



Clark County Department of Building & Fire Prevention

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Division:	Building Division – Inspection Services	Policy & Procedure	BI-PP-027
Subject:	EMERGENCY AUTHORITY TO DISCONNECT UTILITIES	Effective Date:	04/24/1989
Code:	N/A	Review Date:	11/22/2016

PROCEDURE:

This procedure shall be instituted when any building service regulated by the adopted codes poses an immediate hazard to life or property. This procedure is not required when the disconnect is necessitated due to significant fire damage. Reference: Clark County Administrative Code 22.02.120 (A).

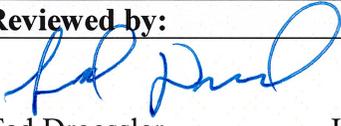
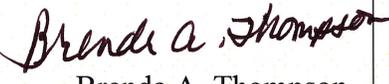
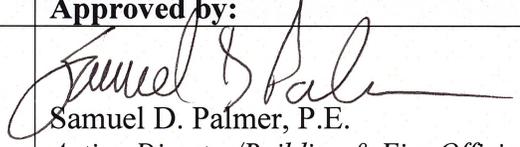
1. All emergency disconnects of utilities must be approved by the Building Official.
2. When possible, notify the owner and occupant(s) of the building, structure, or building service equipment prior to such action.
3. Inspector shall complete emergency disconnect check sheet (Form # 164)
4. Notify serving utility for disconnection and provide meter number.
5. Post a Dangerous Building Notice and issue a Notice and Order.
6. Obtain and use the most complete and accurate location description that can be procured.
7. Immediately thereafter, notify the building owner and serving utility of such disconnection in writing, with a copy of the Notice of Violation, mailing by Certified Mail, Return Receipt Requested. (see attached letter template)
8. Supervising Building Inspector to ensure a complaint file is opened and all actions, correspondence, inspections and enforcement are documented and maintained for permanent record.

Attachment: Form #164
Letter Template

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Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
3.09.00	Emergency Authority to Disconnect Utilities	04/24/1989		
3.09.00	Emergency Authority to Disconnect Utilities		05/15/1990	
3.09.33	Emergency Authority to Disconnect Utilities		05/05/2008	
BI-PP-027	Emergency Authority to Disconnect Utilities			08/15/2008
BI-PP-027	Emergency Authority to Disconnect Utilities			01/17/2013
BI-PP-027	Emergency Authority to Disconnect Utilities			10/28/2013
BI-PP-027	Emergency Authority to Disconnect Utilities			12/09/2014
BI-PP-027	Emergency Authority to Disconnect Utilities			10/07/2015
BI-PP-027	Emergency Authority to Disconnect Utilities			11/22/2016

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Approved by:  Samuel D. Palmer, P.E. Acting Director/Building & Fire Official							

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**CLARK COUNTY DEPARTMENT of BUILDING & FIRE PREVENTION
EMERGENCY DISCONNECT OF UTILITIES
INSPECTOR CHECK SHEET**

Date: _____ Time: _____

Address: _____

Condition: _____

Notified:

Supervisor: _____

Building Owner: _____

Occupant(s): _____

Comments: _____

Dangerous Building Notice Posted Date: _____ Time: _____

Serving Utility Notified for Disconnect of _____

Time: _____ Date: _____ To: _____

Utility Disconnected By: _____ Date: _____ Time: _____

Meter Number: _____ Type: _____

Notice of Violation Issued To: _____

Inspector: _____