



Clark County Department of Building & Fire Prevention

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Division:	Engineering	Code Interpretation	BE-PP-132
Subject:	FINAL REPORT REVIEWS	Effective Date:	01/03/2011
Code:	BAC 22.02.055, 22.02.506, & 22.02.525	Reviewed Date:	01/07/2016

A. POLICY

In accordance with Building Administrative Code (BAC) 22.02.055, 22.02.506, & 22.02.525, disapproved final reports may be subject to enforcement, investigation, and/or assessment of fees. The fees shall be charged on an hourly basis in accordance with BAC Table 3-H and/or 3-I.

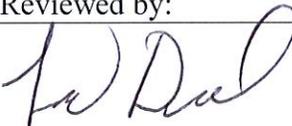
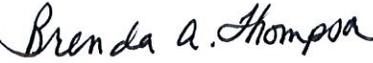
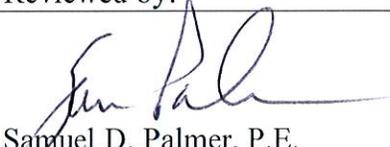
B. PROCEDURE

1. All third party final reports (structural, grading, energy, life safety system testing, smoke control, mechanical, and electrical) shall be submitted at the Field Services Front Counter. The front counter personnel shall enter the appropriate inspection request in Naviline and forward the final reports, except final grading reports, to the appropriate personnel for review. Final grading reports shall be forwarded to the Engineering Group and assigned personnel shall make all Naviline entries.
2. All reports should be reviewed in a timely manner and dispositioned as either AP (approved), AE (approved with exception), or DA (disapproved). When using AE, all exceptions shall be noted in Naviline.
3. The inspector shall write a deficiency when the report is dispositioned with a DA. The deficiency shall be saved in Naviline and faxed to the appropriate contact person.
4. All report corrections or revised reports subsequent to the first review shall be entered into Naviline as a new inspection request. The corrected report shall be dispositioned appropriately.
5. At the discretion of staff, disapproved reports shall be submitted to a senior engineer for enforcement, investigation, and/or assessment of fees. When more than two reviews are required, the supervisor shall determine when enforcement, investigation, and/or assessment of fees are appropriate.

Division:	Engineering	Code Interpretation	BE-PP-132
Subject:	Final Report Reviews	Effective Date:	01/03/2011
Code:	BAC 22.02.525 22.02.506, & 22.02.525	Reviewed Date:	01/07/2016

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
BD-PP-132	Final Report Reviews	01/03/2011		
BE-PP-132	Final Report Reviews		12/30/2013	
BE-PP-132	Final Report Reviews			03/02/2015
BE-PP-132	Final Report Reviews			01/07/2016

Developed by:	Reviewed by:
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Reviewed by:	Approved by:
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