



DEPARTMENT OF BUILDING & FIRE PREVENTION

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SUBJECT: TG-17-2015 - MINIMUM APPROVAL CRITERIA FOR QUALITY PERSONNEL

1.0 PURPOSE: 22.02.520 Approved Special Inspector: [IBC 1703.1, 1704.1] The purpose of this guideline is to provide the criteria to comply with 22.02.520 and 22.02.500 of the Building Administrative Code and the provisions of NRS 278.575.

Quality personnel must demonstrate competence to the satisfaction of the Building Official, achieve and maintain national certification(s), as required and meet the requirements of the Technical Guidelines. The Building Official shall maintain a list of approved quality personnel. Only approved personnel may perform inspections in this jurisdiction.

2.0 SCOPE: This guideline sets forth minimum approval criteria for inspectors, material testing technicians, quality control managers, and engineering managers.

3.0 ABBREVIATIONS & ACRONYMS:

- AABC:** Associated Air Balance Council
- ACG:** AABC Commissioning Group
- ACI:** American Concrete Institute
- ACWI:** Association of the Wall and Ceiling Industry
- AIMS:** Amusement Industry Manufacturers and Suppliers
- ASNT:** The American Society for Nondestructive Testing
- ASTM:** American Society for Testing and Materials
- AWS:** American Welding Society
- BAC:** Building Administrative Code of Clark County (Title 22, Chapter 2)
- CCBD** Clark County Building Department
- CRSI** Concrete Reinforcing Steel Institute
- CSA:** Canadian Standards Association
- CWI:** Certified Welding Inspector
- EM:** Engineering Manager
- IBC:** International Building Code
- ICC:** International Code Council
- NAARSO:** National Association of Amusement Ride Safety Officials
- NDT:** Nondestructive Testing
- NEBB:** National Environmental Balancing Bureau
- NFPA:** National Fire Protection Association
- NICET:** National Institute for Certification in Engineering Technologies
- NRS:** Nevada Revised Statutes
- PTI:** Post Tensioning Institute
- QA:** Quality Agency

APPROVED DATE: March 18, 2015

EFFECTIVE DATE: April 1, 2015

Revised By:	Concurred By:	Approved By:
<i>Brian Lenihan</i>	<i>David L. Durkee</i>	<i>Theodore L. Droessler</i>
Brian Lenihan, P.E. Senior Engineer	David L. Durkee, P.E. Principal Engineer	Theodore L. Droessler, P.E. Engineering Manager

QAASIA:	Quality Assurance Agency Special Inspection Agreement
QM:	Quality Manager
SCWI:	Senior Certified Welding Inspector
TABB:	Testing Adjusting and Balancing Bureau
TG:	Technical Guideline

4.0 DEFINITIONS: For the purpose of this technical guideline, certain terms, phrases, words and their derivatives shall be construed as specified in this section, Technical Codes, and Building Administrative Code of Clark County.

5.0 REFERENCES (Adopted Editions):
International Building Code (IBC)
Building Administrative Code of Clark County (BAC)

6.0 RESPONSIBILITIES:
6.1 CCBD will review approval requests in accordance with this document. Persons who meet the minimum criteria as outlined in Section 7.0 will be approved unless justification exists not to approve the request.

7.0 REVIEW PROCEDURE:
Approval requests shall be submitted in writing by the QA Quality Manager. The request shall be made on the letterhead of the QA, shall state that the individual meets the minimum required work and educational experience outlined herein, and be accompanied by copies of current relevant certifications. The request shall be signed by the Quality Manager. Approval as a special inspector and/or testing technician requires sufficient experience in each of the categories requested. The following minimum criteria will be used to evaluate approval requests. For more information, you may refer to Appendix A – Inspector Submittal Information.

