



CLARK COUNTY DEPARTMENT OF BUILDING & FIRE PREVENTION Inspection Division

4701 W. Russell Road • Las Vegas, NV 89118
(702) 455-3000 • Fax (702) 221-0630

Ronald L. Lynn, Building Official/Director • Samuel D. Palmer, P.E., Assistant Director

SUBJECT: TG-220 PLAN REVIEW BY INSPECTOR (PRBI)

1.0 PURPOSE: The purpose of this technical guideline is to outline the Plan Review by Inspector Program (PRBI). PRBI program allows an Inspector to review and accept limited construction permit documents in lieu of Plan Examination staff.

2.0 SCOPE: The scope of this technical guideline specifies review limitations, assignment, supervision, fees, record keeping and auditing requirements.

3.0 ABBREVIATIONS & ACRONYMS:

- ❖ **BAC:** Building Administrative Code of Clark County
- ❖ **CCID:** Clark County Inspection Division
- ❖ **NRS:** Nevada Revised Statutes
- ❖ **PAC:** Permit Application Center
- ❖ **P&P:** Clark County Department of Building & Fire Prevention (CCBD &FP) Policy and Procedure
- ❖ **PRBI:** Plan Review by Inspector
- ❖ **TG:** Technical Guideline

APPROVED DATE: JUNE 26, 2014

EFFECTIVE DATE: JUNE 26, 2014

Written By:	Concurred By:	Approved By:
Brenda A. Thompson <i>Brenda A. Thompson</i> Manager Building Inspections	Samuel D. Palmer, P.E. <i>Samuel D. Palmer</i> Assistant Director	Ronald L. Lynn, B.O. <i>Ronald L. Lynn</i> Director/Building Official

4.0 DEFINITIONS: For the purposes of this TG certain terms, phrases, words and their derivatives shall be construed as specified in this document.

- ❖ **Approved Construction Document:** Construction documents that have been reviewed and accepted for permit by the Building Official pursuant to the BAC.
- ❖ **Inspector:** The person assigned to inspect permitted work and to perform field plan reviews.
- ❖ **Permit Applicant:** The person to whom a permit is issued; also referenced as Permit Holder
- ❖ **Supervising Building Inspector:** The person responsible for inspection assignments and

Inspector oversight.

5.0 REFERENCES:

- ❖ **BAC:** Clark County Building Administrative Code

6.0 RESPONSIBILITIES:

6.1 Permit Applicant:

The permit applicant is responsible to begin the permit process through the Permit Application Center (PAC) and to have construction documents on site for the on-site plan review.

6.2 CCID Inspector:

The Inspector shall plan check the construction documents in accordance with the plan check checklist and the limitations noted in section 7.1. The Inspector shall perform the plan check in accordance with section 7.5

6.3 CCID Supervising Building Inspector:

Plan Review by Inspector (PRBI) shall be assigned by the Supervising Building Inspector to the appropriate Inspector. The Supervising Building Inspector shall perform on the job training and technical audits of PRBI in accordance with section 7.7.

7.0 PROCEDURE:

7.1 Review Limitations: The table below outlines program limitations.

Field Plan Review Limitations
<ul style="list-style-type: none">➤ Zoning approval for buildings meeting the following criteria:<ul style="list-style-type: none">▪ Less than 7,500 square feet of improvement. The size of the base building is not considered in the square footage if not included as part of the submittal.▪ County Standard design submittals▪ Casitas using prescriptive standards▪ Patios using prescriptive or county standards▪ Fire places➤ The project cannot be:<ul style="list-style-type: none">▪ Medical or dental office▪ Beauty Salon▪ Adult entertainment▪ Hazardous occupancy▪ Hotel/casino occupancies

7.2 Application processes for PRBI: The following requirements and processes must be followed in order to utilize the PRBI program.

7.2.1 PAC CENTER INITIATION OF APPLICATION

- The permit application process shall begin in the Russell Road PAC center.

