



# CLARK COUNTY DEPARTMENT OF BUILDING & FIRE PREVENTION

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## SUBJECT: TG-701/2014 PERMIT NOW PROGRAM

**1.0 PURPOSE:** The purpose of this technical guideline is to outline the requirements of the Permit Now Program. The Permit Now Program provides a voluntary alternative to the Clark County Building and Fire Prevention Department (CCDBFP) building plan review process by allowing a single Registered Design Professional (RDP) involved with the design of a project to take responsibility for code compliance and attest that the construction documents comply with the Building Code of Clark County.




**2.0 SCOPE:** The scope of this technical guideline is to specify the eligibility requirements for projects and RDPs; outline the listing requirements; project submittal; plan review; and auditing requirements. Any review required outside the Clark County Department of Building and Fire Prevention is not included within the scope of this program, including Fire Prevention.

### 3.0 ABBREVIATIONS & ACRONYMS:

- BAC: Building Administrative Code of Clark County
- CCDBFP: Clark County Department of Building & Fire Prevention
- IBC: International Building Code
- IRC: International Residential Code
- NRS: Nevada Revised Statutes
- RDP: Registered Design Professional
- PNP: Permit Now Program
- PNRDP#: Permit Now RDP Number
- SF: Square Feet
- TG: Technical Guideline

**APPROVED DATE: SEPTEMBER 10, 2014**

**EFFECTIVE DATE: SEPTEMBER 10, 2014**

Written By:	Concurred By:	Approved By:
		
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**4.0 DEFINITIONS:** For the purposes of this TG, certain terms, phrases, words and their derivatives shall be construed as specified in this section and the BAC.

**Approved Construction Document:** Construction documents that have been reviewed and accepted for permit by the Building Official pursuant to the BAC.

**Auditor:** Any person designated by the Building Official to perform an audit.

**Building Code of Clark County:** Are those codes adopted in Titles 22, 24, and 25 of the Clark County Code. Technical codes currently governed by this Department include the Building Code of Clark County (22.04), the Residential Code of Clark County (22.05), the Safety Standards for Existing Buildings (22.10), the Abatement of Dangerous Building Code of Clark County (22.12), the Amusement and Transportation Systems Code (22.16), the Swimming Pool, Spa, and Water Feature Code (22.20), International Swimming Pool and Spa Code, Noise Attenuation Construction Standards (22.22), Water, Sewage and Other Utilities (Title 24), the Electrical Code of Clark County (25.04), the Plumbing Code of Clark County (25.08), the Building Water Conservation Code of Clark County (25.10), the Solar Energy Code (25.12), the Mechanical Code of Clark County (25.16), and the Energy Conservation Code of Clark County (25.20).

**Building Official:** The designated Clark County official who is charged with the administration and enforcement of the BAC and the Technical Guidelines. The term “Building Official” may also mean the employees who are appointed and authorized by the Building Official pursuant to NRS 278.570(2) to assist in the performance of the duties of his position.

**Department:** Clark County Department of Building and Fire Prevention (CCDBFP)

**High-Rise Buildings:** A building with an occupied floor located more than 55 feet above the lowest level of Fire Department vehicle access.

**Owner/Tenant:** The owner of the building or property or the tenant, or an agent who is acting on behalf of the owner.

**Registered Design Professional:** An individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state of Nevada.

**Permit Now RDP or Permit Now Professional:** A registered design professional, who is in responsible charge of the design of the project, approved by CCDBFP to submit projects under the Permit Now Program.

**Standard Plan:** Identical construction documents for use on multiple sites and/or locations.

**Townhouses:** A single family dwelling unit constructed in a group of three or more

attached units in which each unit extends from foundation to roof and with a yard or public way on at least two sides.

**5.0 REFERENCES:**

BAC Clark County Building Administrative Code  
 TG-703 Clark County Technical Guideline 703 - Audits

**6.0 RESPONSIBILITIES:**

**6.1 CCDBFP:**

CCDBFP shall review applications from RDPs, develop and maintain a list of CCDBFP approved Permit Now RDPs, verify projects submitted under this program meet the minimum eligibility requirements, verify construction documents submitted under this program have been prepared by an approved Permit Now RDP, perform audits of construction documents approved under this program, and perform building inspections on permitted construction work.

**6.2 Owner:**

The owner shall employ a Permit Now RDP approved by CCDBFP to prepare, attest, and submit the necessary documentation in order to obtain a building permit.