7.1 RECOGNIZED CERTIFICATION CATEGORIES: The following certifications are recognized for special inspection personnel approval requests:

- **AABC (Air Balance Testing):** Certified Test and Balance Technician (AABC-CTBT), Test and Balance Engineer (AABC-TBE).
- **AIMS (Amusement Rides and Transportation Systems):** Certified Ride Inspector (CRI) Level II (AIMS II); Professional Ride Inspector (PRI) Level III (AIMS III).
- **ACI (Concrete):** Field personnel, ACI Concrete Construction Special Inspector (ACI-CCSI).
- **ACI (Concrete and Masonry):** Field personnel: ACI Field Testing Technician-Grade I (ACI-I-F).
- **ACI-CRSI (Adhesive Anchors):** Adhesive Anchor Installer (ACI-CRSI)
- **ACG (Air Balance Testing):** Certified Commissioning Technician CxT (ACG-CCT), and Commissioning Authority CxA (ACG-CA)
- **ASNT (Structural Steel: Non-Destructive Testing):** NDT II (Radiographic Testing, RT; Magnetic Particle Testing, MT; Liquid Penetrant Testing, PT; and Ultrasonic Testing, UT) qualified in accordance with American Society of Nondestructive Testing (ASNT) document SNT-TC-1A (current edition). NDT III (RT, MT, PT, and UT) certified by ASNT. In-house certification of NDT II is acceptable. In-house certification of NDT III is not acceptable. Program qualification to other documents will be considered on a case-by-case basis.
- **AWCI (Exterior Wall System):** Exterior Insulated Finish System Inspector (EIFS-I)
- **AWS (Structural Steel: Welding):** CWI, according to AWS guidelines or CSA Standard W178.2; SCWI according to AWS guidelines.
- **EI (Engineer Intern):** Registration issued by any State licensing board as a designated Engineer Intern.
- **FM:** A certification for fire penetration inspectors issued by FM Global.
- **ICC (Concrete, Masonry, Structural Steel & Welding, Fireproofing, Soils, and Building):** Reinforced Concrete Special Inspector (R); Pre-stressed Concrete Special Inspector (P); Structural Masonry Special Inspector (M); Structural Steel and Bolting Special Inspector (S1); Structural Steel and Welding Special Inspector (S2); Spray-applied Fireproofing Special Inspector (F); Residential Building Inspector (RBI);

Commercial Building Inspector (CBI); Building Plans Examiner (BPE), and Soils Special Inspector (G).

- **NAARSO (Amusement Rides and Transportation Systems)** Amusement Ride Safety Inspector Level I (NAARSO I); Amusement Ride Safety Inspector Level II (NAARSO II).
- **NEBB (Air Balance Testing):** Certified Technician (NEBB-CT), Certified Professional (NEBB-CP).
- **NICET (Earthwork, Shallow Foundations, and Deep Foundations):** Field Personnel, Geotechnical Engineering Technology-Construction Subfield Levels I, II, III, and IV (N-I-GET, N-II-GET, N-III-GET, and N-IV-GET). Laboratory Personnel, Construction Materials Testing-Soils Subfield levels I, II, III, and IV (N-I-CMT, N-II-CMT, N-III-CMT, and N-IV-CMT).
- **NICET (Smoke-Control /Fire Protection):** Level II in; Fire Protection Engineering Technology, Water Based Fire Protection Systems Layout Subfield (N-II-FPSL); Fire Alarm Systems Subfield (N-II-FPFA), Inspection and Testing of Water Based Systems Subfield (N-II-FPIT), and Special Hazards Suppression Systems Subfield (N-II-FPSHS).
- **NFPA (Smoke Control):** Certified Fire Protection Specialist (CFPS), Certified Fire Inspector (CFI)
- **PTI (Concrete):** Level 2 Unbonded Post-Tensioning Inspector (PTI-L2)
- **TABB (Air Balance Testing):** Certified Technician (TABB-CT), Supervisor (TABB-S)

7.2 **RECOGNIZED EDUCATION:** The following degrees are deemed certifications as provided in this TG:

- **Engineering Degree:** An engineering degree, from a curriculum listed as accredited by the United States Department of Education, resulting in issuance of a diploma of at least the Bachelor of Science designation.
- **Architecture Degree:** An architecture degree, from a curriculum listed as accredited by the United States Department of Education, resulting in issuance of a diploma of at least the Bachelor of Architecture designation.
- **Technical Degree:** A degree from a curriculum of an educational institution listed in the Database of Accredited Postsecondary Institutions and Programs, published by the United States Department of Education, in a field related to the request.

7.3 **PROFESSIONAL LICENSURE:** A professional engineering or architecture license issued by any of the State Licensing Boards is recognized as provided in this TG. Designations recognized are: Civil (CE), Structural (SE), Mechanical (ME), Fire Protection (FPE), Electrical Engineering (EE), Geological (GEO) or Architecture (ARCH) appropriate to the service provided.