The permit applicant shall take a Q-Matic number the same as for standard plan reviews. The applicant shall obtain the following reviews during the permit set-up, prior to submitting payment of the permit fees:

- Zoning
- Water Reclamation
- Building plan review for structure set-up and fee work-up
- Structural for limited applications

- 7.2.1.1** Structural provisions found prescriptively in the code are allowed to be used in the program for both commercial and residential.
- 7.2.1.2** Limited structural plan examination shall be performed as an over the counter process by a structural plan checker in PAC Center during the permit set-up or a field plan review with prior approval. For projects requiring QAA contracts, the contract shall be issued prior to payment of permit fees.
- 7.2.1.3** Projects with fire alarm, sprinklers, monitoring, and or other associated items requiring a permit shall have a Fire Prevention Plan Check submittal receipt.
- 7.2.1.4** Projects with plumbing fixtures requiring acceptance from Clark County Water Reclamation, shall obtain a system development approval (SDA) receipt for the fixtures during the permit set-up. Additionally, projects with a grease interceptor shall be routed to Clark County Water Reclamation Engineering for review and acceptance. Plans with a grease interceptor shall be stamped approved and shall obtain a SDA receipt during the permit set-up.
- 7.2.1.5** Projects requiring Civil Engineering review shall be completed and stamped by Civil Engineering during the permit set-up process.
- 7.2.1.6** Projects associated to malls or other properties that have smoke management shall submit fire protection documents and obtain approval during the permit set-up process.
- 7.2.1.7** To complete the PAC processes the associated permit fees shall be paid and the customer shall receive receipt of payment and the inspection record card.

7.3 Drawing Requirements:

- 7.3.1** Two sets of construction documents shall be presented at the PAC center.
- 7.3.2** Both sets of construction documents shall be stamped during the permit set-up.
- 7.3.3** Both sets of plans shall be sent to the field for review and approval.

- 7.3.4 Construction Documents shall be prepared and sealed, as required.
- 7.3.5 As necessary, two copies of changes to the construction documents precipitated during plan review shall be presented at time of field re-review and slip sheeted into the construction documents for review and approval.

7.4 Fees:

- 7.4.1 In addition to plan review and permit fees, the PRBI shall be assessed fees, in accordance with the BAC hourly rate for inspections.
- 7.4.2 Fees collected in the field shall be by check or money order in accordance with the P&P BI-PP-038. *Cash shall not be accepted in the Field.*
- 7.4.3 A services receipt shall be provided for fee collection in accordance with P&P BI-PP-038.
- 7.4.4 A deferral of the fee collection may be processed by the Inspector using the deferred portion of the Inspection Services Receipt collection in accordance with the P&P BI-PP-038.

7.5 Review Process:

- 7.5.1 The permit holder shall make requests to schedule the PRBI at the email address developing@clarkcountynv.gov. Additionally, the permit holder may choose to make the request directly through the Supervising Building Inspector.
- 7.5.2 The Supervising Building Inspector shall assign the PRBI to the appropriate Inspector.
- 7.5.3 The permit holder is required to present to the Inspector, at time of review, two copies of the pre-stamped construction documents. The construction documents shall be reviewed in accordance with the Clark County plan review check lists, codes, and local amendments.
- 7.5.4 Upon acceptance, the Inspector shall sign and date as accepted on each pre-stamped sheet of the construction documents.
- 7.5.5 One copy of the accepted construction documents shall be retained by the permit applicant and maintained available on-site during construction.
- 7.5.6 One copy of the accepted construction documents shall be returned to the office by the Inspector for inclusion into the permanent record.
- 7.5.7 The Inspector shall record the time spent completing the PRBI, collect payment, and issue an Inspection Services Receipt.

7.6 RECORDS:

- 7.6.1 A copy of the construction documents shall be retained in accordance with the CCBD's document retention guidelines.

7.7 On-the-Job Training and Technical Audits:

7.7.1 All construction documents submitted under the PRBI Program are subject to technical audits in compliance with the Clark County Adopted Codes and Ordinances.

7.7.2 Supervising Building Inspectors shall perform on-the-job training and technical audits in accordance with Policy and Procedure BI-DI-016 and the administrative audit elements specified herein.

Administrative Audit elements are to include:

- Plan review in accordance with section 7.5
- Drawing requirements 7.3
- Fees 7.4
- Records 7.6

REVISION HISTORY:

TITLE	REVISION/APPROVED DATE	EFFECTIVE DATE
TG-220-2014	June 26, 2014	June 26, 2014
TG-220-2014	August 25, 2014	