



Clark County Building Department

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Division:	Building Department	Policy & Procedure:	TG-702-2023
Subject:	Customer Driven Consultant Services Plan Review Program	Effective Date:	09/10/2014
Code:	N/A	Revised Date:	07/24/2023

1.0 PURPOSE: The purpose of this technical guideline is to outline the requirements of the Customer Driven Consultant Services Plan Review Program. The Customer Driven Consultant Services Plan Review Program provides an alternate to the Clark County Building Department (CCBD) building plan review process by allowing a CCBD approved plan review consultant to take responsibility for code compliance and certify that the approved construction documents comply with the Building Code of Clark County.

2.0 SCOPE: The scope of this technical guideline is to specify the eligibility requirements for projects and plan review consultants and to outline the listing, project submittal, plan review, auditing requirements. Any review required outside the Clark County Building Department is not included within the scope of this program, including Fire Prevention, Zoning, Public Works (Civil), Las Vegas Valley Water District, Clark County Water Reclamation District etc.

3.0 ABBREVIATIONS & ACRONYMS:

- ATS:** Amusement and Transportation System
- BAC:** Building Administrative Code of Clark County
- CCBD:** Clark County Building Department
- CDCSP:** Customer Driven Consultant Services Program
- CCWRD:** Clark County Water Reclamation District
- IAPMO:** International Association of Plumbing and Mechanical Officials
- IBC:** International Building Code
- ICC:** International Code Council
- IRC:** International Residential Code
- LVVWD:** Las Vegas Valley Water District
- NRS:** Nevada Revised Statutes
- RDP:** Registered Design Professional
- SF:** Square Feet
- TG:** Technical Guideline

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

Amusement and Transportation System: Any ride, device, building or structure which is used primarily for human entertainment and enjoyment, either moving or stationary. The final determination whether a ride, device, or structure shall be classified under this definition shall be made by the Building Official. For the purposes of this TG, slot machines, electronic gaming devices, pinball games, or electronic arcade games, and non-motorized playground equipment are not amusement and transportation systems.

Approved Construction Document: Construction documents that have been reviewed and accepted for permit by the Building Official pursuant to the BAC.

Auditor: Any person designated by the Building Official to perform an audit.

Building Administrative Code of Clark County: Are those codes adopted in Titles 22, 24, and 25 of the Clark County Code. Administrative code provisions are found in The Building Administrative Code of Clark County (22.02), Technical codes currently governed by this Department include the Building Code of Clark County (22.04), the Residential Code of Clark County (22.05), the Safety Standards for Existing Buildings (22.10), the Abatement of Dangerous Building Code of Clark County (22.12), the Amusement and Transportation Systems Code (22.16), the Swimming Pool, Spa, and Water Feature Code (22.20), International Swimming Pool and Spa Code, Noise Attenuation Construction Standard (22.22), Water, Sewage and Other Utilities (Title 24), the Electrical Code of Clark County (25.04), the Plumbing Code of Clark County (25.08), the Building Water Conservation Code of Clark County (25.10), the Solar Energy Code (25.12), the Mechanical Code of Clark County (25.16), and the Energy Conservation Code of Clark County (25.20).

Building Official: The designated Clark County official who is charged with the administration and enforcement of the BAC and the technical guidelines. The term “Building Official” may also mean the employees who are appointed and authorized by the Building Official pursuant to NRS 278.570(2) to assist in the performance of the duties of their position.

Certificate of Compliance: A certificate from a CCBD approved plan review consultant stating that the approved construction documents are in compliance with the BAC, Southern Nevada Amendments, policies and procedures, technical guidelines, local ordinances, and state laws.

Department: Clark County Building Department (CCBD)

High-Rise Buildings: A building with an occupied floor located more than 55 feet above the lowest level of Fire Department vehicle access.

Plan Review Consultant: A firm listed to provide plan review services on behalf of CCBD under the Customer Driven Consultant Services.

Plan Review Consultant Firm: A firm meeting the listing requirements of this Technical Guideline whose primary business practice is professional plan review services. Those firms who practice architecture, engineering, construction, or other services directly related to design or construction are not eligible under this program.

Plans Review Manager: Nevada registered Architect or Professional Engineer in the employment of the Plan Review Consultant Firm who acts as the designated contact.

