



Clark County Department of Building & Fire Prevention

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

Combined Board of Building Appeals Guidelines for Preparing Appeals Building Permit Guide

Jerome A. Stueve, P.E., Director
Samuel D. Palmer P.E., Assistant Director • Girard Page, Fire Marshal

Use of this guideline is recommended for those who wish to make an appeal before the Clark County Combined Board of Building Appeals. Appeals may be made for the use of alternate materials and methods of construction or interpretation of codes governed by Chapter 22.02 of the Clark County Building Administrative Code. The format below will aid you in preparing a letter of appeal.

- **Heading: Before the Combined Board of Building Appeals of the County of Clark**
- Provide the name and affiliation of person(s) participating in the appeal. The appellant(s) must have a legal involvement in the appeal (e.g., Appeal of John B. Smith - owner of the property).
- Include the name of the project or building, property address(s), and permit number(s) or plans involved in the appeal.
- In a brief statement, provide a description of exactly what decision or order is being protested.
- Provide a statement identifying the relief sought and include any justification for this proposed action. It is the appellant's burden to prove or substantiate how the resulting resolutions will provide equivalency to the appealed item (for code requirements). This statement should identify pertinent codes, code year and sections related to the appeal. The Board is not authorized to provide waivers or variances to the codes.
- Attach an inventory list of documents submitted as material facts and backup data for the appeal, including the document(s) containing statements as noted herein.
- Include a statement of declaration as to the truth of the matters stated in the appeal. This declaration shall be made under penalty of perjury. Also, provide original signatures of all parties cosignatory to the appeal with their mailing addresses.
- Finally, a notary public shall verify the signature of at least one of the appellants on the document package.
- The documents may be sent via registered mail or hand delivered to the Building Official, Clark County Department of Building.

Department of Building & Fire Prevention Locations & Services

| | | |
|--|--|--|
| MAIN OFFICE 4701 W. Russell Road Las Vegas, NV 89118 (702)455-3000 | On-Site Plan Submittals All "Walk-Through" Plan Review / Permitting Functions Residential Tract Submittal / Permitting All Sub-Trade (Electrical, Plumbing & Mechanical) Permitting Building Inspection Scheduling Functions Fire Prevention Inspection Services Records | Temporary Certificate of Occupancy Submittals Building Inspections Building Inspector Inquiries Amusement / Transportation Systems Operation Certificates Approved Fabricators Quality Assurance Agency Listing |
| LAUGHLIN OFFICE Regional Government Center 101 Civic Way Laughlin, NV 89029 (702)298-2436 | Building Inspection Services Fire Prevention Inspection Services | |
| OVERTON OFFICE 320 North Moapa Valley Blvd. Overton, NV 89040 (702)397-8089 | Building Inspection Services Fire Prevention Inspection Services | |

Automated Phone System (702) 455-3000

- Option 1:** For all Inspection services or to report a building code violation.
- Option 2:** For information regarding on-site permits or new plan submittals.
- Option 3:** For the Building Plans Examination division or QAA information.
- Option 4:** For the Zoning Plans Examination division.
- Option 5:** For information or copies regarding land development, construction documents, plans or permits.
- Option 6:** To speak with Management staff.
- Option #:** For hours of operation, Office location and website information.

Other Clark County Departments/Divisions/Districts

| | | |
|---|---|----------------|
| Air Quality & Environmental Management | 500 S. Grand Central Parkway, Las Vegas NV | (702) 455-5942 |
| Public Works, Development Review Services | 500 S. Grand Central Parkway, Las Vegas NV | (702) 455-6000 |
| Comprehensive Planning | 500 S. Grand Central Parkway, Las Vegas NV | (702) 455-4314 |
| Fire Department | 575 E. Flamingo Road, Las Vegas NV | (702) 455-7316 |
| Las Vegas Valley Water District | 1001 S. Valley View Boulevard, Las Vegas NV | (702) 870-2011 |
| Southern Nevada Health District | 625 Shadow Lane, Las Vegas NV | (702) 759-1000 |
| Water Reclamation District | 5857 E. Flamingo Road, Las Vegas NV | (702) 668-8888 |

State of Nevada

| | | |
|--------------------------------|--|----------------|
| Division of Water Resources | 400 Shadow Lane, Suite 201, Las Vegas NV | (702) 486-2770 |
| Nevada State Contractors Board | 2310 Corporate Circle, Suite 200, Henderson NV | (702) 486-1100 |

Utilities

| | | |
|---------------|---|----------------|
| Nevada Power | 6226 W. Sahara Avenue, Las Vegas NV | (702) 402-5555 |
| Southwest Gas | 5241 Spring Mountain Road, Las Vegas NV | (877) 860-6020 |

www.clarkcountynv.gov/building