



# CLARK COUNTY DEPARTMENT OF BUILDING & FIRE PREVENTION

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OTC-017

Effective Date: 09/22/2014

Revision Date: NEW

**TITLE: OVER THE COUNTER (OTC) REVIEW  
STANDARD PLAN LETTER SUBMITTAL**

**SCOPE:** For submittal of specific building permit where a standard approved plan already exists

**Tract/Production Home Sprinkler System Letter:** For tract/production home developments using a standard model sprinkler plan, sprinkler systems for individual building lots are allowed to use a letter submittal. The letter is required to indicate the Fire Prevention permit number for the standard sprinkler plan, the address for the specific lot, the APN for the specific lot, the model of the house (labeled as shown on the standard sprinkler plan), whether the model is per plan or mirrored/flipped on the lot, the list of options for the particular lot (labeled as shown on the standard plan), and the number of sprinkler heads installed in the house

**Apartment/Condominium Sprinkler System Letter:** For apartment or condominium developments using a standard model sprinkler plan, sprinkler systems for individual buildings are allowed to use a letter submittal. The letter is required to indicate the Fire Prevention permit number for the standard sprinkler plan, the address for the specific building, the APN for the specific lot, the model of the building (labeled as shown on the standard sprinkler plan), whether the model is per plan or mirrored/flipped on the lot, the list of options for the particular lot (labeled as shown on the standard plan), and the number of sprinkler heads installed in the building

**Apartment/Condominium Fire Alarm System Letter:** For apartment or condominium developments using a standard model fire alarm system plan, fire alarm systems for individual buildings are allowed to use a letter submittal. The letter is required to indicate the Fire Prevention permit number for the standard fire alarm system plan, the address for the specific building, the APN for the specific lot, the model of the building (labeled as shown on the standard fire alarm system plan), whether the model is per plan or mirrored/flipped on the lot, the list of options for the particular lot (labeled as shown on the standard plan), and the number of fire alarm devices installed in the building

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