Registered Design Professional: An individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state or jurisdiction in which the project is to be constructed.

Townhouses: A single family dwelling unit constructed in a group of three or more attached units in which each unit extends from foundation to roof and with a yard or public way on at least two sides, and as recorded on a final map or major subdivision map.

5.0 REFERENCES:

BAC	Clark County Building Administrative Code
IBC	International Building Code
IRC	International Residential Code
SNA	Southern Nevada Amendments
TG-10	Clark County Technical Guide 10 – Structural Observation
TG-100	Clark County Technical Guideline 100 – Conflict of Interest
TG-200	Clark County Technical Guideline 200 – Peer Reviews
TG-703	Clark County Technical Guideline 703 - Audits
BD-PP-219	Clark County Building Department Policy and Procedure 219 -Deferred Submittals.
BD-PP-217	Clark County Building Department Policy and Procedure 217 Engineered Wood Truss

6.0 RESPONSIBILITIES:

- 6.1 **CCBD:** CCBD shall review applications from plan review consultant firms and personnel, develop and maintain a list of approved plan review consultant firms and personnel, verify projects submitted under this program meet the minimum eligibility requirements, verify projects submitted under this program have been approved by a listed plan review consultant firm and the plan reviews were performed by appropriately approved personnel, and perform audits of projects approved under this program.
- 6.2 **Applicant:** The applicant shall employ a consultant firm approved by CCBD and provide the necessary documentation to obtain a building permit. This review is a building code plan review only and does not include Fire Prevention, Zoning, Public Works (Civil), Las Vegas Valley Water District, Clark County Water Reclamation District, etc. Plans being submitted for building code review shall be in conformance with all other County ordinances, state statutes, etc. Failure to coordinate requirements from other cooperating agencies may result in delays or additional fees.
- 6.3 **Plan Review Consultant Firm:** The CCBD approved and listed plan review consultant firm shall ensure that the plans submitted to CCBD for a building permit under the Customer Driven Consultant Services Plan Review Program comply with the BAC, IBC, IRC, Southern Nevada Amendments, technical codes, and technical standards and submit all required documentation as required in this TG. The Plans Review Manager for the Plan Review Consultant firm is responsible for ensuring that only qualified, listed personnel perform reviews on behalf of CCBD.

7.0 PROCEDURE:

- 7.1 **Eligible Projects:** The table below outlines the projects eligible to be submitted under the CDCSP. Any project that exceeds the limitations of the “Eligible Projects” or has any of the “Not Eligible” components shall not be permitted to be submitted under this program.

Eligible Projects

- Commercial Projects constructed under IBC
- Multi-Family residential projects constructed under the IRC
- R3 single family homes and residential standard plans (Fire Flow Submittal required)
- Projects requiring a grease interceptor, with prior stamped approval by the sanitation purveyor. (CCWRD)
- Projects requiring a Fire Protection Report, which results in a finding of “no substantial work” or “no effect”.
- Projects requiring a Tenant Improvement Fire Protection Report, which results in a finding of “no substantial work” or “no effect”

Projects Not Eligible

- Educational, Institutional, and/or Hazardous occupancies
- High-Rise Buildings
- Work without permit
- Townhouses
- Marijuana Facilities that include cultivation and/or processing activities
- Membrane structures
- ATS permits
- Projects located in a FEMA Special Floodplain Hazard Area
- Projects which require a Fire Protection Report or a Tenant Improvement Fire Protection Report by CCBD established standards except as described under eligible projects above
- Projects which require an Alternate Materials and Methods approval at time of submittal or at any time up to project final inspection
- Grading only permits or building with grading permits that authorize new grading activity and require the approval of other agencies.
- Mezzanines or platforms that are supported directly by a slab on ground, or projects that require new foundations which are not located in an approved certified pad area.
- Access gate permits

7.2 **Minimum Requirements for Plan Review Consultant Firms:** The following requirements must be met, and verification submitted to the Building Official in order to become a CCBD listed plan review consultant firm.

