



Department of Development Services

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Division:	Building & Administration	Policy & Procedure	DS-PP-120
Subject:	Annual Facility Permits	Effective Date:	07/01/2009
Code:	CC Building Admin Code 22.02.222	Revised Date:	New

A. POLICY:

Staff assigned to intake applications or perform inspections on Annual Facility Permits (AFP) shall follow the established procedure for these permits.

B. STANDARDS:

Clark County Building Administrative Code Title 22.02.222
Nevada Administrative Code Chapter 624.580

C. PROCEDURE:

1. The permit application staff will issue a person, firm, or corporation an AFP upon application and payment of the appropriate fees, where the applicant property qualifies under the limitations of Clark County Code §22.02.222(B) **and** holds both a current Clark County Business License for Contracting and a Nevada State Contractors License issued under the provisions of the Nevada Administrative Code, Section 624.580 classified as follows:
 - a. Classification “E-1” for any property NOT exceeding 3-stories in height, or
 - b. Classification “E-2” for any property exceeding 3-stories in height.
2. The property representative (Applicant) must submit a **fully completed** Permit Application. In the space titled “Detailed Description of Work,” include the following statement:

“ANNUAL FACILITY PERMIT” per Clark County §22.02.222.
Scope of Work under this permit is limited to only that interior work identified at §22.02.222(E).
3. At the time of application submittal, the Applicant is to remit the fees required by §22.02.222(D). These fees are to be submitted by **two separate checks**. Both checks are to be made payable to:
Clark County Development Services
4. The Permit Issue Counter Specialist will verify the Escrow Receipt, set-up an Application Number (Application Type: FACA), verify the applicants required licensing, set-up Permit (Type: FACA), receive the property’s Permit Application and Permit Issuance Fee, print the Annual Facility Permit, and issue to the applicant.
5. The Permit Issue Counter Specialist will link the Application Number to the property’s Escrow Account using “Name”/”Sub-Contractor” field.

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6. The permit holder shall call for the required inspections. The permit holder will call for one or more of the following inspections:
 - a. Building Facility Inspection (BFAC)
 - b. Electrical Facility Inspection (EFAC)
 - c. Mechanical Facility Inspection (MFAC)
 - d. Plumbing Facility Inspection (PFAC)
7. An Annual Facility Permit **shall not be used for** correction of Notices of Violation issued under the Resort Annual Inspection Program.
8. The inspector shall verify the work type and scope being performed is allowed under an AFP as specifically defined in Building Administrative Code Section 22.02.222. If the work is outside the scope or the work requires a plan approval by plans examination, then the inspection shall be disapproved and a Notice of Violation issued to obtain a permit for the work.
9. The work shall be resolved by the inspectors as: Approved (AP); Approved with Exception (AE); DisApproved (DA); or Cancelled (CA) pursuant to standard inspection procedures. The location of the work and the scope of the inspection shall be noted in the inspection results.

For example: Framing for new wall between secretarial office and engineer’s office in Engineer’s Office (room 101); or
Rough electrical to add new light fixture in SW corner of 3rd Floor break room.
10. An Inspection Services Receipt shall be completed, signed and acknowledged by the property representative; submitted to the designated Permit Specialist for recording to the property file; and then forwarded daily to PAC for entry against the escrow account in Naviline.
11. All Inspection Fees will be charged to the Applicant property’s Escrow Account following each inspection conducted for work under this permit.
12. If no inspections are called under the AFP for 30 days, a BFAC inspection will be generated to review maintenance records with permit holder and ensure inspections are being generated for work requiring inspections.
13. At the conclusion of the annual permit period (One calendar year from the date of permit issuance.) the client property is to submit 3-copies of “As-Built” plans for the work completed under that permit. Where any work has resulted in a change to an Exit Access, Exit, or Exit Discharge, an updated Master Egress Plan reflecting such change(s) shall be included.

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
DS-PP-120	Annual Facility Permits	July 01, 2009	New	

<p>Approved by:</p> <p>Ronald L. Lynn Director, Development Services</p>	<p>Concurred by:</p> <p>Dean Friedli <i>Administration</i></p> <p>Gregory Franklin <i>Building Division</i></p>
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