**6.3 Permit Now RDP:**

The Permit Now RDP shall ensure that the construction documents submitted to CCDBFP for a building permit under the PNP comply with Clark County adopted technical codes, amendments and referenced standards. The Permit Now RDP shall provide to the department any revisions necessary to bring the construction documents into code compliance relative to audit report and/or field inspection findings.

**7.0 PROCEDURE:**

**7.1 Eligible Projects:** The table below outlines the projects eligible to be submitted under the PNP. Any project that exceeds the limitations of the “Eligible Projects” or has any of the “Not Eligible” components shall not be permitted under this program.

<b>Eligible Projects</b>
<ul style="list-style-type: none"> <li>• Commercial buildings less than 25,000 sf</li> <li>• Multi-Family residential buildings constructed under the IRC</li> <li>• Unsprinklered single family homes less than 3,600 sf</li> <li>• Unsprinklered residential standard plans less than 3,600 sf</li> <li>• Sprinklered single family homes less than 8,000 sf</li> <li>• Sprinklered residential standard plans less than 8,000 sf</li> </ul>

<b>Projects Not Eligible</b>
<ul style="list-style-type: none"> <li>• Assembly occupancies with an occupant load of 100 or greater.</li> <li>• Educational, institutional, and/or hazardous occupancies</li> <li>• Townhouses</li> </ul>

- Medical Marijuana Facilities
- Projects located in a FEMA Special Floodplain Hazard Area
- Projects which require a grease interceptor
- Projects which require a Fire Protection Report or a Tenant Improvement Fire Protection Report by CCDBFP established standards.
- Projects which require an Alternate Materials and Methods approval.
- Grading only Permits

7.2 **Minimum Requirements for Permit Now RDPs:** The following requirements must be met and verification submitted to the Building Official in order to become a Permit Now RDP.

7.2.1 Registered as a Professional Architect in the State of Nevada.

7.2.1.1 Professional architects who have been responsible for ensuring code compliance for a minimum of three (3) years may be eligible for participating in the Permit Now Program for eligible building projects. During the time period, the professional must have been:

7.2.1.1.1 Registered in the State of Nevada, and

7.2.1.1.2 Responsible for compliance with the Clark County Building Code for eligible type projects (based on codes and amendments adopted by Clark County); and

7.2.2 Registered as a Residential Designers in the State of Nevada

7.2.2.1 Residential Designers, attesting to code compliance within their licensure, who have been responsible for ensuring code compliance for a minimum of three (3) years, may be eligible for participating in the Permit Now Program for eligible building project. During the time period, the professional must have been:

7.2.2.1.1 Registered in the State of Nevada, and

7.2.2.1.2 Responsible for compliance with the Clark County Building Code for eligible type projects (based on codes and amendments adopted by Clark County); and

7.2.3 RDPs with disciplinary action from any State Registration Board within the last five (5) years may be determined to be ineligible at the option of the Building Official.

7.2.4 Successfully complete the mandatory CCDBFP Permit Now training class.

7.2.5 Maintain a certificate of professional liability insurance issued by an insurer authorized to insure in the State of Nevada with limits not less than

\$1,000,000 per claim and \$2,000,000 in aggregate for all claims made during the policy period.

- 7.3 **Professional of Record Statement:** For each project, the Permit Now Professional is required to submit a Professional of Record Permit Now Statement in which the Permit Now Professional shall be required to declare to CCDBFP that:
- 7.3.1 The Permit Now Professional has been a registered design professional for at least three (3) years unless exempted by the Building Official .
  - 7.3.2 The attached application and every page of the accompanying plan(s) sealed by the Permit Now Professional; (1) were prepared by; or prepared under the direct supervision; or reviewed by the Permit Now Professional; (2) are complete; and (3) are, as of the date of submission, in accordance with the requirements of the Building Code of Clark County and all other applicable laws; and
  - 7.3.3 The attached application and all technical submissions made by the Permit Now Professional in connection with the Permit Now project were prepared in accordance with and meet the “standard of care” required of the profession; and
  - 7.3.4 All information and assertions made by the Permit Now Professional in the permit application and documents submitted in support of such permit application are true, correct and complete; and
  - 7.3.5 The Permit Now Professional shall maintain the insurance required in 7.2.5.
  - 7.3.6 If the Permit Now Professional becomes aware of any errors or omissions in the permit application, accompanying plans or any document submitted in support of such permit application, regardless of whether such errors or omissions were made by such Permit Now Professional or by his agent or employee, the Permit Now Professional will immediately take all measures necessary to correct such errors or omissions; and
  - 7.3.7 The Permit Now Professional understands that the Building Official will rely upon the Professional of Record Statement as the basis for issuing a CCDBFP building permit; and
  - 7.3.8 The Permit Now Professional and the Owner/Tenant understand that the project identified in the building permit application is being approved for a building permit, at risk, and is subject to audit and/or field inspection by the Department. The permit is subject to revocation by the Building Official, if necessary, to protect the public health, safety or welfare; and
  - 7.3.9 If the Department determines that the submitted plans do not conform to the requirements of the Building Code of Clark County or any other applicable law, the Permit Now Professional agrees to submit a revision to permit to

