



# Department of Building & Fire Prevention

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## SUBJECT: TG-80-2017 SPECIAL INSPECTION AGREEMENT AGENCY CHANGE

**1.0 PURPOSE:** The purpose of this Technical Guideline is to give general direction regarding the requirements to change the prime special inspection agency, split the special inspection items between multiple firms, or add/remove special inspection items. A special inspection agreement is required under Section 22.02.510 (B) of the Clark County Building Administrative Code.

**2.0 SCOPE:** When special inspections by an Approved Agency are required, the owner or the design professional acting as the owner’s agent shall employ a Prime Agency. The Prime Agency shall provide special inspections in accordance with the special inspection agreement and as required by the technical codes. No changes of the Prime Agency shall be made without approval of the Building Official.

### 3.0 ABBREVIATIONS & ACRONYMS

- BAC:** Building Administrative Code
- CCDBFP:** Clark County Department of Building & Fire Prevention
- IBC:** International Building Code
- TG:** Technical Guideline

**APPROVED DATE: July 9, 2010**  
**REVISION DATE: September 8, 2017**

Revised By:	Concurred By:	Approved By:
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#### **4.0 REFERENCES:**

International Building Code  
Clark County Building Administrative Code  
Technical Guidelines: TG-15, TG-16, TG-17, TG-50

**5.0 DEFINITIONS:** For the purposes of this technical guideline certain terms, phrases, words and their derivatives shall be construed as specified in this section, the IBC, and the BAC of Clark County.

#### **6.0 RESPONSIBILITIES:**

##### **6.1 Prime Agency**

**6.1.1** The agency shall not perform special inspection activities on a project without being designated on the special inspection agreement.

**6.1.2** The agency shall assist the owner/representative to the best of their abilities to facilitate a change in the special inspection agreement.

##### **6.2 Subcontracted Agency**

**6.2.1** It is the responsibility of the Subcontracted Agency to submit a copy of all records of special inspection activities to the Prime Agency.

##### **6.3 Owner**

**6.3.1** The owner/representative must submit a request to CCDBFP to change the special inspection agreement.

##### **6.4 Contractor**

**6.4.1** Shall cease all construction work that requires special inspection until the agency change has been issued by CCDBFP staff.

##### **6.5 CCDBFPFP Engineering Group**

**6.5.1** CCDBFP staff shall review all special inspection agreement change requests.

**7.0 PROCEDURE:** Special inspection agreement change request shall be submitted to CCDBFP at 4701 W. Russell Road, Las Vegas, Nevada.

##### **7.1 Owner**

**7.1.1** The owner/representative must submit a request to CCDBFP to change the special inspection agreement. The request shall include the following:

- A letter stating who will be performing the special inspection activities, the current status of the project, and when the change will occur.
- The new prime agency must provide a letter detailing the current status of the project, the special inspection services to be performed, and the projected project start date.

- When the owner wishes to change prime agencies during the course of construction all construction work requiring special inspection must cease until the agency change has been issued by CCDBFP staff. A partial final inspection report must be submitted to the CCDBFP office. The new prime agency must provide a letter detailing the extent of the work inspected by the original prime agency and remaining special inspection services they will perform.

**7.1.2** When the agreement is to be split between multiple agencies and there have been no inspections performed to date on the items to be split, the owner/representative must submit a letter stating who will be performing the special inspection activities and the current status of the project.

## **7.2 Original Prime Agency**

**7.2.1** The agency shall provide the owner with a letter describing the extent of their special inspection activities for the work performed.

## **7.3 CCDBFP Engineering Group**

**7.3.1** The CCDBFP shall review and disposition the request within 7 working days after the receipt of the request.

**7.3.2** CCDBFP shall review the partial final reports for compliance with the BAC, Technical Guidelines, IBC, and the approved construction documents. The review and disposition will be complete within 7 working days after the receipt of the reports.

**7.3.3** Deficiencies in the partial final report requiring correction shall be sent to the original prime agency. When all deficiencies are corrected the special inspection agreement change request will be processed.

**8.0 RECORDS:** The special inspection agreement change request is a permanent record maintained by CCDBFP.

## **9.0 REVISION HISTORY**

<b>Title</b>	<b>Approved Date</b>	<b>Revised Date</b>
TG-80-2010	July 9, 2010	
TG-80-2017		September 8, 2017