



Clark County Department of Building & Fire Prevention

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Division:	Building Division - Inspection	Policy & Procedure	BI-PP-036
Subject:	INSPECTION HISTORY CARD	Effective Date:	08/07/1989
Code:	N/A	Revised Date:	03/28/2016

A. POLICY:

To document inspection history for projects requiring multiple inspections on one inspection type, an inspection history card may be used. The "Inspection History Card" may be used on each permitted project requiring incremental inspection approvals.

PROCEDURE:

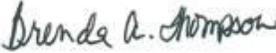
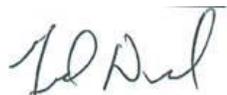
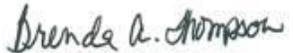
1. The Inspection History Card may be used in conjunction with the project's required construction documents, including the Inspection Record Card. The intent of the Inspection History Card is to provide a concise, accurate means of conveying inspection results. It will not be part of the permanent record upon job completion.
2. An entry may be recorded on the Inspection History Card by the inspector each time an inspection is made until a full approval is noted on the Inspection Record Card.
3. Entries made by the inspector shall include the following: Date, Inspector initials, Permit Number, Type of Inspection, Inspection Results and Comments. The information provided under Comments shall include a complete description of the area inspected and any comments pertinent to the inspection (i.e., reason it was turned down, correction notice issued, etc.). As many lines as necessary may be used to fully describe the area and provide necessary comments.
4. In conjunction with the Inspection History Card, the Inspection Record Card shall be signed and dated by the inspector at the time the inspection is completed and approved in its entirety. Additionally, the computer entry shall reflect an approval.

Attachment: Inspection History Card

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Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
3.15.00	Inspection History Card	08/07/1989	02/15/1993	
BI-PP-036	Inspection History Card			08/15/2008
BI-PP-036	Inspection History Card		04/02/2012	
BI-PP-036	Inspection History Card			10/21/2013
BI-PP-036	Inspection History Card			03/04/2014
BI-PP-036	Inspection History Card		03/10/2015	
BI-PP-036	Inspection History Card		03/28/2016	

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