7.2.1 Employ a Nevada registered Architect or Professional Engineer to act as the Plan Review Manager.

7.2.2 Employ appropriately licensed and/or certified plan review personnel.

7.2.2.1 Commercial Architectural: Licensed architect/engineer or ICC Commercial Building Plans Examiner certification

- 7.2.2.2 Commercial Electrical: Licensed architect/engineer or ICC Electrical Plans Examiner certification
- 7.2.2.3 Commercial Plumbing: Licensed architect/engineer or ICC or IAPMO Plumbing Plans Examiner certification
- 7.2.2.4 Commercial Mechanical: Licensed architect/engineer or ICC or IAPMO Mechanical Plans Examiner certification
- 7.2.2.5 Residential Architectural/Electrical/Plumbing/Mechanical: licensed architect, residential designer, or ICC Residential Plans Examiner certification
- 7.2.2.6 Structural (Commercial or Residential): Licensed Engineer
- 7.2.3 Maintain a certificate of professional liability insurance issued by an insurer authorized to insure in the State of Nevada with limits not less than \$1,000,000 per claim and \$2,000,000 in aggregate for all claims made during the policy period.
- 7.2.4 Conform to the Conflict-of-Interest Technical Guideline TG-100.
- 7.2.5 Firms shall obtain International Code Council – International Accreditation Service certification as a Building Department Service Provider no later than Jan 1, 2026, to remain eligible for this program.

7.3 Listing of CCBD Approved Plan Review Consultant Firms: Plan Review Consultant firms that are approved to provide contract services through CCBD or successfully demonstrate that the minimum requirements of section 7.2 have been met are eligible to be listed as a CCBD approved Plan Review Consultant firm under the Customer Driven Consultant Services Plan Review Program.

- 7.3.1 The initial listing fee per the BAC must be submitted at the time of application.
- 7.3.2 The listing is valid for one (1) year.
 - 7.3.2.1 Plan Review Consultant firm must submit for an annual renewal thirty (30) days prior to the expiration of the listing.
 - 7.3.2.2 The Plan Review Consultant firm shall submit any required documentation to demonstrate that the licensing and insurance requirements of section 7.2 have been met.
 - 7.3.2.3 The annual renewal fee shall be per the BAC.
- 7.3.3 The Plan Review Manager shall submit a list of all personnel at the Plan Review Consultant firm that are eligible to perform plan reviews by discipline.
 - 7.3.3.1 The initial listing fee for personnel per listed plan reviewer in accordance with the BAC must be submitted.
 - 7.3.3.2 Copies of current professional license(s) and/or certifications that demonstrate compliance to section 7.2.2 shall be submitted.

- 7.3.3.3 Demonstrate that the continuing education requirements for plan review personnel have been met in accordance with NRS 278.577.
- 7.3.3.4 The annual renewal fee per listed plan reviewer is per the BAC.
- 7.3.4 The Plan Review Manager may submit updated plan reviewer credentials or new plans examination staff to CCBD at any time during their listing. Listing update fees are per BAC.
- 7.3.5 If CCBD becomes aware that a plan reviewer is no longer certified in accordance with section 7.2, the plan reviewer may be removed from the listing and any plan reviews performed without the required certification will void the plan review approval. The firm may be suspended from the program for a period of up to one (1) year.
- 7.3.6 CCBD shall review all applications and maintain the approved listing on the CCBD website.
- 7.4 **Prequalification Process:** A Project specific prequalification review is required prior to acceptance into the program. The submittal process is outlined below.
 - 7.4.1 The Applicant shall contact CCBD to prequalify project specific eligibility.
 - 7.4.1.1 Project eligibility and verification of the active status of the selected Plan Review Consultant Firm shall be determined at time of prequalification.
 - 7.4.1.2 The applicant shall schedule a prequalification review by calling (702) 455-8011 and submit the completed Prequalification Review form (see Appendix C). The project will be reviewed by the Manager of Plans Examination or designees.
 - 7.4.1.3 The applicant shall electronically submit their permit application, including all plans, calculations, and documents required for CDCS submittal after the Prequalification Review is requested and prior to the prequalification eligibility review. The applicant shall add the following information to the front of the scope of work description in the online permit application: ****CDCS Prequalification Review (MM/DD)**** and the name of the Plan Review Consultant Firm.
 - 7.4.1.4 The applicant shall submit the Owner/Tenant Certification Statement (see Appendix A).
 - 7.4.2 If during the prequalification review, CCBD determines the project does not meet eligibility requirements, the project will be rejected for Customer Driven Consultant Services Plan Review Program. Plan Submittal will notify the applicant and the permit process will follow the standard policy.
 - 7.4.3 If all requirements are met during the prequalification review, the Manager of Plans Examination or their designee will notify Plan Submittal. Plan Submittal shall provide an Additional Information Requested comment – Applicant to upload PRCF Plan Review

Manager's Reviewed and Approved Stamped plans, calculations, and supporting documents necessary for permitting of the project.

