



# CLARK COUNTY DEPARTMENT OF BUILDING

## Fire Prevention Bureau

4701 West Russell Road, Las Vegas, NV 89118

(702) 455-7316 FAX (702) 455-7347

Step	Customer	Intake	Plans Checker	Finance	Step Description
1	X				Prepare plans per adopted codes within the scope for OTC review (2 copies minimum, 3 if you would like one copy returned). Note: Recommend 3 copies for FDET/FHMT/FLQT/FART plan types.
2	X				Fill out application for the permit sought. Customer to use pre-printed 2-part application form or submit 2 copies
3	X				Prepare fee remittance (check, cash, escrow account) for permit type (base \$160 for all permits, for event/activity permits such as FDET/FHMT/FLQT/FART less than three days ahead of event, add additional \$75 late submittal fee for \$235 total)
4	X				Submit the permit application and plans to Intake. Limit 3 plan submittals per sign-in/ticket.
5		X			Intake receives the permit application and fees.
6		X			Intake inputs permit application into NaviLine
7		X			Intake prepares the submittal for plans review (NaviLine number in corner, cover sheet/receipt and application attached to submittal)
8		X			Intake enters a change in "structure" to identify the review as "over-the-counter"
9		X			Intake hands the submittal to PC #1 (per the OTC rotation schedule)
10			X		PC #1 determines whether line is short enough or needs to call-up PC #2/#3/#4. Goal is no more than 2 customers (1 at counter and 1 waiting) per OTC PC
11			X		PC selects a plan for review (taken in order of submittal time)
12			X		PC assigns plan to self
13			X		PC previews plan to ensure that the scope of plan is permitted OTC, including checking the correct Application Code. If the scope of the plan exceeds OTC, PC will forward to Finance to change the service level and place in appropriate review bin.
14			X		PC reviews APN and address, check NaviLine information versus GIS Open Door and the site indicated on the plan to verify correct APN; check cover sheet, permit application, and plans to verify correct address. If incorrect, PC to verify address with customer and forward to Finance for Location transfer. When complete, Finance to return plan to PC to continue review.
15			X		PC reviews submittal per the associated checklist and enters appropriate log (APP, CLS/CL2/CL3 etc, FRE).
16			X		PC enters IFV log, hands plan(s) to Finance.



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17			X		PC keeps one copy of approved plan (APP only) for scanning/imaging. Permit # is written on the image plan or a page of the receipt is rolled around the image plan.
18			X		PC forwards remaining copies (all for CLS/CL2/CL3 and FRE; all minus one for APP) to Finance, along with cover sheet and copy of permit/correction letter/rejection notice.
19				X	Finance validates NaviLine information with application form and plan title block. If issues, PC and/or customer are asked for assistance
20				X	Finance verifies address, FDAC contractor, app/permit type, submittal type (new, correction, revision, duplicate), municipal project, escrow account, fees.
21				X	Finance enters revisions and/or adjustments in NaviLine, if needed.
22				X	Finance prints from NaviLine: <ul style="list-style-type: none"> <li>- For APP, print 3 copies of permit.</li> <li>- For CLS, print 1 correction letter. (If FDET/FHMT/FLQT/FART, print BP800 and forward to Scheduling for assigned Inspector.)</li> <li>- For FRE, print 1 rejection notice. (If FDET/FHMT/FLQT/FART, print BP800 and forward to Scheduling for assigned Inspector.)</li> </ul>
23				X	Finance enters R4P action log.
24				X	Finance separates/distributes plan: <ul style="list-style-type: none"> <li>- For any plan that is CLS or FRE, all plan copies are returned to customer.</li> <li>- For system type plans, all plan and permit copies are returned to customer.</li> <li>- For FDET/FHMT/FLQT/FART plans, <ul style="list-style-type: none"> <li>o (1) Plan and (2) permit copies are returned to customer.</li> <li>o (1) Plan and (1) permit copy are forwarded to Scheduling for assigned Inspector.</li> </ul> </li> </ul>
25				X	Finance enters PPU action log along with first and last name of person picking up plan in comments.
26				X	Finance returns plan to customer.
27	X				Customer expected to schedule permit by on-line scheduling or by calling (702) 455-7139