

## **INSTRUCTIONS FOR SCHEDULING FIRE DEPARTMENT INSPECTIONS**

### **Fire Department Inspections for Business License**

Your application for a Clark County Business License cannot be finalized until you have completed and submitted the Fire Department Survey Form and the Fire Department has inspected and approved your business location. The Business License Department will identify each license that requires a fire inspection. You are responsible for requesting a fire inspection for your business location.

### **Instructions for Fire Permit Survey Form**

A Fire Permit Survey Form is included as part of your Business License application. If you answer “yes” to any of the questions on the Fire Permit Survey Form, you may need to obtain required permits prior to your final Fire Department inspection. If you have answered “yes” to any of the questions on the Fire Department Survey Form, the Business License Department will transmit your Permit Survey Form to the Fire Department. *Make sure that you include a return fax number on the form!* The Fire Department will review, sign, and fax the form back to you. The response will identify any permits required by the Fire Department for your business. You can apply for the required permits by contacting 702-455-7316.

### **Instructions for Scheduling Your Fire Department Inspection**

After you have applied for any required Fire permits as noted on the Permit Survey Form and your business license application has received zoning approval, you may schedule your Fire Inspection.

To schedule a Fire Department inspection on the regular Fire Department inspection schedule (Tuesday-Thursday from 8:00 a.m. to 4:00 p.m.), create an application on-line. It's Easy! Go to [http://fire.co.clark.nv.us/business\\_license.aspx](http://fire.co.clark.nv.us/business_license.aspx) to see the Fire Department web page about Business License Inspections. Click the links to see detailed application instructions and to access Construction Services Online, the County's online application and inspection scheduling system. There is no charge for business license inspections performed during normal working hours.

OR

Contact a Fire Department scheduler at 702-455-7316

<p>Note that you must have your Business License ID number(s) available when applying for your Fire Department inspection. The number is printed on your Business License receipt and is required by the Fire Department for inspection application processing.</p>
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