7.4 **EVALUATION OF EXPERIENCE:** To qualify as an approved special inspector, an individual must obtain and maintain national certifications, satisfy education requirements, and possess an appropriate level of experience. In addition, an individual must demonstrate competence to the satisfaction of the Building Official. In order to recognize individuals with experience other than actual inspection activity, the following guidelines will be used in evaluating whether an individual satisfies the minimum required experience. Activities considered, where applicable, are: Design, construction, fabrication, erection, and laboratory. This credit shall not exceed 50% of the minimum experience required for approval:

- Persons with construction/fabrication experience shall be credited one year for each two years of experience specific to the requested category.
- A graduate engineer or a graduate geologist with design experience shall be credited one year for each year of experience specific to the requested category.
- A Professional Engineer with design experience shall be credited one year for each year of experience specific to the requested category.
- Laboratory experience within the field of consideration shall be credited one year for each year of actual work.
- Relevant experience within fifteen years from the date of the special inspector approval request will be considered. All other experience will be credited one year for each four years of experience specific to the requested category.

The quality manager shall evaluate the experience of the special inspector to verify conformance with

this guideline and the requirements of any certification agency, prior to submitting a request letter to CCBD.

- 7.5 **IN-HOUSE TRAINING:** Documented in-house training will be considered in evaluation of approval requests for an inspector or material testing technician. In-house training must include class instruction, field instruction, and hands-on training by approved inspectors. Documentation must include project or location of training, type of training, name and signature of approved inspector who provided such training, topics discussed, areas inspected, and other necessary information. The documentation of the in-house training shall be signed by both the Engineering Manager and Quality Manager. A maximum of 50% of the required experience may be credited from documented in-house training program.
- 7.6 **CONTINUING EDUCATION:** Continuing education shall be as required by NRS 278.577, Subsection Three.
- 7.7 **QUALITY ASSURANCE AGENCY LABORATORY:** The Engineering Manager shall be the responsible individual in charge of all laboratory activities in accordance with ASTM Standard E329 and the BAC.
- 7.8 **INTERVIEW:** Pursuant to BAC 22.02.520 Approved Special Inspection Personnel (A) Qualification, the special inspection personnel, fabrication shop inspectors, or quality systems auditors must demonstrate competence to the satisfaction of the Building Official. Pre-approval interviews are required to verify competence. Section 7.10 states the inspection categories that require an interview. Interviews will be required for all inspectors that request a new item, have not been employed with an approved agency within the last six months, or when enforcement actions have been issued to or concerning a special inspector. The interview process is outlined in Appendix B.
- 7.9 **GROUND FOR DISAPPROVAL:** Special Inspection Personnel, and other proposed personnel may be disapproved to perform special inspection and other related activities due to a lack of stated experience, national certification, failure to successfully complete the required interview, or based on enforcement actions issued to the person in question. Enforcement actions are defined as one or more documented violation of the technical codes, BAC, or the TGs issued within two years from the date of the approval request. The approved engineering manager, the approved quality manager, or the person in question may contest the disapproval by requesting a meeting to reevaluate the request.
- 7.10 **MINIMUM APPROVAL CRITERIA**
 A comma in the required certification(s) column is intended to separate certification options.

7.10.1 Amusement and Transportation Systems (ATS) - A (SNBCA 1705.18)

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	Relevant Technical Degree	2 years	Yes
Inspector	NAARSO I/II, AIMS CRI, AIMS PRI	per certification program	No
Graduate Engineer	Engineering (BS, MS, PhD)	2 years	Yes
Registered Design Professional	CE, SE, ME, EE	1 year	Yes

7.10.2 Steel – S (IBC 1705.2, 1705.11, 1705.12)

Inspector of Steel Construction or Inspector of Shop-Fabricated Members: **S**

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	(CWI, SCWI) + S1	AWS, CSA Guidelines	Yes
Registered Design Professional	CE, SE, ARCH	3 years	Yes

Inspectors approved for Item S will be approved for Items FAB-S-I and FAB-S-A

Structural Steel and Welding Inspector: S-W

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	CWI, SCWI, CSA W178.2	AWS, CSA Guidelines	Yes
Registered Design Professional	CE, SE, ARCH	3 years	Yes

Structural Steel and High Strength Bolting Inspector: S-HB

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	S1	1 year	Yes
Registered Design Professional	CE, SE, ARCH	1 year	Yes

Nondestructive Testing: (IBC 1705.2.): RT, MT, PT, and/or UT, D (RT, MT, PT, and/or UT)

