



# CLARK COUNTY DEPARTMENT OF BUILDING

## Fire Prevention Bureau

4701 West Russell Road, Las Vegas, NV 89118

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

**OTC-002**

Effective Date: 09/30/2013

Revision Date:

**TITLE: OVER THE COUNTER (OTC) PLAN REVIEW  
ELEVATOR RECALL SYSTEM**

**SCOPE:** Clark County Fire Prevention Bureau requirements for the submittal and design of an elevator recall system. This permit type applies only to buildings that require elevator recall functions but do not have fire alarm systems installed. Panels used for elevator recall shall **not** be used for other functions such as sprinkler monitoring or air handler shutdown.

The following is required for all drawings, diagrams or plans:

- Plans shall be on 8 1/2" by 11 inch paper or larger and shall be accompanied with specification sheets for all new equipment to be installed.
- Provide the building department permit number.
- Provide a detailed scope of work.
- Provide the occupancy classification(s) of the building.
- Provide the occupant load and square footage of the building.
- Provide the name and address of the property or business.
- Provide a symbol legend with the quantities and model numbers of the elevator recall panel, detectors and relays to be installed.

Prepared By	Concurred By	Approved By
Grant May Fire Dept Protection Engineer	Girard Page Senior Deputy Fire Chief	Ron Lynn Building Official
Reviewed By	Reviewed By	
Kurt Gottschalk Deputy Fire Marshal	Donna Starkes Deputy Fire Marshal	

- Provide the location of the elevator recall panel.
- Provide the location(s) of the smoke and/or heat detectors utilized for elevator recall functions.
- Provide a detailed Sequence of Operations matrix describing the elevator recall functions.