



Department of Development Services

Building Division

4701 W. Russell Rd • Las Vegas NV 89118
(702) 455-3000 • Fax (702) 221-0630

Ronald L. Lynn, Director/Building Official

QUALITY ASSURANCE AGENCY (QAA) MEETING MINUTES July 25, 2007

Ted Droessler, Engineering Manager County Department of Development Services-Building Division (CCDDS-BD) opened the meeting at 2:05 pm. There were 45 attendees.

1. Patty J. Hatfield-Deering, from Grizzly Materials Testing and Inspections

Presented a short review on Non-destructive testing for QAA Inspections
Handouts were provided.

2. Enforcement of the Owner / Owner Agent provisions for hiring a special inspection agency. Ted Droessler – Manager of Engineering

The Building Code requires the special inspection agency to be hired by the Owner or the Owner's agent. The Clark County Building Administrative Code has parallel language. A handout is being prepared on this subject as information to industry. The Building Division will be changing our process to have compliance to the adopted codes.

**3. Electronic submittal of geotechnical reports.
Dave Durkee – Principal Engineer**

Reviewed the Building code section that allows for the Building Official to collect submitted documents in electronic format. Clark County will soon be implementing a program to require the information from geotechnical reports to be submitted in electronic format. Several firms have participated in a pilot program, and based upon that, the program will expand to all firms submitting geotechnical reports.

This program will have the immediate effect of enhancing the County's soils hazard map and have potential long term advantage of reducing the time for our customers to obtain a grading permit.

**4. Responsible Charge of special inspection services - Letter to industry.
Scott Telford – Principal Engineer**

A letter to industry has been posted on the website (<http://dsnet.co.clark.nv.us/dsweb/industryletters.htm>) concerning the responsible charge of special inspection services. NRS 625.407 requires firms engaged in the practice of engineering to employ at least one full-time P.E. at each place of business to be in

responsible charge of the work. The Clark County Development Services Department considers special inspections to be an engineering activity. The Clark County Building Administrative Code section 530(D) requires all Prime Agencies to employ an Engineering Manager. Please go to the website and review the letter.

5. In-House training and internal audit checklists

Checklists have been developed for the use of the special inspection agencies. They are posted on the website (http://dsnet.co.clark.nv.us/dsweb/forms_bldg.htm#qaa). Special inspection agencies may use these forms or their own forms for documenting in-house training and internal audits.

6. Revised Technical Guidelines

Technical guidelines 15, 17, 19, 20, 25, 60, TRG K, and 70 have been updated for the current code and/or revised. They will be posted on the website soon (http://dsnet.co.clark.nv.us/dsweb/guides_tech.htm).

7. Proposal to reduce inspector submittal paperwork

The Clark County Development Services Department will be adding a new link to the website soon that will display the documents we have on file for approved special inspectors. Once this is available special inspection agencies can check this link to determine what paperwork is required for personnel approvals. Resubmittal of paperwork currently on file will not be required. Hopefully, this service will be available in September.

8. Inactive listing on the website

The Clark County Development Services Department has added a link (<http://dsnet.co.clark.nv.us/dsweb/qaa.htm#qaa>) that shows the names of personnel that have been submitted to the County for approval as special inspectors, but are still pending due to an incomplete submittal and there has been no response from the special inspection agency. Please check this link periodically to check the status of your personnel approval requests.

cc: Ron Lynn, Director/Building Official
Dean Friedli, Assistant Director
Neil Burning, Manager of Plans Examination
Kevin McOsker, P.E., Principal Engineer
Engineering Services Group