



Clark County Building Department

4701 West Russell Road • Las Vegas NV 89118

(702) 455-3000 • Fax (702) 221-0630

Division:	Plans Examination	Policy & Procedure	BP-PP-046
Subject:	PLAN ROUTING AND ASSEMBLY PROCEDURES	Effective Date:	05/01/2007
Code:	N/A	Revised Date:	01/14/2014

A. POLICY

This policy and procedure outlines the plan review workflow, including the responsibilities for retrieving new plan submittals and the assembling of plans by Building Department staff.

B. PROCEDURE

1. The Building Permit Application Center will receive three (3) sets of plans and two (2) geotechnical reports and structural calculations for all new plan submittals. Two (2) sets of plans will be sent to Zoning Plans Examination; and one (1) set of plans and (2) geotechnical reports and structural calculations (third set) will be sent to Building Plans Examination.
2. Records staff will assign a holding BIN # for the third set of plans in the PAR (Plan Assembly Room). This information is to be entered into the Plan Tracking Agency.
3. Zoning and Civil will share their two (2) sets of plans.
4. Once Zoning Plans Examination, and Civil have completed their reviews and approved the plans, the two stamped sets (Records Set and Permit Set) shall be forwarded to the PAR (Plan Assembly Room) and will be assigned a holding BIN unless the Building Plans Exam staff has completed their review, in which case the Zoning sets will be sent directly to the Architectural or Structural Plans Examiner for marry up.
5. All Building Plans Examiners and Structural Plans Examiners will share the third set of plans. The Architectural and Structural Plans Examiner's must verify the design professional's credentials by utilizing:
 - State of Nevada Contractor License Search:
<https://www.nvcontractorsboard.com/datamart/mainMenu.do>
 - Nevada State Board of Architecture, Interior Design and Residential Design:
<http://www.Nsbaidrd.state.nv.us/directory.htm>
 - Nevada State Board of Engineers and Land Surveyors:
http://boe.state.nv.us/ROST_HOME.HTM
6. Once the plan review discipline has been assigned to an architectural, structural, plumbing, mechanical, and/or electrical plans examiner, it will be the responsibility of that plans examiner to update required status information in the Naviline system when their review is completed.
7. Upon completion of their respective reviews, each plans examiner responsible for structural, plumbing, mechanical, and electrical reviews shall place their approval stamps on their associated plan sheets, ensure that all unnecessary paperwork has been removed, and then route the complete third set of plans to PAR.
8. Once all discipline reviews have been completed and approved, it will be the architectural plans examiner's responsibility to confirm that all architectural, structural, plumbing,

Division:	Building Division – Plans Exam	Policy & Procedure	BP-PP-046
Subject:	PLAN ROUTING AND ASSEMBLY PROCEDURES	Effective Date:	05/01/2007
Code:		Revised Date:	01/14/2014

mechanical and electrical plan sheets, calculations, permit applications, etc. are stamped correctly and included in the third set plan package. All extra copies of the approved corrected sheets will be placed on top of the complete third set package. The third set of plans will then be routed to PAR.

9. If an architectural review is not required, the following order of plans examiners, by discipline, will be responsible for verification that the third set of plans are stamped and assembled as specified in Item 9: structural, electrical, plumbing, and mechanical.
10. Once all (Zoning, Civil, and Building) are approved the responsible plans examiner will verify that all plans are stamped correctly and reassemble the two complete final sets. Any new sheets that require re-stamping will be assembled into the two (2) complete sets and the old sheets will be placed on top of the completed sets to readily identify the specific sheets that are required to be re-stamped by Zoning.
11. If re-stamping by Zoning is required, the final permit and record sets will be forwarded to Zoning. Zoning Plans Examination will be responsible for forwarding the two (2) complete sets of plans and all other required documents to the Plan Submittal for fee work-up.
12. If no re-stamping by Zoning is required, then the Plans Examiner will be responsible for forwarding the two (2) complete sets of plans and all other required documents to the Plan Submittal Division for fee work-up.

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
PE-PP-OPS-001	Architectural Building Plans Examiner Responsibility	May 1, 2007		
BP-PP-046	Architectural Building Plans Examiner Responsibility			August 15, 2008
BP-PP-046	Architectural Building Plans Examiner Responsibility		January 21, 2009	
BP-PP-046	Plan Routing and Assembly Procedures		March 31, 2009	
BP-PP-046	Plan Routing and Assembly Procedures		January 14, 2014	

Approved by: Ronald L. Lynn Director	Concurred by: Gregory J. Franklin Assistant Director	Sam Palmer Assistant Director
------------------------------------------------	----------------------------------------------------------------	----------------------------------