



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 • Gregory J. Franklin, Assistant Director

QUALITY ASSURANCE AGENCY (QAA) MEETING MINUTES September 17, 2008

Dan Shaw, Building Inspection Specialist, Engineering, Department of Development Services-Building Division (CCDDS-BD) opened the meeting at 2:00 pm. There were 48 attendees.

Dan Shaw – Building Inspection Specialist, Dept. of Development Services-Building Division

QAA Pad Recertification Report submittal changes.

This change is in effect immediately and applies to both residential and commercial pad recertification reports.

Pad recertification reports will now require that the BUILDING PERMIT NUMBER be included in the heading block. This is in ADDITION to the lot number and the original grading permit number which are currently required. Please label the building and grading permit numbers so they are easily identified on the report. Also, only ONE LOT PER PAD RECERTIFICATION will be accepted; if you have ten lots under the same grading permit number then ten pad recertification reports with the building permit number for each lot will be required. All other report information remains the same as what has been required in the past.

Pad certification and Final grading reports are NOT changed.

This change is due to a computer program upgrade which no longer allows us to add additional information to the final grading inspections.

Mark Hayes, Building Inspection Specialist, Dept. of Development Services-Building Division

Overview of Welding Inspector Responsibilities

Covered welding inspectors duties (Review welding info, observe joint fit-up, observe in-process welding, verify completed weld complies, document inspection results).

Fabricator Project Specific Approval Listing Identification

Handed out WQR & WPS essential variables card and discussed how to use.

Minimum Information Required for Welding Procedure Specifications

Explained Project Specific Approval for fabricators and how approval is identified on WEB list.

Jim Arnold – Associate Engineer, Department of Development Services-Building Division

Letter to Industry Regarding Smoke Control Diagram Submittal

Effective September 15, 2008, the smoke control diagrams will be submitted to the Plans Examination counter for any mechanical permits approved after this date which require smoke control (item K). Previously, smoke control diagrams were submitted to the Inspections counter. A letter to industry dated August 21, 2008 was issued as a handout and discussed at the meeting by Jim Arnold. This letter is also available on the Clark County website. Submittal and review of smoke control diagrams will be handled as a deferred submittal and customers will be required to pay for the review costs when they pick up the approved smoke control diagrams.

Werner Hellmer – Senior Engineer, Department of Development Services-Building Division

Project Start-up/Subcontracting Form

The QAA Project Start-up / declaration of subcontracting form from TG-16 has been revised to reflect changes in the recently adopted 2008 Building Administrative Code. Copies of the revised form are attached to these meeting minutes. Implementation of this revised form is effective immediately and TG-16 will undergo formal revision in the next month. Please discontinue use of older versions of this document. QA agencies may now subcontract multiple Special Inspection items under a given QA agreement. Pursuant to 2008 BAC changes, the Engineering Manager of the Prime QA agency as well as the Engineering Manager(s) from any subcontracted QA agency(ies) are required to acknowledge their stated responsibilities when any Special Inspection activity is subcontracted. Please direct any questions regarding these changes to Jonathan Bahr, P.E. 455-8094, or Werner K. Hellmer, P.E. 455-8095.

Jonathen Nichols, Building Inspector II, Dept. of Development Services-Building Division

Question Bank for Interviews of Special Inspectors Seeking Full Category Approval (S, N, W, G, R, P, C, etc.)

At meeting presented QAA changes to special inspector approval process that will be revised in TG-17.

Ted Droessler, Manager of Engineering, Dept. of Development Services-Building Division

Ted mentioned that the media will be looking at the special inspection process and articles in the paper are likely. It was emphasized that the Building Division places trust in the approved special inspection agencies to do their work. The message for attendees to carry back to their employees is that quality inspections and documentation are necessary to bring a project to a successful conclusion.

Attachment

cc: Ron Lynn, Director/Building Official
Dean Friedli, Assistant Director
Greg Franklin, Assistant Director
Neil Burning, Manager of Plans Examination
Engineering Services

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PROJECT START-UP NOTIFICATION OF SPECIAL INSPECTIONS

Pursuant to the Building Administrative Code Section 22.02.525, the approved QAAs shall notify the Building Official within 24 hours of commencement of special inspection activities on a project. Depending on the scope of the project, multiple notifications may be required, such as first notification prior to earthwork activities and second notification prior to superstructure construction.

QAA: _____ Notification Date: _____ Commenced On: _____

Project Name/Phase: _____ Permit No.: _____

REQUIRED SPECIAL INSPECTION ACTIVITIES: (Mark all that apply)

- Grading (G) Drilled Piles/Caissons (R) Driven Piles (P) Concrete (C) Masonry (M)
 Steel (S) Smoke Control/Air Balance (K or K-TAB) Amusement/Transportation Systems (A)
 Wood (W) Fireproofing (F) EFIS (E) Special Cases (X) or Other: _____

DECLARATION OF SUBCONTRACTED SPECIAL INSPECTIONS

Pursuant to the BAC, Section 22.02.510, the Prime Agency shall provide in writing a written declaration that it's in responsible charge of all subcontracted special inspections. The Prime Agency is responsible for notifying the Building Official in writing of any changes in the designated subcontracted agencies. **This form must be completed, sealed by the designated Engineering Manager and faxed to CCDDS-BD within 24 hours of commencement of subcontracted special inspections.** Use additional forms when designating more than TWO subcontracted Quality Assurance Agencies.

Declaration Date: _____ Commenced On: _____ Initial Declaration Revised Declaration

Subcontracted QAA 1: _____ Scope: _____

Name & Signature QAA1 EM _____

Subcontracted QAA 2: _____ Scope: _____

Name & Signature QAA2 EM _____

I, _____, the Prime QAA's designated Engineering Manager (EM) declares that I will be in responsible charge of all special inspection activities for the above project. Affix seal, sign and date.

*****Fax to CCDDS-BD at 221-0630 Attention: Jonathan A. Bahr*****