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	NDT II (MT, UT)	SNT-TC-1A	Yes
Inspector	NDT II (RT, PT)	SNT-TC-1A	No
Inspector	NDT III (D-RT, D-MT, D-PT, D-UT)	per ASNT national process	No

- (a) Level III Examiner shall be ASNT-certified.
- (b) Level II Personnel shall be qualified in accordance with American Society of Nondestructive Testing (ASNT) document SNT-TC-1A (current edition). Level II certification as determined by a Level III Examiner is required for each category. In-house designation of Level II NDT personnel is acceptable.
- (c) A Quality Assurance Agency or fabricator, approved to perform Non-Destructive Testing (NDT) with five or more NDT personnel shall have an approved, full-time, level III Examiner on staff for each NDT category.
- (d) A Quality Assurance Agency or fabricator, approved in Non-destructive testing with four or less NDT personnel shall have an approved, level III-examiner on staff as a part-time or subcontracted-status for each NDT category.
- (e) Inspectors approved for NDT items will be approved for the same FAB-S-NDT items.

7.10.3 Concrete – C (IBC 1705.3, 1705.12)

Inspector of Concrete Construction or Fabricated Concrete Members, includes Pre-stressed concrete members: **C**

Personnel Type	Required Certification(s)	Minimum Required	Interview
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		Experience	
Inspector	R + P + ACI-I-F, ACI-CCSI + PTI-L2	2 years	Yes
Registered Design Professional	CE, SE, ARCH	1 year	Yes

Inspector of Conventionally-Reinforced Concrete (Structural): **CC**

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	R or EI + ACI-I-F, ACI-CCSI	per certification program	Yes
Registered Design Professional	CE, SE, ARCH	6 months	Yes

No pre-stressing steel or tensioning operation inspections other than slab on grade may be performed with this approval.

Inspector of Concrete Slab-On-Grade (Non-Structural): **C-SOG**

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ACI-I-F, ACI-CCSI	ACI Guidelines	No
Registered Design Professional	CE, SE, ARCH	None	No

C-SOG inspectors are allowed to perform inspection of Slab on Grade, high-strength grout under steel base plates and perform concrete or grout testing on any project. (Experience from masonry projects may be used to meet the minimum requirements.)

7.10.4 Masonry – M (IBC 1705.4)

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	M or EI +(ACI-I-F, ACI-CCSI)	2 years	Yes
Registered Design Professional	CE, SE, ARCH	1 year	Yes

Experience from concrete projects may be used to meet the minimum requirements.

7.10.5 Wood Construction – W (IBC 1705.10, 1705.11)

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	RBI, CBI, EI	2 years	Yes
Registered Design Professional	CE, SE, ARCH	2 years	Yes

7.10.6 Inspector of Exterior Wall Systems – E (IBC 1705.15)

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	EIFS-I, CBI, S1, S2, CWI	6 months	Yes

Registered Design Professional	CE,SE,ARCH	6 months	Yes
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7.10.7 Inspector of Sprayed Fire-Resistant Materials and Mastic & Intumescent Fire-Resistant Coatings – F (IBC 1705.13 & 1705.14)

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	F	6 months	No
Registered Design Professional	CE, SE, ARCH, FPE	6 months	No

7.10.8 Soils – G (G-A, G-B, GT) (IBC 1705.6)

Inspector of Category **G-B** grading projects:

As defined in Southern Nevada IBC Amendments Table 1705.6 – 4b: Moderately, highly or critically expansive soils, hydrocollapsible soils, soluble soils, and/or soils requiring chemical or mechanical (geosynthetics) stabilization are encountered. Construction or stabilization of cut or fill slopes exceeding 5 feet in height, or any site requiring that fill be placed on a natural slope, an existing cut slope, or an existing fill slope steeper than 5:1.

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	N-II-GET, N-II-CMT, G, EI	per certification program	Yes
Graduate Engineer	Engineering (BS, MS, PhD)	2 years	Yes
Geologist	Geological (BS, MS, PhD)	2 years	No
Registered Design Professional	CE, GEO	2 years	No

Inspector of Category **G-A** grading projects:

As defined in Southern Nevada IBC Amendments Table 1705.6.– 4a: All soils not meeting the requirements of category 4b.

