



Department of Building Inspection Division

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SUBJECT: TG-220 PLAN REVIEW BY INSPECTOR (PRBI)

- 1.0 PURPOSE:** The purpose of this technical guideline is to outline the Plan Review by Inspector Program (PRBI). PRBI program allows an Inspector to review and accept limited construction permit documents in lieu of Plan Examination staff.
- 2.0 SCOPE:** The scope of this technical guideline specifies review limitations, assignment, supervision, fees, record keeping and auditing requirements.
- 3.0 ABBREVIATIONS & ACRONYMS:**
- BAC: Building Administrative Code of Clark County
CCBD: Clark County Building Department
NRS: Nevada Revised Statutes
PAC: Permit Application Center
P&P: Clark County Building Department Policy and Procedure
PRBI: Plan Review by Inspector
TG: Technical Guideline

APPROVED DATE: JUNE 26, 2014

EFFECTIVE DATE: JUNE 26, 2014

Written By:	Concurred By:	Approved By:
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- 4.0 DEFINITIONS:** For the purposes of this TG certain terms, phrases, words and their derivatives shall be construed as specified in this section and the BAC.
- Approved Construction Document:** Construction documents that have been reviewed and accepted for permit by the Building Official pursuant to the BAC.
- Inspector:** The person assigned to inspect permitted work.
- Permit Applicant:** The person to whom has made application for a permit.
- Supervising Building Inspector:** The person responsible for inspection assignment.

5.0 REFERENCES:

BAC: Clark County Building Administrative Code

6.0 RESPONSIBILITIES:

6.1 Permit Applicant:

The permit applicant is responsible to begin the permit process through the Permit Application Center (PAC) and to have construction documents on site for the on-site plan review.

6.2 CCBD Inspectors:

The Inspector shall plan check the construction documents in accordance with the plan check checklist and the limitations noted in section 7.1. The inspector shall perform the plan check in accordance with section 7.4

6.3 CCBD Supervising Building Inspector:

Plan Review by Inspector (PRBI) shall be assigned by the Supervising Building Inspector to the appropriate Inspector. The Supervising Building Inspector shall perform on the job training and technical audits of PRBI.

7.0 PROCEDURE:

7.1 **Review Limitations:** The table below outlines program limitations.

Field Plan Review Limitations
<ul style="list-style-type: none">➤ Zoning approval for buildings meeting the following criteria:<ul style="list-style-type: none">▪ Less than 7,500 square feet of improvement. The size of the base building is not considered in the square footage if not included as part of the submittal.▪ County Standard design submittals▪ Casitas using prescriptive standards▪ Patios using prescriptive or county standards▪ Fire places
<ul style="list-style-type: none">➤ The project cannot be:<ul style="list-style-type: none">▪ An adult use▪ Medical or dental office▪ Beauty Salon▪ Adult entertainment▪ Hazardous occupancy▪ Hotel/casino occupancies

7.2 **Application processes for PRBI:** The following requirements and processes must be followed in order to utilize the PRBI program.

7.2.1 PAC CENTER INITIATION OF APPLICATION

- The permit application process shall begin in the Russell Road PAC center. The permit applicant shall take a Q-Matic number the same as for standard plan reviews. The applicant shall obtain the following reviews during the permit set-up, prior to submitting payment of the permit fees:
 - Permit set-up
 - Zoning
 - Water Reclamation

- Building plan review for structure set-up and fee work-up
- Structural for limited applications
- Permit payment

7.2.1.1 Structural provisions found prescriptively in the code are allowed to be used in the program for both commercial and residential.

7.2.1.2 Limited structural plan examination, performed by a Structural Engineer, shall be performed as an over the counter process at the PAC Center during the permit set-up. Projects requiring QAA contracts shall be issued the contract prior to submittal of permit fee payments.

