Clark County Building Department

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Division:	Plans Examination & Engineering	**Policy & Procedure**	BD-PP-106
Subject:	PLAN REVIEW SERVICE GOALS	**Effective Date:**	01/19/2009
Code:	N/A	**Revised Date:**	01/08/2014

A. POLICY

The goal of Department of Building & Fire Prevention, Building Plans Examination, and Engineering is to complete all plan reviews in an efficient, accurate, and timely manner.

The following project types to be reviewed and service goals are listed below:

TYPE	SERVICE GOALS
Special Phased Projects/Complex Commercial (SPP)	42
Commercial (COM)	21
Commercial Short (CMSH)	14
Custom Single Family Resident (RES)	21
Standard Residential Plan (STPL)	21
Residential Short (RSH)	14
Residential Over the Counter (ROTC)	1
Commercial Over the Counter (COTC)	1
All Revisions	10

The Department will review plans according to the established service goals. Clark County has established that all building plan reviews will meet 90% of the goals established for Timeliness and will meet 85% of the goals established for Accuracy/Quality. The Department will report the Plan Review Services Goals each month and annually on its website.

B. PROCEDURE

To be able to track Timeliness Goals accurately, the plans examination staff must enter the proper NaviLine action codes.

The correct action codes to be used are:

- REV – First Plan Review
- SPR – Subsequent Plan Reviews/Back Checks

Each Supervisor must perform a minimum of (1) Accuracy/Quality review audit for each employee every quarter.

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
BD-PP-106	Plan Review Service Goals	January 19, 2009		
BD-PP-106	Plan Review Service Goals		January 8, 2014	

Approved by:	Concurred by:	
Ronald L. Lynn Director	Gregory J. Franklin Assistant Director	Sam Palmer Assistant Director

QUALITY CONTROL REVIEW CHECKLIST

COMMERCIAL BUILDING PLAN REVIEW

Plans Examiners / Consultant Firm Name:	______________________	*Date:*	__________
Project Name:	______________________	*PAC #:*	__________

OK - Meets Requirement / **NI** - Needs Improvement / **NA** - Not Applicable

#	*REVIEW ITEM*	*OK*	*NI*	*NA*	*COMMENTS*
	GENERAL				
1	Input data in P.E.T. and NaviLine to indicate review status. Verify scope of work is correct.	☐	☐	☐	
2	Plan review checklist(s) used and scanned into records.	☐	☐	☐	
3	Verify that all required plans and calculations have been submitted.	☐	☐	☐	
4	Code analysis, including code year, actual & allowable floor area, occupancy group, type of construction, height & number of stories, occupant load, fire sprinklers, etc.	☐	☐	☐	
5	Building subject to noise (DB) level reduction requirements (see NaviLine Structure Set Up screen).	☐	☐	☐	
6	Life Safety Pkg/Master Exit Plans for all complex facilities, malls, atriums, & hi-rise buildings.	☐	☐	☐	
7	Plans stamped and signed by design professional and properly stamped by plans examiner.	☐	☐	☐	
8	Correction Letter is clear and concise; contains specific code and plan references.	☐	☐	☐	
9	Demonstrated courteous, respectful service to both internal and external customers.	☐	☐	☐	
10	Followed all rules and policies, made sound decisions.	☐	☐	☐	
11	Completed assignment per established time frames.	☐	☐	☐	
12	Participated as an active, productive team member. Coordinated review with all other disciplines.	☐	☐	☐	
13	Valid complaints from internal and external customers regarding review.	☐	☐	☐	
	CLASSIFICATION OF BUILDING				
14	Occupancy Group(s) (Chapter 3) -Floor areas -Occupant load	☐	☐	☐	
15	Type of Construction (Table 503) -Verify that type of construction is appropriate for occupancy group(s), height and floor area -Fire-resistive ratings of building elements -Types of permitted materials -Fire-resistive substitution	☐	☐	☐	

