

CLARK COUNTY BUILDING DEPARTMENT

ANNUAL FACILITY PERMIT



togetherforbetter

**Clark County Building Department
Updated November 2023**

CLARK COUNTY BUILDING DEPARTMENT ANNUAL FACILITY PERMIT

PERMIT AND INSPECTION COMPLIANCE MADE EASY

The Annual Facility Permit (AFP) was created with resort properties in mind, to provide an umbrella permit that would cover minor projects that are regularly completed by in-house trades.

Properties with an AFP are not required to submit permit applications and plan documents for each project. Eliminating these steps when performing minor work and routine maintenance can be beneficial when critical repairs or minor alterations are needed.

Qualified properties, as designated by Clark County Code, can obtain an annual permit and use an escrow account to pay for inspection fees. Inspections are scheduled as requested, typically within one working day. The property is then responsible for keeping standard records for the work as it is completed.



STANDARD PERMIT AND INSPECTION REQUIREMENTS

REQUIREMENTS FOR PERMITS AND INSPECTIONS ARE SET FORTH IN THE CLARK COUNTY BUILDING ADMINISTRATIVE CODE

From Section 22.02.165:

“Any owner or authorized agent who intends to perform grading or construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building, structure, pool, spa, sign or ATS, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit(s).”

From Section 22.02.435:

“Work for which a permit is required shall be subject to inspection by the building official and such work shall remain accessible and exposed for inspection purposes until approved.”

STANDARD PERMIT AND INSPECTION REQUIREMENTS

The language in the code indicates permits and inspections are required for many of the maintenance tasks which routinely occur in high-rise and resort properties.

Here are some examples of work which is typically completed by in-house staff, and which is subject to permit and inspection requirements pursuant to Clark County Code.

CARPENTRY SHOP

- Gypsum wallboard repairs
- Replacement of rated doors or door hardware
- Alteration of non-bearing walls or partitions
- Relocation of door or window openings

ELECTRICAL SHOP

- Relocation of slot banks and other gaming equipment
- Addition or relocation of receptacles
- Power and data installation for interactive kiosks
- Addition or relocation of lighting fixtures

PLUMBING AND HVAC SHOP

- Replacement of damaged piping
- Change out of appliances
- Relocation of duct work

The annual facility permit allows for these types of routine work to be completed without the delays of the permit application and plan check process.

USING AN ANNUAL FACILITY PERMIT

SIMPLIFY ROUTINE MAINTENANCE TASKS

The purpose of an AFP is to simplify the process for routine maintenance tasks that commonly occur in high-rise and resort properties.

In cases where the work is expressly authorized by Section (E) of the ordinance, an AFP permit holder will not need approval from the Building Department prior to initiating the work. The property may simply perform the work, indicate that the work is subject to an AFP inspection, and request an inspection of the work.

In cases where the work is minor but is not authorized by Section (E), the property may contact the Building Department to determine whether the project may be completed under the AFP. The Building Department will accommodate the request if appropriate or, in cases where the AFP cannot be used, the Department will assist in meeting an immediate need.

USING AN ANNUAL FACILITY PERMIT

WORK PERMITTED UNDER THE AFP IS LIMITED TO MINOR WORK

In general, these are repair or replace, same-for-same type projects. Eligible projects are listed in the text of the ordinance included at the end of this publication.

Work that is not permitted to be done under an AFP includes any alteration that would affect the building in one or more of the follow manners:

- Change to the occupancy classification of an area
- Increase the occupant load of the area
- Changes affecting minimum exit access requirements
- Construction that interferes with the smoke control system
- Change in load of any structural component

Any required changes to the fire sprinkler or fire alarm system components that have resulted from alterations which were completed under an AFP must have separate permits issued by the Fire Department.

In addition to the types of work specified in the ordinance, other minor projects will be considered for eligibility by the Building Department.

RECORD KEEPING FOR PERMITTED WORK

COUNTY ORDINANCE REQUIRES ACCURATE RECORDS

Obtaining an AFP does not release the property from the general requirements for permits and inspections. The difference is that the permit holder agrees to keep accurate records of compliance for the work that is being completed.

Rather than applying for a permit for every project and submitting documentation for review, the AFP permit holder may bypass the plan review process and assume the responsibility for keeping records for the work.

Clark County ordinance requires the AFP permit holder to make available accurate records of the work that is performed and inspection records for that work. The requirement is stated in very general terms and sets no arduous standard defining how a property must keep those records.

This requirement can usually be satisfied within the property's work authorization tracking system. Fields to indicate that permitting is required, and the inspection has been approved can usually be added to the property's existing project tracking systems.

INSPECTION SERVICES UNDER THE ANNUAL FACILITY PERMIT

INSPECTION REQUESTS CAN GENERALLY BE COMPLETED THE NEXT DAY

Inspections are required before work is concealed by finish materials. However, several minor projects completed under the AFP can often be combined and inspected on a monthly or bi-monthly basis. Inspection requests can be made online for next day service or, in urgent situations, requests for same-day inspections may be made by phone.

Inspection services are charged at an hourly rate, in accordance with Section 22.02.430 Table 3-I of the Clark County Building Administrative Code.



APPLYING FOR AN ANNUAL FACILITY PERMIT

ELIGIBILITY QUALIFICATIONS

The ordinance recognizes Group R occupancy high-rise buildings and licensed resort hotels, including any associated ancillary structures, as eligible for the Annual Facility Permit. Other buildings may be eligible as determined by the Building Official.

Nevada State Contractor licensing requirements apply to the issuance of an AFP. The property must employ a qualified person who holds the appropriate license to obtain the permit. The person holding the state license must also hold a valid Clark County business license to be eligible.

