



# Department of Building & Fire Prevention

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November 24<sup>th</sup>, 2020

## Department Lobby Closure

**Effective Tuesday, November 24<sup>th</sup>, 2020, until further notice**

During the temporary closure staff will actively process permits online. All projects must be submitted online using the Citizens Access Portal. We apologize for the inconvenience, and we will provide updates on this website as they become available. Please stay safe.

For **Building Permit Paper Plans** that were submitted prior to March 2020, that are ready for permit issuance and are currently in a "Ready to Issue" status customers should email [eplanissuance@clarkcountynv.gov](mailto:eplanissuance@clarkcountynv.gov). Once permit issue receive your email, you will be contacted with instructions and any additional actions required. Plans will be scanned into electronic format and then customers will be notified to pay permit fees. Permit fees need to be paid through the Citizens Access Portal. Once payment is received, the permit will be emailed and the plans will be available for download in the Citizens Access Portal.

For **Paper Plan Correction Submittals**, customers will need to schedule a delivery time to drop them off in the north front door vestibule. [Click here](#) to schedule a delivery time by selecting "Building Plans Exam" from the Selection Division dropdown. Please make sure that correction shall be separated by discipline. Each correction will need to have a document attached to the outside of the plans that state the permit number, the plans exam discipline, the plans examiner name and the project's contact name, phone number and email for the submittal.

For **Fire Prevention Mylar submittals**, customers will need schedule a delivery time to drop them off in the north front door vestibule. [Click here](#) to schedule a delivery time by selecting "Fire Prevention Intake Division" from the Selection Division dropdown. Mylars will need to have a document attached to the outside of the plans with a contact name, phone number and email for the submittal. Once the mylars are signed customers will be contacted to make an appointment for pick up.

### Appointment Locator

Select Division

Building Plans Exam ▼

Select Service

Application/Drawing Correction Sul ▼

### Appointment Locator

Select Division

Fire Prevention Intake ▼

Select Service

Mylar Submission for Signature ▼

**PLEASE NOTE THAT CUSTOMERS WILL NOT BE ABLE TO FULLY ENTER THE BUILDING AND MEET IN PERSON WITH STAFF.**

Also, **Inspections** have no changes and are still available to be scheduled Monday through Friday from 7am until 4pm.

Thank you

Clark County Department of Building and Fire Prevention