



Clark County Building Department

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Division:	Plans Examination	Policy & Procedure:	BD-PP-243
Subject:	Required Meetings with Design Professionals	Effective Date:	05/01/2007
Code:	N/A	Revised Date:	04/16/2025

A. POLICY

Plans Examination may require a mandatory meeting between the assigned plans examiner(s) and the project designer(s) to discuss all outstanding correction items, if the plans are not approved during the second review cycle. (This does not apply when only waiting for other agency approval)

B. PROCEDURE

- Prior to the third round of comments being issued, the assigned plans examiner shall meet with the Manager or Assistant Manager to discuss the uncorrected or unaddressed comments.
- The Manager or Assistant Manager will determine if the outstanding correction items are code violations and shall determine if a mandatory meeting is required to obtain compliance.
- The assigned plans examiner will provide a copy of all comments which were not corrected or addressed, during the second review. A copy will be distributed to all attendees during the meeting.
- If any of the outstanding items involve code interpretation(s), alternate material(s), alternate method(s) or code modification(s), the Manager or Assistant Manager must attend the meeting.
- The assigned plans examiner is responsible for scheduling the meeting and must document the date & time of the meeting in the Activity Tab in the permit tracking software. Meetings may be in person or hybrid.
- Meetings may be held in the plans examiner's workstation, a conference room or other suitable space.
- The assigned plans examiner shall document the results of the meeting and the names of all those in attendance in the Activity Tab in the permit tracking software.
- If outstanding comments have not been corrected or addressed during the subsequent review, the assigned plans examiner shall immediately notify their supervisor. The supervisor will notify the applicant using the communications tab in the permit tracking software that additional plan reviews will be charged additional plan review fees at the designated hourly plan review rate.
- The assigned plans examiner will keep a record of time spent on the additional plan reviews. They shall document the dates and time in the Activity Tab in the permit tracking software using "Notes" from the drop-down list and "Additional Fees" in the activity name.

Prepared By: Terry Kozlowski			Date Prepared: 04/01/2025		
Revision History:					
Title		Revision/Approved Date		Effective Date	
PE-PP-ADM-012 Required Meetings with Design Professionals				05/01/2007	
BP-PP-083 Required Meetings with Design Professionals		08/15/2008			
BP-PP-083 Required Meetings with Design Professionals		09/06/2013			
BP-PP-243 Required Meetings with Design Professionals		04/16/2025		05/01/2025	
Reviewed by:					
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