



Clark County Building Department

4701 West Russell Road • Las Vegas NV 89118

(702) 455-3000 • Fax (702) 221-0630

Division:	Plans Exam	Policy & Procedure:	BD-PP-250
Subject:	COMMERCIAL/INDUSTRIAL SUBDIVISION CERTIFICATION REVIEWS (formerly Air Space Certificate)	Effective Date:	10/01/2007
Code:	N/A	Revised Date:	03/23/2026

A. POLICY

The Clark County Building Department requires a formal review of all commercial/industrial subdivision certifications pursuant to NRS 278.325. Commercial/industrial subdivision certifications shall be reviewed and approved electronically by the Plans Examination Division at no charge.

B. PROCEDURE

1. The applicant shall electronically submit the completed Commercial/Industrial Subdivision Certification Form 1002 (Appendix A) which has been signed and stamped by a Nevada licensed professional architect or engineer through the Citizens Access Portal as Air Space Only Certification.
2. This certification form shall be accompanied with the necessary construction documents, prepared by a Nevada licensed professional architect or engineer, which clearly indicates the proposed subdivision is in compliance with the applicable law of this State in effect at the time of the preparation of this certificate, and with the building codes in effect at the time the building was constructed.
3. The plans examiner assigned to the project shall research GIS and File 360 and compare findings with the drawings prepared by the design professional.
 - a. If the proposed subdivision does NOT create building code violations, the plans examiner shall complete their workflow in Accela and stamp the Commercial/Industrial Subdivision Certification Form 1002 and enter the time spent for this review under the architectural workflow.
 - b. If the plans examiner determines that the proposed subdivision does create code violations to the original building code, the plans examiner shall issue plan review comments detailing all code violations and enter corrections requested in their workflow in Accela.
4. The following procedures shall be followed to address the code violation noted in item 3b. A new building permit shall be obtained to correct the discrepancies.
 - a. The commercial/industrial subdivision certification application number shall be referenced on the building permit application and noted in the scope of work in the Citizens Access Portal
 - b. The Commercial/Industrial Subdivision Certification form 1002 shall be uploaded with the plans.
 - c. Review of the plans will begin once the permit has been accepted by Plan Submittal. and will follow the standard protocol.
 - d. The plans examiner will place a Condition of Approval prior to Final Building – Air Space Certificate with associated permit number. Upon plan approval, the applicant will be notified via an automated email.
The approved plans shall be uploaded FOR REFERENCE ONLY to the original Air Space Certificate application as corrections.

C. FORM INSTRUCTIONS

Please follow the requirements listed below when completing the Commercial/Industrial Subdivision Certification form.

1. The certificate must be attached as the last page of the document which proposes to subdivide a building.
2. Do not write or mark in the one (1) inch margins.
3. Complete the form in **black ink** only.
4. The Nevada licensed professional, architect or engineer shall stamp and sign within the “approval stamp” box. The stamp or signature of the architect or engineer may not extend outside of the box. The stamp must be legible.
5. Print the name of the Nevada licensed professional architect or engineer in the required field; no signatures will be accepted.
6. Additional information on document requirements and formatting standards can be found on the Recorder’s Office website at www.accessclarkcounty.com/recorder/requirements.html.

Documents that do not meet the formatting standards will be charged an additional non-compliance fee of \$25.00 by the Recorder’s Office.

ATTACHMENT: Appendix A Form 1002

Prepared By: Tarek Shaalan

Date Prepared: 03/11/2026

Revision History:

Title	Revision/Approved Date	Effective Date
PE-PP-OPS-017 Commercial/Industrial Land Attached and Air Space Only Subdivision Certification Reviews	02/27/2008	10/01/2007
BP-PP-051 Commercial/Industrial Land Attached and Air Space Only Subdivision Certification Reviews	08/15/2008	
BP-PP-051 Commercial/Industrial Land Attached and Air Space Only Subdivision Certification Reviews	09/04/2013	
BD-PP-250 Commercial/Industrial Land Attached and Air Space Only Subdivision Certification Reviews	03/23/2026	

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Commercial/Industrial Subdivision Certification

APPENDIX A

[Form 1002](#)



Clark County Building Department

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000
 (Formerly known as Air Space Only)
Commercial/Industrial Subdivision Certification
 (Pursuant to NRS 278.325)

James Gerren, P.E., Director
 Scott Telford P.E., Deputy Director • Werner Hellmer P.E., Deputy Director

Assessor Parcel #: _____	APPLICATION NO.: _____
Project Name: _____	
Project Address: _____ STE/UNIT #: _____	
Property Owner Name: _____ Property Owner Email: _____	

CITIZEN ACCESS CONTACT INFORMATION

Name: _____	Company Name: _____	
Mailing Address: _____		
City: _____	State/Zip: _____	Phone: _____
Email: _____	Username: _____	
Applicant Signature: _____		

DESCRIPTION OF WORK

SUBMITTAL REQUIREMENTS

Existing Building Permit #: _____	Submittal Checklist
Existing Tenant Improvement Permit #: _____	
Record of Survey #: _____	
<input type="checkbox"/> Completed Airspace Certification form (Upload as Architectural Plan)	
<input type="checkbox"/> Record of Survey/Map showing subdivision lines (Upload as Parcel Map)	

ARCHITECT/ENGINEER

THE BUILDING IDENTIFIED ABOVE IS IN COMPLIANCE WITH THE APPLICABLE LAW OF THIS STATE IN EFFECT AT THE TIME OF THE PREPARATION OF THIS CERTIFICATE, AND WITH THE BUILDING CODES IN EFFECT AT THE TIME THE BUILDING WAS CONSTRUCTED.

PRINT ARCHITECT /ENGINEER NAME: _____
PLEASE DO NOT SIGN

Date: _____

(ARCHITECT/ENGINEER APPROVAL STAMP)

BUILDING DEPARTMENT

FOR BUILDING DEPARTMENT USE ONLY
 THIS REVIEW AND APPROVAL WILL BE PERFORMED AT NO CHARGE

(CCBD APPROVAL STAMP)

THIS CERTIFICATE MUST BE ATTACHED TO ANY DOCUMENT WHICH PROPOSES TO SUBDIVIDE A BUILDING.

Form 1002	<input type="button" value="Save Form"/>	<input type="button" value="Reset Form"/>	<input type="button" value="Print Form"/>	5/10/2023
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