



Clark County Department of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

In-Facility Plan Review Agreement

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PROGRAM SCOPE

The program scope is limited to structural repairs, constructability issues, revisions, minor remodeling work and/or tenant improvements and does not include any scope of work which must be approved by Clark County Current Planning or by Clark County Department of Public Works, Civil Division. The scope of work is also limited to permits issued solely by CCBD and excludes any required Fire Department permits.

PROJECT INFORMATION

PROJECT NAME: _____ PROJECT ADDRESS: _____
(INCLUDE SUITE/SPACE NO. OR LETTER DESIGNATION, IF APPLICABLE)

IDENTIFY ANTICIPATED SCOPE OF WORK: _____

CONTACT INFORMATION

NAME: _____ COMPANY NAME: _____
EMAIL ADDRESS: _____ PHONE: _____ FAX: _____

APPLICANT'S RESPONSIBILITY

Please initial the boxes to acknowledge that the following items are your responsibility:

- Owner must provide the following permanent facilities for each required plans examiner:
 - 200 SF minimum office space (not temporary space)
 - (1) 36" deep x 84" long plan table
 - (1) Office desk w/ chair and (1) lockable 2-drawer file cabinet
 - (1) portable hanging plan storage rack
 - (1) 4-shelf book case
 - (1) fax/printer/scanner/copier machine
 - (1) telephone w/dedicated extension
 - (1) data line, configured to Clark County IT specifications (Contact Shurnice Hopkins at (702) 455-2798)
- Attach the written proposals from the contracted plan review services vendor list (three (3) maximum).
- Attach a copy of the project site plan/floor plans, which indicates the location of the In-Facility Plan Review office.
- Established a pre-paid billing account. (Pre-paid Billing Accounts will be billed on a monthly basis)
For information on pre-paid billing accounts, contact Dean Friedli at 702-455-8951.
- The owner must provide the following:
 - All necessary building code books and referenced standards (may be supplied by contracted agency).
 - Easy access to all CCBD approved base building construction documents, including the original building Fire Protection Report and Master Exit Plans.
 - Necessary security access to the site, such as, security badges or passes.
 - Any necessary parking passes for vehicle parking adjacent to the CCBD In-Facility office space(s).
- Fees: In addition to the hourly charge for the In-Facility plan reviews, the applicant must also pay the normal plan review fees, permit fees, administrative fees and quality control fees for each permit application, if applicable.

AUTHORIZATION

OWNER'S AGENT NAME: _____ SIGNATURE: _____ DATE: _____

MANAGER'S NAME: _____ SIGNATURE: _____ DATE: _____