



Department of Development Services

4701 West Russell Road • Las Vegas NV 89118

Tel (702) 455-3000 • Fax (702) 455-5810

Division:	Permit Application Center Building Plans Exam	Policy & Procedure:	AD-PP-018
Subject:	PLAN SUBMITTAL PACKAGE REQUIREMENTS (Plastic Bags)	Effective Date:	05/01/2007
Code:	N/A	Revised Date:	08/15/2008

A. POLICY:

The Clark County Development Services Department accepts various documents (plans and miscellaneous documents) that are submitted with building permit applications. Staff from two Development Services Department Divisions and the Community Development Division of the Public Works Department will review the documents, and the Development Services Department Records Office will maintain a department copy as a permanent record for Clark County after a permit is issued. The following procedure is to establish how plans and documents are bundled and routed through the plan review process using plastic bags to maintain the documents (plans are separate).

B. PROCEDURE:

1. The number of plans and documents submitted to Plan Submittal is according to the application type (see Application Guides for details).
2. Plan Submittal will review the submittal package for all required forms, documents, and plans and accept the submittal package if complete.
3. Plan Submittal staff will divide the submittal package into two (2) separate routing sets (there may be cases where all plans are routed together - see appropriate Application Guide for details).
4. Two (2) sets of plans will be routed to Zoning Plan Examination (ZPE), and one (1) set will be routed to Building Plan Examination (BPE). All miscellaneous items used by BPE only (soils reports, calcs, etc.) will be placed in the third set going to BPE and will not be placed in a bag. Within the ZPE sets will be two (2) plastic bags. One bag will be marked "Permit Set" and the other "Records Set." Inside these bags will be placed all documents relating to the plans that are not part of the actual plans (and are small enough to be placed in the bags) and must be maintained with the appropriate set.
5. All documents must have the appropriate application number written in the upper right hand corner of the document to make it easy to locate the appropriate application if the document is misplaced. In addition, all items in the Records Set bag must be stamped "Records Set" and all items in the customer bag must be stamped "Permit Set." No documents are to be attached to the plans by staples. As each division in the review process adds items to the bags they will verify that the application number and stamps are on all documents.
6. After the two (2) sets of plans and documents have been reviewed by ZPE and PW, the package will then be forwarded to BPE with all documents in the appropriate bags and all numbers and stamps in place.

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7. Upon completion of their review, BPE will add all appropriate documents to the two bags with all required application numbers and stamps and prepare two clean sets of plans for permit issuance; one set for the customer and the other for the Records Office. All items will be placed in bags or will be rolled up with the plans; nothing will be stapled to the plans. Some calculations and oversized documents may need to be outside of the bags or plans.
8. Building Plan Examination staff will route the two (2) prepared plan sets to Plan Submittal for final work-up and verification of the bags' contents, plan preparation, and fee calculations. All items in the Records Set bag will remain in the bag. All items with the permit/customer set will be attached to the customer's plans.
9. Building Plan Examination staff will route the two (2) prepared plan sets to Plan Submittal for final work-up and verification of the bags' contents, plan preparation, and fee calculations. All items in the Records Set bag will remain in the bag. All items with the permit/customer set will be attached to the customer's plans.
10. After the permit is issued by Permit Issue staff, customer will receive permit and jobsite plans and all documents attached, and the Records Division will receive plans with Records Set bag inside. Records Division staff will file plans and image all documents contained in the bag. Upon completion of project, Records Office will image the plans.

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
85.1.10	PLAN SUBMITTAL PACKAGE REQUIREMENTS (Plastic Bags)	May 1, 2007		
AD-PP-018	PLAN SUBMITTAL PACKAGE REQUIREMENTS (Plastic Bags)			August 15, 2008

Approved by:
Ronald L. Lynn, Director

Concurred by:
Dean Friedli, Assistant Director