7.5 **Plan Review:** The review process is outlined below.

7.5.1 The Plan Review Consultant Firm will review the plans, calculations, and supporting documents and issue comments as necessary.

7.5.2 Once the plans are reviewed and approved, the PRCF Plan Review Manager shall affix an electronically applied approval stamp to all sheets within the plan set and the cover sheet of any calculations or reports. The stamp shall include at the minimum:

CUSTOMER DRIVEN CONSULTANT SERVICE PLAN REVIEW

Plan Review Consultant Firm:

Plan Review Manager:

Date:

Plans have been Reviewed and Accepted

7.5.3 On the cover sheet the Plans Review Manager shall list the plan reviewers along with their respective disciplines.

7.5.3.1 On the cover sheet the Plans Review Manager shall list any and all associated permits, such as Grease Interceptors, Trash Enclosures, Site Lighting, etc.

7.5.3.2. The Plans Review Manager shall complete the code/analysis project data sheet (Appendix B).

7.6 **Permitting Process:** The permitting process is outlined below.

7.6.1 The applicant will upload the plans, calculations, and documents noted in 7.5. All sheets within the plan set must include a code compliance stamp that is signed and dated by the PRCF Plan Review Manager.

7.6.2 Plans Submittal will activate the required workflows for the permit type applied for and assess the plan review fees.

7.6.3 Plans Submittal will route the plans in accordance with CCBD policy depending on the type of permit that is submitted for Zoning, Public Works, or any other agency requiring approval prior to permit issuance.

7.6.3.1 The Plan Review Consultant Firm may be required to re-review any modified drawings required for compliance to Zoning, Public Work, or any other agency requiring approval.

7.6.4 Manager of Plans Examination or their designee shall review the plans, calculations, and documents to verify the PRCF stamp is provided. They shall complete the associated workflows, Val Calc tab, Plans Exam tab, and Third-Party tab (if applicable) based on Appendix B.

7.6.5 The Permit Application Center shall calculate the required fees and determine any remaining conditions of approval that must be met prior to permit issuance. The contact will be notified by email.

7.7 Revisions/Deferred Submittals:

7.7.1 The applicant shall submit revisions/deferred submittals to the PRCF. The Plan Review Manager shall review the revisions and/or deferred submittals. Once approved the Plan Review Manager shall affix an electronically applied approval stamp to all revised sheets and /or the cover sheet of any calculations or reports.

7.7.2 The applicant shall electronically submit PRCF Plan Review Manager's Reviewed and Approved Stamped revisions and deferred submittals.

7.7.3 The Manager of Plans Examination or their designee shall complete the associated workflows.

7.7.3.1 CCBD may review minor revisions and/or modifications at their discretion.

7.7.3.2 Upon written notification to the contact and the Plan Review Consultant Firm, the Building Official may elect to review all subsequent revisions, deferred submittals, or any other documentation required to complete the project.

7.7.4 Policies BD-PP-219 Deferred submittals and BD-PP-217 Engineered Wood Truss shall be adhered to by the Consulting Firm.

7.7.5 Plan modifications that add square footage, plumbing fixture units, and/or change use will not be reviewed as a revision. Any modifications that would otherwise exempt the project from eligibility shall not be reviewed as a revision. Any plan modification of this nature shall be processed as a supplemental permit. CCBD Plan Submittal shall be contacted to determine extent and scope for the work identified.

7.7.6 Mandatory Field Changes and Revisions:

7.7.6.1 If a department inspector determines that the approved plans contain code violations or are missing critical information, the inspector may get a second opinion from their supervisor prior to requiring the customer to make changes. The inspector/supervisor shall identify the issues in writing to the Manager of Plans Examination

7.7.6.2 If the issue noted above is confirmed to be a code violation or if the plans are missing critical information necessary to perform inspections, the Manager of Plans Examination will inform the Contractor, Contact, and the Plan Review Consultant Firm in writing (e-mail is considered sufficient) that corrections and/or additional information will be required to reach a resolution.