#	REVIEW ITEM	OK	NI	NA	COMMENTS
16	Location on Property (Table 602) -Opening protection and area of openings (Table 704.8) -Exterior wall, fire rating -Walls fronting on streets or yards -Eaves & projections -Buildings on the same property or containing courts	☐	☐	☐	
17	Allowable Floor Area (Table 503) -Allowable increase in area -Mezzanines & basements -Fire walls	☐	☐	☐	
18	Height & Number of Stories (Table 503) -Allowable increase in height or stories -Mezzanines	☐	☐	☐	
	OCCUPANCY				
19	Check for mixed uses that require occupancy separations. (Include incidental use areas)	☐	☐	☐	
20	Check specific requirements in IBC Chapters 3 & 4 for each occupancy group and special use.	☐	☐	☐	
21	Requirement for automatic sprinkler system.	☐	☐	☐	
22	Requirement for smoke control systems.	☐	☐	☐	
23	Special provisions for atria, covered malls and pedestrian walkways.	☐	☐	☐	
24	Unisex restrooms in Group "A" & "M" occupancies.	☐	☐	☐	
	CONSTRUCTION REQUIREMENTS				
25	Protection of structural frame	☐	☐	☐	
26	Fixed partitions in offices & stores	☐	☐	☐	
27	Interior, non-bearing partitions within dwelling units or guest rooms of hotels or apartments.	☐	☐	☐	
28	Folding or movable partitions	☐	☐	☐	
29	Roof, floor & ceiling construction	☐	☐	☐	
	MEANS OF EGRESS				
30	Check special requirements based on occupancy	☐	☐	☐	
31	Rated corridors/exit passageways/horizontal exits	☐	☐	☐	
32	Doors, windows & other openings in fire-resistive partitions/walls	☐	☐	☐	
33	Number and locations (separation) of exits	☐	☐	☐	
34	Exit width	☐	☐	☐	
35	Travel distance & exit access	☐	☐	☐	

#	REVIEW ITEM	OK	NI	NA	COMMENTS
36	Exit Discharge -Access to grade -Exterior exit balconies -Exterior exit stairways -Exterior exit ramps -Exit courts	☐	☐	☐	
37	Exit lighting	☐	☐	☐	
38	Dead end corridors/hallways	☐	☐	☐	
39	Stairways -Rise, run & width -Construction details -Handrails -Landings -Headroom -Circular stair requirements -Enclosed usable space under stairs	☐	☐	☐	
	DETAILED CODE REGULATIONS				
40	Light & ventilation	☐	☐	☐	
41	Accessibility -Accessibility to building -Requirements based on occupancy -Accessible route -Areas of refuge -Handrail requirements -Ramps, elevators required -Clearance next to pull side of doors -Toilet facilities, clear floor space -Drinking fountain heights -Counter & service window heights -Assembly areas -Type B dwelling units	☐	☐	☐	
42	Number of plumbing fixtures	☐	☐	☐	
43	Restroom/bathroom wall finishes	☐	☐	☐	
44	Review room finish schedule for inappropriate interior materials -Maximum allowable flame spread (Table 803.4) -Textile wall coverings	☐	☐	☐	
45	Roofing -Materials -Roof slope -Drainage, drains, scuppers, overflow drains -Flashing -Skylight installation -Penthouses & roof structures	☐	☐	☐	
46	Attic access & ventilation	☐	☐	☐	
47	Draft stops	☐	☐	☐	

#	REVIEW ITEM	OK	NI	NA	COMMENTS
48	Check gypsum lath & gypsum wallboard applications for non-complying use -Horizontal assemblies -Exterior use -Showers & water closet compartments	☐	☐	☐	
49	Exterior wall coverings -Veneer: area, height & method of installation -Weather protection, materials, flashing -Weep screed size & location above grade	☐	☐	☐	
50	Glazing -Area limitations -Sloped glazing & skylights -Check all areas requiring safety glazing	☐	☐	☐	

#	REVIEW ITEM	OK	NI	NA	COMMENTS
51	Plastics: type, location & amount allowed	☐	☐	☐	
52	Foam plastic insulation separated from interior by approved thermal barrier	☐	☐	☐	
53	Shaft enclosures	☐	☐	☐	
54	Envelope energy calculations are correct & match plans submitted	☐	☐	☐	
55	Guardrails for decks & balconies -Height & opening compliance	☐	☐	☐	
	COMPUTER DATA ENTRY				
56	NaviLine review status	☐	☐	☐	
57	Complete the input in NaviLine structure set-up screen.	☐	☐	☐	
58	Verify square footage & calculated valuation data is correct.	☐	☐	☐	
	Total:	***0***	***0***	***0***	***Score:*** ***0%***

Overall Comments/Corrective Action:

Plans Examiner Signature

Date

Supervisor Signature

Date