Personnel Type	Required Certification(s)	Experience	Interview
Inspector	N-II-GET, N-II-CMT, G, EI	per certification program	No
Graduate Engineer (Geologically Related)	Engineering (BS, MS, PhD)	2 months	No
Geologist	Geological (BS, MS, PhD)	2 months	No
Registered Design Professional	CE, GEO	2 months	No

7.10.9 Deep Foundation Elements - R (1705.7, 1705.8, 1705.9)

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	N-II-GET or N-II-CMT and	6 months deep foundation &	Yes

	G,	geotechnical exploration experience	
Inspector	G-B approval	6 months deep foundation & geotechnical exploration experience	Yes
Graduate Engineer	Engineering (BS, MS, PhD)	6 months deep foundation & geotechnical exploration experience	Yes
Geologist	Geological (BS, MS, PhD)	6 months deep foundation & geotechnical exploration experience	Yes
Registered Design Professional	CE, SE, GEO	6 months deep foundation & geotechnical exploration experience	No

A

Special Inspector shall only inspect those deep foundation elements allowed under his/her approval. Item P approval, driven deep foundation elements, shall be on a project specific basis only, requiring the same certifications as listed above.

7.10.10 Firestopping - Y (IBC 1705.16)

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	Item K approval, CBI, BPE, FM	1 year	Yes
Registered Design Professional	CE, SE, ARCH	1 year	Yes
Registered Design Professional	FPE	1 year	No

7.10.11 Special Inspection for Smoke Control, Smoke Removal, Air Balance or Garage Ventilation - K, K-TAB, O (IBC 1705.17)

Special inspection agencies for smoke control or smoke removal systems shall have expertise in fire-protection engineering, mechanical engineering and certification as air balancers.

Inspection and Testing: **K**

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	N-II-FPSL, N-II-FPFA, N-	per certification program	Yes

	II-FPIT, N-II-FPSHS, NFPA CFPS, NFPA CFI, NEBB-CT, NEBB-CP, TABB-CT, TABB-S, AABC-CTBT, AABC-TBE, CBI, EI		
Graduate Engineer	Engineering (BS, MS, PhD)	1 year	Yes
Registered Design Professional	FPE, ME, EE	6 months	Yes

Test and Balance: **K-TAB**

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	NEBB-CT, NEBB-CP, AABC-CTBT, AABC-TBE, TABB-CT, TABB-S, ACG-CCT, ACG-CA	per certification program	No

Inspector of Garage Ventilation Systems – **O** (Carbon Monoxide Sensors)
 Inspector must be Item K or K-TAB approved to be qualified for this item

7.10.12 System Commissioning – SC (BAC 22.02.500)

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	NEBB-CT, NEBB-CP, AABC-CTBT, AABC-TBE, TABB-CT, TABB-S, ACG-CCT, ACG-CA	per certification program	No
Registered Design Professional	FPE, ME, EE	6 months	No

7.10.13 Special Cases – X (IBC 1705.1.1)

Special case personnel assignment shall be based on the required service and documented experience relevant to the required service.

Mechanical or Adhesive Anchors: **X**

Personnel Type	Education, Certification(s), Licensure, and Experience	Minimum Required Experience	Interview
Inspector	R, P, M, S1, S2, RBI, CBI, ACI-CCSI, ACI-CRSI, EI	per certification program	No
Registered Design Professional	CE, SE, ARCH	6 months	No

Screw Anchors: **X**

Personnel Type	Education, Certification(s), Licensure, and Experience	Minimum Required Experience	Interview
Inspector	ACI-I-F, R, P, M, S1, S2, RBI, CBI, ACI-CCSI, EI	per certification program	No
Registered Design Professional	CE, SE, ARCH	6 months	No

Permit Specific Items: **X**

Item X approval must be requested and granted prior to the start of the inspection for each inspector that will perform the permit specific inspections as listed on the QAASIA and the approved construction documents. Interview may be required.

7.10.14 Quality Manager – QM (BAC 22.02.530 (C))

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector (Structural)	2 Certifications, EI	5 years	Yes
Inspector (ATS)	AIMS, NAARSO	5 years	Yes
Inspector (Fire Protection)	AABC, CBI, NEBB, NICET, NFPA, TABB	5 years	Yes
Registered Design Professional	CE, SE, FPE, ME, ARCH	4 years	Yes

A dedicated QM is required when the agency has eight (8) or more listed inspectors.

