

FABRICATOR FREQUENTLY ASKED QUESTIONS

(FAQ)

1. I have questions about fabricator approval, who do I contact?

For questions, please contact bdfabricatorsgroupdl@clarkcountynv.gov.

2. Where can I find information online regarding fabricator approval?

Clark County Website Links:

[Clark County Building Administrative Code and technical guidelines](#) contain the code requirements.

The fabricator [how-to guides](#) assist applicants in creating an account, submitting applications, uploading documents, responding to comments, making payment online...etc.

Applications are required to be made online using a [Citizen Access Portal \(CAP\)](#) account.

3. How do I locate the listings of approved fabricators and inspection agencies?

The approved listings are found on the website and updated daily. Please refer to the fabricator how-to guide section to find instructions on locating the approved listings on the website.

4. Why would I need to apply for fabricator approval?

Fabricator approval is a requirement of the International Building Code Section 1704. The Clark County Building Administrative Code section 22.02.535 requires fabricator approval.

Fabricator approval is needed to waive a requirement for special inspections for offsite fabrication.

5. What type of fabrication/manufacturing requires fabricator approval?

Fabricator approval is required for most fabricated or manufactured products and systems including but not limited to: engineered structural wood products, engineered structural metal products and assemblies, amusement and transportation systems, pre-cast and/or pre-stressed concrete products, ready mixed concrete, exterior insulation and finish systems, panelized wall systems, etc.

Refer to the Clark County Building Administrative Code section 22.02.535 requirements.

6. What fabrication/manufacturing is exempt from the fabricator approval requirement?

To verify if a fabricator may be exempt from the fabricator approval process, please send information to bdfabricatorsgroupdl@clarkcountynv.gov for review.

7. I am fabricating items for a project in a different city; do I need to apply for fabricator approval through Clark County?

Clark County Building Department maintains the fabricator approval program for other cities within Clark County (examples- Boulder City, Henderson, Las Vegas, North Las Vegas, etc.) and some neighboring un-incorporated areas of Nevada (examples- Moapa and Mesquite). Additionally, some other jurisdictions may require CCBD fabricator approval.

8. Fabrication for a project has already started or been completed, can I still apply for fabricator approval?

No, fabricator approval is required to be granted prior to start of fabrication. If fabrication has started or been completed, an *engineering work plan* will be required to be submitted to the applicable AHJ permit(s) for review and approval.

Engineering work plan minimum requirements can be found in Technical Guideline TG-50 Appendix C.

9. What options are available for fabricator approval?

The following applications are available for fabricator approval.

1. Approval Listing

2. Project Specific Approval

10. If I am not applying for fabricator approval, what other option do I have?

Obtain a Fabrication Shop Inspection Authorization (FSIA) letter for each project permit authorizing the QAA agency designated for the project to perform special inspections at the offsite fabrication location throughout the entire fabrication process.

Please refer to the website information and technical guidelines for specific information.

11. What are the inspection agency requirements for inspections/testing/audits?

Any agency performing inspections/testing/audits for a project within Clark County is required to be approved by CCBD prior to those tasks taking place.

If you would like to use an agency not currently approved by CCBD, please have the agency apply for approval in accordance with the technical guidelines and contact dsengineer@clarkcountynv.gov prior to start of work.

12. How long does it typically take to obtain a fabricator approval or obtain a Fabrication Shop Inspection Authorization (FSIA) Letter?

Please refer to the Building Permit Guide(s) found in the fabricators section of the website for information on review timeline goals for each document review cycle. A higher volume of review cycles due to issues with submitted documentation or facility audits will increase the timeline in obtaining fabricator approval.

13. Where do I apply for fabricator approval?

All fabricator approval applications are required to be completed online through a registered Citizen Access Portal account.

14. How do I create a fabricator approval application?

Please refer to the how-to guides found in the fabricators section of the website for detailed instructions on creating online fabricator approval applications.

15. What documentation is required to be submitted for a fabricator approval application?

Please refer to the Building Permit Guide(s) found in the fabricators section of the website for information on creating online fabricator approval applications.

16. How can I make payment on an invoice?

Payment can be made online through the Citizen Access Portal account or by mailing a check to our office with the invoice/record number referenced.

Please refer to the fabricator how-to guide section to find instructions on making payment online.

17. My company has several facility locations. How many applications are needed for fabricator approval?

The term fabricator refers to a single fabrication facility location address. Individual applications are required for each fabrication facility performing work for projects within Clark County.

18. What is the approval period for fabricator approval listing?

Fabricator approval listing is granted for a one-year period only. Fabricators which wish to maintain continuous approval listing are required to apply for and complete a renewal application annually.

19. When do I create the annual renewal application for a fabricator approval listing?

A fabricator is eligible to start the online annual renewal application when the automated reminder email is sent, 45 days prior to the listed expiration date.

The online system will not allow the fabricator to create an annual renewal application prior to that timeline.

20. I am having issues accessing my Citizen Access Portal account, who do I contact?

If you are having issues with the account, please contact techsystemssupport@clarkcountynv.gov.

21. I need to add/remove approval item categories on my fabricator approval listing. What do I do?

Fabricators are required to maintain accurate information for their approval listing. A fabricator revision application is required to be submitted for changes to the listing. Please refer to the fabricator Building Permit Guide(s) and How-to Guides section of the website for detailed information and instructions.

22. My company's name and/or facility address have changed. What do I do?

Fabricators are required to maintain accurate information for their approval listing. If the company name or facility address has changed, notification shall be made to CCBD at bdfabricatorsgroupdl@clarkcountynv.gov.

An initial application for approval will be required to be submitted for the new company name and/or facility location.

23. I am not receiving emails on the status of a fabricator approval application. Why is that?

Correspondence regarding the status of a fabricator approval application is sent through the online system directly to the listed contacts on the application.

If your email is listed as a contact on the application, please check that your email system is not blocking the automated system emails or sending them to a spam folder.