7.7.6.3 The contact will upload the corrections and/or additional information as a revision. The Manager of Plans Examination, or their designee will assign the Building Department workflows to the Plan Review Consultant Firm

7.7.6.4 If a code violation is confirmed, the CCBD Manager of Plans Examination will require an audit of the project to be completed as noted in section 7.7.

7.7.7 The Building Department shall assess a minimum 1-hour charge to the revision for additional required processing.

7.8 **Audits:** All plans submitted under the Customer Driven Consultant Services Program are subject to an audit by CCBD to determine if the plans are in compliance with the Clark County adopted codes. CCBD shall perform audits in accordance with TG-703. Audits are not considered random. The Building Official may select any project for an audit.

7.8.1 **Selective Audit Process:** The Department will perform audits on selected new construction or renovation projects that are allowed in the Customer Driven Consultant Services Program as listed under “Selective Audit” on the Audit Chart contained in TG-703. The audits may be conducted prior to or after the issuance of the permit.

7.8.2 **Automatic Audit Process:** The Department will perform audits on all new construction or renovation projects that are allowed in the Customer Driven Consultant Services Program and listed under “Automatic Audit” on the Audit Chart contained in TG-703. The audits will be conducted prior to or after the issuance of the permit. An Automatic Audit will be completed within thirty (30) days of permit issuance.

7.8.3 **Audit Criteria:** CCBD shall perform an audit on each plan review discipline included in the selected projects. CCBD shall utilize, as a minimum, the audit checklists located in TG-703.

7.8.4 **Audit Findings:** CCBD shall notify the owner and the Plan Review Consultant Firm of the audit findings. The notification will provide a summary of the audit results and will direct the Plan Review Consultant Firm to address any code violations found in the audit.

7.8.4.1 Failure to submit the required corrections by the date identified in the notification may result in the revocation of the Plan Review Consultant Firm’s approval and listing.

7.8.5 **Appeal Procedures:** If the Plan Review Consultant Firm of an audited project disputes the result of the audit findings or disputes the accuracy or applicability of any code correction comment entered in connection with such audit, the Plan Review Consultant Firm has the right to request an appeal in accordance with Audit, TG-703.

7.9 **Suspension and Revocation:** Referencing the Audit results above and CCBD BAC Section 22.02.540, if the Plan Review Consultant Firm fails three (3) audits within a one-year period, the Plan Review Consultant Firm may be subject to suspension and/or revocation.

7.9.1 If a Plan Review Consultant Firm’s privileges are subject to suspension or revocation for any reason, the Department shall cause a dated notice to be mailed by first class mail to such firm at their listed business address. Such dated notice shall inform the firm of the reasons for such revocation.

- 7.9.1.1 If the Plan Review Consultant Firm’s privileges are suspended, the firm must reapply for the program and pay full fees as a new application pursuant to the BAC.
- 7.9.1.2 If the Plan Review Consultant Firm has reason to believe that suspension or revocation of their firms’ privileges is not warranted, the firm has the right to appeal in writing, within ten (10) business days of the date on which notice is mailed, to the department’s Manager of Plans Examination.
- 7.9.1.3 The sole administrative recourse for suspension or revocation of a Plan Review Consultant firms’ approval to provide service under this program is contained in 22.02.560 of the BAC.

7.9.2 The Building Official may revoke any permit issued under this Program if any audit or inspection indicates that the permitted project or any portion thereof poses a threat to the public health, safety, or welfare.

8.0 RECORDS:

All documents associated with the Customer Driven Consultant Services Plan Review Program shall be sent to the Records Division.