7.2.1.3 Projects with fire alarm, sprinklers, monitoring, and or other associated items requiring a permit shall have a Fire Prevention Plan Check submittal receipt

7.2.1.4 Projects with plumbing fixtures require acceptance from Clark County Water Reclamation, shall obtain a system development approval (SDA) receipt for the fixtures during the permit set-up. Additionally, projects with a grease interceptor shall be routed to Clark County Water Reclamation Engineering for review and acceptance. Plans with a grease interceptor shall be stamped approved and shall obtain a SDA receipt during the permit set-up.

7.2.1.5 Projects requiring Civil Engineering review shall be completed and stamped by Civil Engineering during the permit set-up process or approval for field review obtained and QAA contract issued at Structural counter.

7.2.1.6 Projects associated to malls or other properties that have smoke management shall submit fire protection documents and obtain approval during the permit set-up process.

7.2.1.7 To complete the PAC processes the associated fees shall be paid as described in section 7.3.

7.3 Drawing Requirements:

7.3.1.1 Two sets of construction documents shall be presented at the PAC center.

7.3.1.2 Both sets of construction documents shall be stamped during the permit set-up.

7.3.1.3 Both sets of plans shall be sent to the field for review and approval.

7.3.1.4 Construction Documents shall be prepared and sealed, as required.

7.3.1.5 As necessary, two copies of the changes to the construction documents precipitated during the plan check shall be presented at time of field review and slip sheeted into the construction documents for review and approval.

7.4 Fees:

7.4.1 In addition to the standard plan review and permit fees, the PRBI shall be assessed fees in accordance with the BAC hourly rate for inspections.

7.4.2 Fees collected in the field will be by check or money order in accordance with the P&P BI-PP-038. *Cash shall not be accepted in the Field.*

7.4.3 A services receipt shall be provided for the fee collection in accordance with P&P BI-PP-038.

7.4.4 A deferral of the fee collection may be processed by the Inspector using

the deferred portion of the Inspection Services Report collection in accordance with the P&P BI-PP-038.

7.5 Review Process:

- 7.5.1** The permit holder shall make requests to schedule the PRBI at the email address developing@clarkcountynv.gov. Additionally, the permit holder may choose to make the request directly through the Supervising Building Inspector.
- 7.5.2** The Supervising Building Inspector shall assign the PRBI to the appropriate inspector.
- 7.5.3** The permit holder is required to present to the Inspector, at time of review, two copies of the construction documents. The construction documents shall be reviewed in accordance with the Clark County plan review check lists, codes, and local amendments.
- 7.5.4** Upon acceptance, the inspector shall sign as accepted on each pre-stamped sheet of the construction documents.
- 7.5.5** One copy of the accepted construction documents shall be retained by the permit applicant and maintained available on-site during construction.
- 7.5.6** One copy of the accepted construction documents shall be returned to the office by the Inspector for inclusion into the permanent.
- 7.5.7** The Inspector shall record the time spent completing the PRBI and collect payment and issue an Inspection Services Receipt.
- 7.5.8** Inspector shall document approval of the construction document review in the structure set-up screen of the computer system.

7.6 On-the-Job Training and Technical Audits:

- 7.6.1** All construction documents submitted under the PRBI Program are subject to technical audits to determine if the construction document review and approval are in compliance with the Clark County Adopted codes and ordinances.
- 7.6.2** Supervising Building Inspector's shall perform on-the-job training and a technical audits in accordance with Policy and Procedure BI-DI-016 and the administrative audit elements specified herein.

Administrative Audit elements are to include:

- Review in accordance with section 7.4.5
- Document acceptance 7.4.5, 7.4.6, & 7.4.7
- Document service and fee collection 7.4.8
- Inspection History 7.4.9, 7.4.10, 7.4.11
- Records 7.6

7.7 RECORDS:

- 7.7.1** A copy of the construction documents shall be retained in accordance with the CCBD's document retention guidelines.
- 7.7.2** A copy of the Inspectors' Project Approval Worksheet shall be returned to CCBD and included into the permanent record.

REVISION HISTORY:

TITLE	REVISION/APPROVED DATE	EFFECTIVE DATE
TG-220-2014	June 26, 2014	June 26, 2014