A deposit to an escrow account must be made prior to the issuance of an AFP permit. The escrow account will be used to pay for inspection services throughout the permit period. The minimum initial deposit is \$10,000 and the minimum balance for the account is \$2,000.

APPLYING FOR AN ANNUAL FACILITY PERMIT

PROPERTIES MEETING ELIGIBILITY REQUIREMENTS MAY APPLY FOR AN AFP ONLINE BY FOLLOWING THESE STEPS:

- 1** Visit the Building Department website:
www.ClarkCountyNV.gov/Building
- 2** From the RELATED PAGES heading,
select Citizen Access Portal
- 3** Sign in, or follow the steps
to create a new account
- 4** Click on the Building drop-down menu,
and select “Apply for Permits”
- 5** Accept the Terms of Use
- 6** Click on the “Commercial Building
Permits - Plan Required” drop down
- 7** Select “Annual Facility Permit”
and continue the application
- 8** Complete all application information
and submit

OPENING AND FUNDING AN ESCROW ACCOUNT



AN ESCROW ACCOUNT WILL BE USED TO PAY INSPECTION FEES

AFP permit holders are charged for inspection fees on an hourly basis, instead of paying for permit application fees and plans check fees for each project.

The Clark County Building Department Finance Division will help set up an account to maintain funds with the department, to cover inspection fees as they are accrued.

Request the appropriate form by sending an email to bdfpfinance@ClarkCountyNV.gov. Complete and return the form to Finance. Once the form is received, the escrow account can be funded.

CLARK COUNTY BUILDING ADMINISTRATIVE CODE

SECTION 22.02.222

ANNUAL FACILITY PERMIT

- (A) **General.** In lieu of an individual permit for each new alteration to an already approved building, electric, mechanical, and/or plumbing installation, an annual permit may be issued upon application to any person regularly employing one or more qualified trade persons in the building and its premises owned or operated by the permit applicant. The annual permit shall be issued to a person who holds a valid and active Nevada State Contractors License covering the scope of work authorized by the permit and who holds a valid and active Clark County business license. The permit shall be valid for one calendar year from the date of issuance.
- (B) **Qualifying Projects.** Annual facility permits may be issued for a building listed below:
- (1) A building classified as a high-rise building with a R-Occupancy by the Building Code of Clark County, along with their associated ancillary structure;
 - (2) A building licensed as a resort hotel under Title 30 of the Clark County Code; or
 - (3) Other buildings as deemed appropriate by the building official.
- (C) **Records.** The permit holder shall keep a detailed record of alterations made under the permit, required inspections, and inspection approvals. The building official shall have access to such records at any time.
- (D) **Fees.** The permit issuance fee shall be fifty dollars. The inspection fees for the annual facility permit shall be charged at the hourly rate as indicated in Table 3-1. A deposit of ten thousand dollars is required at time of permit application and annual re-issuance for the hourly inspection fees associated to the permit. The permit holder shall maintain a minimum deposit balance of two thousand dollars. A balance that is unused upon the expiration of the permit may be returned to the permit holder, or may be applied to a subsequent annual facility permit.

CLARK COUNTY BUILDING ADMINISTRATIVE CODE

SECTION 22.02.222

ANNUAL FACILITY PERMIT

—continued—

- (E) **Work.** The work that may be authorized under the annual facility permit shall be limited to interior work specified below. All work that may be concealed must receive an approved inspection before the work is concealed. Inspections for all other work must be made within seventy-two hours after the work is performed.
- (1) Adding walls to subdivide existing offices. May require separate fire sprinkler/alarm permit.
 - (2) Enclosing a doorway separating offices.
 - (3) Replacement of grid or drywall ceilings not more than one thousand five hundred square feet in area.
 - (4) Replace or relocate electric devices or lighting fixtures, including necessary conduit and wiring.
 - (5) Adding no more than ten new electrical receptacles or lighting fixtures including necessary conduit and wiring.
 - (6) Relocating power and data for slot banks on casino floors thru an existing in-floor duct system.
 - (7) Replace like-for-like HVAC units.
 - (8) Relocate diffusers and ductwork not associated with a smoke management system.
 - (9) Repair/Replacement or addition of no more than forty-five feet of ductwork for conditioned air only, within the same space.

CLARK COUNTY BUILDING ADMINISTRATIVE CODE

SECTION 22.02.222

ANNUAL FACILITY PERMIT

—continued—

- (10) Replace like-for-like appliances such as water heaters.
- (11) Emergency repair(s) to building service equipment to maintain essential service for the occupants.
- (12) Replace or repair of fire-rated doors and/or hardware with an inspection within forty-eight hours of the work performed.
- (13) Repair or replace no more than three hundred twenty square feet of drywall with an equivalent thickness and grade, maintaining fire-resistive rating consistent with the adjacent construction. Wall or ceiling assemblies having a fire-resistive-rating greater than one hour shall have additional inspections, as necessary, to assure construction in accordance with the listed assembly detail.
- (14) Removal of non-structural and non-bearing office partition walls and termination of any utilities within or attached to such walls, not to exceed 400 square feet of wall area. The walls are required to be non-rated and not passive smoke barriers or a portion thereof. Removal of the walls shall not cause a change of occupancy classification.
- (15) Installation, modification or removal of non-combustible interior security fencing that does not obstruct or restrict required egress or accessibility routing.
- (16) The repair/replacement of up to forty-five feet of DWV and supply piping with piping of the same size and material.
- (17) Other construction work determined by the Building Official to be of a sufficiently minor nature as to be appropriately within the scope of this permit.