the Department in a timely manner and to take all remedial measures within such professional of record's control to bring the submitted plans into conformity with the requirements of the Building Code of Clark County and any other applicable law; and

7.3.10 The Permit Now Professional understands that failure to take appropriate remedial measures to bring the submitted plans into compliance with the Building Code of Clark County or any other applicable law shall result in revocation of the Permit Now Professional's privileges under this program and may result in notification of such fact to the appropriate registration board.

7.3.11 Nothing in this section shall be construed to prohibit the Building Official from requiring additional information in the Professional of Record Statement

7.4 **Owner/Tenant Certification Statement.** For each project, the Permit Now Professional is required to submit to the Department, on a form approved by the Department, an Owner/Tenant Certification Statement, which shall be signed and dated by the owner or tenant. The form shall:

7.4.1 Authorize the work of the Permit Now Professional, named in the building permit application and accompanying plans, who agrees to take all measures necessary to correct any misrepresentations or falsification of facts made knowingly, unknowingly, or negligently in the building permit application or in any documents submitted in support of such application by the owner or tenant, as applicable, or by such owner's or tenant's agents, contractors or employees; and

7.4.2 Note that the Permit Now Professional understands that the Permit Now project is being approved for a building permit subject to audit and/or field inspection by the Department.

7.4.3 The Owner/Tenant, in conjunction with the Permit Now Professional, agrees to take all remedial measures necessary to bring the plans and all construction completed under the permit for the project into conformity with requirements of the Clark County Building Code and all other applicable laws.

7.4.4 Nothing in this section shall be construed to prohibit the Building Official from requiring additional information in the Owner/Tenant Certification Statement.

7.5 **Listing of CCDBFP Approved Permit Now RDPs:** All RDPs that successfully demonstrate that the minimum requirements of section 7.2 have been met are eligible to be listed as a CCDBFP approved Permit Now RDP.

7.5.1 The RDP shall submit an application package with copies of any required

documents to demonstrate the minimum requirements of section 7.2 have been met.

7.5.2 The initial listing fee in the BAC must be submitted at the time of application.

7.5.3 The listing is valid for one (1) year.

7.5.3.1 The Permit Now RDP must submit for a renewal thirty (30) days prior to the expiration of the listing.

7.5.3.2 The Permit Now RDP shall submit any required documentation to demonstrate that the licensing and insurance requirements of section 7.2 have been met.

7.5.3.3 The annual renewal fee is in accordance with the BAC.

7.5.4 CCDBFP shall review and approve all applications as appropriate and maintain the approved listing on the CCDBFP website.

7.6 **Submittal Process:** The submittal process is outlined below.

7.6.1 The CCDBFP approved Permit Now RDP shall contact CCDBFP and set-up a pre-submittal meeting.

7.6.1.1 Project eligibility and verification of the approval status of the Permit Now RDP shall be determined at the pre-submittal meeting.

7.6.1.1.1 The Permit Now Professional shall schedule an Intake Meeting by calling (702) 455-8011. At the Intake Meeting, the Permit Now Professional will meet with the Manager of Plans Examination or designee to present the project. The Permit Now Professional or authorized person shall bring all completed applications, forms, letters and other documents listed on the relevant Submittal checklist, as applicable or otherwise required by the Department for the project.

7.6.2 If all requirements are met at the pre-submittal meeting, then the Permit Now RDP can submit the plans under the PNP. Plans will be submitted into the Permit Application Center and assigned an application number.

7.6.2.1 The project address and scope of work stated in the permit application must agree with the address and the scope of work shown on the submitted plans. Such application must contain all required information about the contractors for the project, including, but not limited to, the name, address, and license

number of the general contractor.