7.10.15 Engineering Manager– EM (BAC 22.02.530 (D))

The designated engineering manager shall be a Nevada licensed Professional Engineer or Registered Architect with experience in building construction, design or material testing. Evaluation of experience shall be in accordance with Section 7.5. The EM shall have the appropriate expertise to oversee and review reports by the special inspector who are under their charge. An interview is required.

8.0 RECORDS:

The following records shall be maintained on file by the parties identified.

8.1 CCBD.

8.1.1 Department of Building adheres to the Clark County record retention program, managed by the Records Division.

8.2 QA:

8.2.1 Certification records, work history, in-house training, TG compliance forms and any other documentation used to meet the requirements of this technical guideline shall be maintained by the agency.

9.0 ATTACHMENTS:

Appendix A: Special Inspection Personnel Approval Process
Sample Agency Request Letter

Appendix B: Interview Procedures

10.0 REVISION HISTORY:

Title	Revision/Approved Date	Effective Date
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TG-17-2015	March 18, 2015	April 1, 2015
TG-17-2014	January 14, 2014	February 1, 2014
TG-17-2011	July 25, 2011	August 15, 2011
TG -17-2010	April 23, 2010	April 30, 2010
TG -17-2009	October 16, 2009	October 19, 2009
TG -17-2007	August 31, 2007	September 14, 2007
TG -17-2006	February 20, 2006	March 1, 2006
TG -17-2004-IBC	October 21, 2004	November 1, 2004
TG -17-2003-IBC	August 22, 2003	August 25, 2003
TG -17-2001	September 17, 2001	October 1, 2001
TG -17-2000	December 26, 2000	January 31, 2001
TG -17-96 Rev. 2	January 3, 1997	January 20, 1997

Appendix A
(TG-17)

Special Inspection Personnel Approval Process
Sample Agency Request Letter

Special Inspection Personnel Approval Process

◆ Personnel Approval Request Checklist

Y/N	Enclosed Documentation
	Request letter shall be submitted by the QA Quality Manager. The request shall be made on the letterhead of the QA, shall state that the individual meets the minimum required work and educational experience, and shall be signed by the Quality Manager
	Copy of current and recognized certifications, licensures, and degrees
	Signed copy of Technical Guideline Acknowledgement Form
	Signed copy of TG-100 Affidavit
	Listing Fee for EACH request for approval of a new person
	Interview for EACH approval item
	Listing Fee for EACH request to revise approval of a listed person

◆ REVIEW PROCESS

1. CCBD will review approval request for compliance to TG-17 criteria.
2. After the special inspector approval request and supporting documentation has been reviewed and accepted a comment will be added to the posted listings informing the quality manger (QM)/ engineering manager (EM) when an interview is required.
3. If the approval is granted, the Special Inspector database is updated with granted approvals. CCBD publishes approved listing of Quality Agencies and Special Inspection Personnel on Clark County web site. This listing is periodically updated.
4. If the approval is not granted, deficiencies will be identified and published on Clark County website. Processing of deficient requests requires re-submittal of request and supporting documents within four weeks of the denied request. Failure to do so requires re-submittal of the approval request, including processing fees.

◆ PROCESS CLARIFICATIONS

1. An inspector can transfer from one approved agency to another if their certifications are current and the inspector has no unresolved enforcement actions on file. An interview is not required. The requesting agency must still submit a request letter and a listing fee.

To view the posted approved listings, or deficient approval requests, please visit
http://www.clarkcountynv.gov/Depts/development_services/engineering/Pages/ApprovedListings.aspx

Questions related to any of the published listings may be directed to Jim Arnold, at
 arnoldj@ClarkCountyNV.gov

**AGENCY REQUEST LETTER
(ON AGENCY LETTERHEAD)**

DATE

Clark County
Building Department
4701 West Russell Rd.
Las Vegas, NV 89118

REQUEST FOR SPECIAL INSPECTION/TESTING TECHNICIAN APPROVAL

The following revisions to our approval status are requested:

Name	Request	Certification	Cert Expiration Date
Technician 1, Name	ADD NEW TECH FOR Categories: C-P, C-E, C-T, G-T	Required listing fee, Resume, ACI-I-F expires 04/2012, N-I-GET 02/2012	
Technician 2, Name	DELETE Tech from Agency List		
Technician 3, Name	REVISE Existing Approval to add Category C-C	Required listing fee, ICC R expires 05/2012	

Industry Representative For The Interview Board

EM/QM name	Agency	Approvals

Please call (702) XXX-XXXX if you have any questions.