9.0 ATTACHMENTS:

- Appendix A: Owner/Tenant Certification Statement form
- Appendix B: Building Department Customer Driven Program Building Code Analysis
- Appendix C: Customer Driven Consultant Services Plan Review Program Prequalification Review

Prepared By: Terry Kozlowski

Date Prepared: June 2023

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TG-702	September 10, 2014	September 10, 2014
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APPENDIX A

Owner/Tenant Certification Statement Form

Owner/Tenant Certification Statement

This statement shall be signed by the Owner or Authorized Tenant responsible for the project work

PAC # _____

Project Name: _____

Project Address/APN: _____

Name of Plan Review Consultant Firm: _____

I have authorized the above-named Consultant Firm to review the construction plans referenced in the PAC # above for compliance to the adopted construction codes of Clark County. I understand that project is being approved for a building permit based on the review from the above-named Consultant Firm and is subject to audit and/or field inspection by the CCBD. I agree to take any remedial measures, disclosed by the CCBD that are necessary to bring the attached plans and any completed construction into conformity with all applicable provisions of the Building Codes of Clark County and other related state and federal laws and regulations. I agree to take the necessary measures to correct any misrepresentation or falsification of facts made knowingly, unknowingly or negligently by my agents, contractors, employees, or me.

Signed

Print Name

Date

APPENDIX B

BUILDING DEPARTMENT CUSTOMER DRIVEN PROGRAM BUILDING CODE ANALYSIS - PROJECT DATA

Date: _____ Submitted by: _____

Project Location: _____ PAC No. _____

ANALYSIS ITEMS

Code Year/Disciplines _____

Occupancy classification(s) _____

Occupant Load: _____

Type of Construction: _____

Fire Sprinklers: Yes _____ No _____

Height: Actual _____ Allowable _____

Stories: Actual _____ Allowable _____

Area: Actual _____ Allowable _____

(Include allowable area calculations per Chapter 5)

(Include mixed occupancy calculations -if applicable)

Type I Hood: Yes _____ No _____

Type II Hood: Yes _____ No _____

Grease Interceptor: Yes _____ No _____

List of required Special Inspections: _____

Structural Observation: Yes _____ No _____

Seismic Design Category: _____

H/C parking: Provide _____ Required _____

List of Deferred Submittal Items: _____

Appendix C

Customer Driven Consultant Services Plan Review Program Prequalification Review

Consultant Firm: _____

Number/Expiration Date: _____

Name of Project: _____

Address of Project (Number, Street, Suite): _____

Comprehensive Planning Approval: Yes ___ No ___

Grading Permit Number (New Construction): _____ N/A ___

In ground interceptor: Yes ___ No ___ CCWRD Approved Plans: Yes ___ N/A ___

Check the type of project:

- Commercial Projects constructed under IBC.
- Multi-Family residential projects constructed under the IRC.
- R3 single family homes and residential standard plans (Fire Flow Submittal required)
- Projects requiring a grease interceptor, with prior stamped approval by the sanitation purveyor. (CCWRD)
- Projects requiring a Fire Protection Report, which results in a finding of “no substantial work” or “no effect.”
- Projects requiring a Tenant Improvement Fire Protection Report, which results in a finding of “no substantial work” or “no effect.”

Provide the scope of work (concise description of the project):

Construction documents:

Architectural plans: Provided ___ N/A ___

List all items requiring separate permit: _____

Separate permit(s) numbers: Permit Numbers _____ N/A ___

List Deferred Items: _____ N/A ___

Structural plans: Provided ___ N/A ___

Special Inspections required: Yes ___ No ___ Type _____

Structural calculations: Provided ___ N/A ___

Electrical plans: Provided ___ N/A ___

Electrical load calculations: Provided ___ N/A ___

Plumbing plans: Provided ___ N/A ___

Kitchen plans: Provided ___ N/A ___

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In ground Interceptor: Provided ___ N/A ___
Mechanical plans: Provided ___ N/A ___
IECC Interior/Exterior Lighting Certificates: Provided ___ N/A ___
FPR: Provided ___ N/A ___

Items requiring separate permit (listed): _____

Separate permit(s) applied for: Provided ___ N/A ___

Forms:

Building Permit application: Provided _____

Owner/Tenant Certification Appendix A: Provided _____

IECC Interior/Exterior Lighting Certificates: Provided ___ N/A ___

COMcheck/REScheck: Provided ___ N/A ___

Manual J/S: Provided ___ N/A ___

Manufacturers Installation instructions: Provided ___ N/A ___

The applicant shall contact Bldgsrvs@clarkcountynv.gov with the permit number assigned.

During the prequalification meeting, if all the requirements are met, the Building Department representative will accept the submittal.

===== Below For Use by Clark County Only =====

Project accepted by: _____

Notes: _____

