Once your plans are approved and fees are paid, the permit and inspection record form (job card) will be issued.
- One set of approved plans will be returned to the permittee, and the Department of Development Services will retain the other set of plans for permanent record.
- The permit, job card, and approved plans must be kept on-site for convenient access by inspection staff.



Special Services and Processes

- Express Plans Review (if unable to do an OTC Review)
- Engineering Counter Support
- Pre-submittal Meeting



Special Services and Processes

Express Plan Review -General

- For projects not qualifying for OTC Review, Express Plan Review is available.
- This program is intended to provide an alternative service delivery level to meet customer needs, which are driven by financial commitments and time constraints.
- The express plan review service encompasses only building and zoning plan reviews and does not include other Clark County division reviews and/or approvals.
- Eligible projects – include complex commercial TI (commercial log) if no commission action or special use permit is needed.
- Express plans review fees are four times the normal plan review fee for the project.

Special Services and Processes

Express Plan Review – Program Procedures

- Applicant first completes the Express Plan Review Pre-Submittal Check List form and submits it to Building Plans Examination Division.

**CLARK COUNTY DEPARTMENT OF DEVELOPMENT SERVICES
EXPRESS PLAN REVIEW PROGRAM
PRE-SUBMITTAL CHECKLIST**

Deliver or fax completed checklist to Building Plans Examination Division,
Phone: (702) 465-3000, Option 4; Fax: (702) 221-6220

PROJECT NAME: _____ PAC NO: _____
LOCATION (APN must be included): _____
(Note if AE Zone)

PROJECT DESCRIPTION/SCOPE: _____
CONTACT NAME/PHONE NO: _____
NAME OF ARCHITECT/ENGINEERS: _____

PLEASE CHECK BELOW THE PLANS BEING SUBMITTED FOR EXPRESS PLAN REVIEW:
Architectural Structural Plumbing Mechanical Electrical Grading

NUMBER OF PERSONS EXPECTED TO ATTEND PRE-SUBMITTAL MEETING: _____

Applicant must fill in the appropriate application numbers and dates.

PLEASE LIST APPROVED LAND USE APPLICATIONS BELOW (i.e., Zone Change, Land Division, Design Review, Use Permit, Variance, etc.):

Case No: _____	PC or BCC meeting date: _____
Case No: _____	PC or BCC meeting date: _____
Case No: _____	PC or BCC meeting date: _____

OFF-SITE/ON-SITE PLANS MUST BE APPROVED IN CIVIL ENGINEERING. PLEASE LIST THE NUMBERS BELOW FOR CIVIL ENGINEERING APPLICATIONS (i.e., Drainage & Traffic Studies, Right-of-Way, etc.):

*DS: _____	Pre-Development Agreement: _____
*TS: _____	Grading Plan: _____
*OS: _____	Map Room Number: _____

Note: Case number and grading plan or map room number must be completed or form will not be accepted.

For Development Services Use Only

____ Qualified _____ Not Qualified for Express Pre-Submittal Meeting at this time.

Comments: _____

	Signature
	Date

NOTE: The Express fee is 4 times the plan review fee.

04/06

Special Services and Processes

Express Plan Review – Program Procedures

- Building and Zoning Plans Examination staff will verify the project's eligibility and coordinate with plans examiners.
- The applicant must attend an express pre-submittal meeting with the county staff; county staff will conduct a preliminary completeness review of the plans.
- Upon acceptance, an express plan review schedule will be completed and signed by both applicant and department representatives.



Special Services and Processes

Engineering Counter Support

- Answer general engineering code questions
- Answer questions on specific QAA agreements
- Review very minor structural revisions
- Review NCR (Non-Compliance Report) corrections
- Provide technical assistance to the front counter pertaining to counter walk-through reviews and applications

Special Services and Processes

Pre-submittal Meetings

- In general, pre-submittal meetings are not mandated - except for express reviews or large, complex commercial projects.
- Customers may request pre-submittal meetings for any project if they would like Clark County staff input pertaining to code related or review process issues prior to submitting the permit application.
- There may be fees for this service, dependent upon the size and complexity of the project.

Resources and Tools – Web site Guide

CLARK COUNTY NEVADA

Development Services

[ON-LINE SERVICES](#) [REFERENCE/HELP](#) [ABOUT US](#)

BOARD OF BLDG APPEALS
CBBA Agendas, Minutes & Information

CODES
Building Codes/Amendments
Building Codes Price List
Development Code (Title 30)
Subscriptions (Title 30)

DESIGN
Standard Building Designs
Uniform Std Drawings (Civil)

FEE'S
Building Permit Calculator
Civil Off-Site Improvement Fees
Major Project Fees

FORMS
A-Z Form Index
Building Applications/Forms
Civil Engineering Forms
Mapping Team Forms

"HOW TO" GUIDES
A-Z Guides Index
Building (On-Site) Guides
Civil Engineering Guides
Mapping Team Guides

RECORDS
Document Image Search
Records Office Information

"DEVELOPING" NEWS

projects that can be scheduled for Saturday inspections.

Government Center & Russell Rd. Offices are now WiFi ready! (Wireless Internet Access)
Want to get connected but not sure how?

To roll thru news items faster:
Place mouse in window, click & hold left mouse button. Move mouse up or down.

[Information For Filing A Waiver Of Standards Land Use Application](#)

Questions or Comments? [Send us an email!](#)

INDUSTRY NOTICES
2006 Code Amendments
Agenda - Building Enterprise Fund Advisory Committee
BEFAC Notice of Public Meeting
DRI Program
For Public Review and Comments
ICC Monthly News Letter
Journeyman-Electrician Exam
Letters to Industry-Inspections
Letters to Industry-Plans Exam
New Energy Code Compliance

MAJOR PROJECTS
Information, Forms & Links
Development Code Requirements
Qualifications & Purpose
Team Members

PRESENTATIONS
Building Inspections Presentations
Development Services' Process
Training Series

QAAs, FABs & CONC SUPs
Approved Listings
Fabricator Forms
Fabricator Application Pkgs
QAA Forms
QAA Meeting Minutes
QAA Application Pkgs
Technical Guidelines
Contact List

QUEUE TIMES
Processing Time Report

www.accessclarkcounty.com/development_services

Resources and Tools - Tips, Do's & Don'ts

DO!

- Draw plans to a recognizable architectural or engineering scale.
- Stamp, date, and sign all sheets of the plan.
- Always have the project's PAC number ready when calling or checking online for status of plans review.
- Always have the project's PAC number ready when submitting revision plans or a supplemental permit.
- Always fill in the Clark County Fire Department Permit Survey Form.
- Use the correct codes and amendments and provide a code analysis.
- Provide contact information.

Resources and Tools - Tips, Do's & Don'ts

DON'T:

- Submit an incomplete package – include plumbing, mechanical and/or electrical plans.
- Forget to provide a site plan (key plan) and properly identify adjacent occupancy conditions and locations on the overall location plans.
- Submit illegible plans or tenant drawings that are not fully or clearly dimensioned.
- Submit plans with cut and pasted details or that are altered after the design profession has stamped and signed the drawings.
- Submit plans marked “Preliminary”, “Not for Construction”, or “Bid Set Only.”
- Submit plans in color or use colors as codes.

Contacts:

- **Building Inspection:** 455-8040
- **Building Plans Exam:** 455-8012
- **Civil Engineering:** 455-4600
- **Current Planning:** 455-4314
- **Permit Issue:** 455-8986
- **Plans Submittal:** 455-8974
- **Zoning Plans Exam:** 455-8968

QUESTIONS?

THANK YOU!

Rick Wilburg
Shelly Songer
Amy Cheng