I hereby certify that I have reviewed the experience of the Technicians listed above and that they meet the minimum requirements outlined in TG-17.

Signature
Quality Manager

Enclosure: Fee
Copies of current certifications cards with expiration dates
Copy of degree
Copies of licensures
TG Acknowledgement Form
TG 100 Affidavit

Appendix B

(TG-17)

Interview Procedures

Interview Procedures

Pursuant to Technical Guideline 17 all proposed engineering managers, quality managers, and inspectors are subject to a pre-approval interview. The purpose of the interview is for the applicant to demonstrate knowledge of the administrative provisions related to special inspection activities; demonstrate knowledge of the agency's special inspection process, and Quality Systems Manual, and demonstrate technical knowledge and competency by searching plans and applicable codes in response to questions from an interview board.

The interview process evaluates the inspectors' level of competency by observing their thought process and ability to navigate and utilize the codes, standards, and plans for the type of construction they wish to inspect. The interviewee is allowed to use any references for the applicable subject matter.

Interviews are required for all new special inspectors, quality managers, and engineering managers, any person that has been off the approved list for more than one year, and for persons with unresolved enforcement actions in accordance with TG-22.

A. Interview Request

- a. When an interview is required the EM/QM will either receive an interview appointment by email or shall be directed to contact CCBD to schedule the interview.
- b. Interviews will be scheduled from Monday to Friday from 8:00am-3:30 pm.
- c. Once an interview has been scheduled, the requesting EM/QM will only be allowed one re-schedule of the interview. Any second re-schedule of the interview will require submittal of an additional interview fee.
- d. Only the applicant, the requesting QM or EM and the interview board will be allowed into the interview room. The requesting QM or EM is an observer only and shall not participate in the interview.
- e. The applicant is allowed to bring any referenced documents to the interview.
- f. Only one special inspection item is considered for each interview.

B. Interview Board Composition

- a. The interview board shall consist of at least three members.
- b. Members 1 and 2 are CCBD staff.
- c. Member 3 may be an industry representative.

C. Waiver of Industry Representative

- a. If the requesting EM/QM does not want an industry representative, they may waive the right to have an industry representative at the interview. A CCBD member will be selected to replace the industry representative at the interview.

D. Selection of Industry Representative

- a. The approved CCBD special inspection listing will be used for the selection of the industry representative on the interview board.
- b. The requesting EM/QM may choose five EM/QMs from the approved list to be an industry representative. Due to a conflict of interest, the requesting EM/QM cannot

- choose an EM or QM from the requesting agency. The requesting agency shall list the five chosen EM/QMs on the TG-17 request letter.
- c. The EM/QMs selected for the interview board must have the approval category of the item requested.
 - d. The CCBD staff will select one EM/QM from the five EM/QMs listed by the requesting agency. The CCBD staff will notify the selected EM/QM and the requesting EM/QM of the date, time and location of the interview. Notification will be through email.
- E. Industry Representative Participation
- a. The selected EM/QM is required to attend the interview.
 - b. The EM/QM selected for the interview board will have the right to ask questions from the list of interview questions provided by Clark County.
 - c. The EM/QM selected for the interview board will have a vote as to whether the interviewee meets the competency requirement of the Building Administrative Code. Voting will be a simple majority rule.
- F. Documents used in formulating interview questions are:
- a. The Clark County Building Administrative Code Title 22, Chapter 2
 - b. Southern Nevada Building Code Amendments Title 22, Chapter 4
 - c. The adopted code and referenced standards
 - d. The Clark County Technical Guidelines
- G. Interview questions may focus on one or more of the following areas.
- a. The adopted code and referenced standards
 - b. Technical and Plan Reading Questions
 - c. Technical Guidelines
 - d. Duties and responsibilities of the special inspector
 - e. Duties and responsibilities of the Quality Manager/Engineering Manager
 - f. Quality Agency special inspection process
 - g. Quality Agency Quality Systems Manual
- H. Evaluation
- a. The applicant will be evaluated by an interview board.
 - b. At the conclusion of the interview the applicant and the requesting QM and/or EM will be asked to wait outside as the interview board decides to either approve or disapprove the applicant based on the interview and supporting documentation.
 - c. The interview board will then inform the candidate and the requesting EM and/or QM of the outcome.