- 7.6.2.2 A minimum of three (3) sets of plans must be presented prior to or at the Intake Meeting.
- 7.6.2.3 The Permit Now RDP shall submit an Owner/Tenant Certification Statement. The Owner/Tenant Certification Statement is in Appendix A.
- 7.6.2.4 The Permit Now RDP shall submit a Permit Now Professional Record Statement. The Permit Now Professional Record Statement is in Appendix B.
- 7.6.2.5 All sheets within the plan set must include a Permit Now stamp that is signed and dated by the Permit Now RDP either electronically or original signature.

Each page of the construction plans must contain the following:

PERMIT NOW BY: \_\_\_\_\_  
Name of CCDBFP Approved Permit Now RDP

PNRDP# \_\_\_\_\_

DATE \_\_\_\_\_

- 7.6.2.6 The Permit Now Professional attests that:
  - 7.6.2.6.1 Plans were reviewed by, or under the direct supervision of, or reviewed by the Permit Now Professional.
  - 7.6.2.6.2 Plans are complete.
  - 7.6.2.6.3 The plans are, as of the date of submission, in accordance with the requirements of the Building Code of Clark County and all other applicable laws.
- 7.6.3 If at the intake meeting, the CCDBFP determines that any of the PNP requirements have not been met, they shall reject the project for submittal to the PNP.
  - 7.6.3.1 If the CCDBFP determines at the intake meeting that the plans submitted by the Permit Now Professional require minor corrections to bring the plans into compliance with the Clark



County Building Department Code, the Permit Now Professional is allowed to make such minor corrections at the intake meeting.

- 7.6.3.2 After a project is accepted for submittal to the PNP and prior to the issuance of the permit for such project, the Department representative will verify that the application for the permit and all accompanying documents are complete.
- 7.6.3.3 Upon completing the final verification of a project, the Department will notify the Permit Now Professional as to whether the requested permit will be issued under the PNP.
- 7.6.4 If the permit is issued, the permit shall be noted as being issued through the PNP:
  - 7.6.4.1 If the permit is not issued, such notification shall state the reasons why the permit was not issued.
  - 7.6.4.2 CCDBFP shall route the plans in accordance with CCDBFP policy depending on the type of permit that is submitted.
- 7.6.5 The plans are routed to Zoning Plans Examination and, if necessary, Public Work Development Review for review and approval.
- 7.6.6 The plans shall be routed to CCDBFP Plans Examination.
  - 7.6.6.1 CCDBFP Plans Examination shall enter any required information into Naviline
  - 7.6.6.2 CCDBFP Plans Examination shall verify the special inspection requirements and ensure they are entered in Naviline correctly.
  - 7.6.6.3 CCDBFP Plans Examination shall verify the project valuation per current policies or directives.
  - 7.6.6.4 CCDBFP Plans Examination shall route the plans to the Permit Application Center for fee work-up and permit issuance.
- 7.6.7 The Permit Application Center shall calculate the required fees, determine any remaining documentation that must be submitted, and notify the Permit Now RDP of the permit issuance.
- 7.7 **Required Class.** Each Professional participating in the Program must successfully complete a mandatory training class provided by the Department. Such class shall provide attendees with instruction about the permit process, examining plans for compliance with the Building Code of Clark County, and the administrative aspects of permit processing for which the Professional is

responsible. The class shall be open to all RDP's who meet the qualifications of Section 7.2, above:

7.7.1 Upon successful completion of the class, attendees will receive a certificate and CCDBFP registration number. Registration information is available at the Clark County Building Department, 4701 W. Russell Road, Las Vegas, NV and on the Department's website at [http://www.clarkcountynv.gov/depts/development\\_services](http://www.clarkcountynv.gov/depts/development_services). Enrollment in the class shall be on a "first-come, first served" basis.

7.7.2 The Permit Now Professional's certification shall expire annually from the date of issuance. Should the Department adopt a new building code during the annual certification period the Permit Now Professional may be required to complete a code amendment training class. Additional training on code amendments may be required at the discretion of the Building Official.

7.8 **Audits:** All plans submitted under the PNP are subject to an audit by CCDBFP to determine if the plans are in compliance with the Building Code of Clark County. CCDBFP shall perform audits in accordance with TG- 703. Audits are not considered random. The Building Official may select any project for an audit.

7.8.1 **Selective Audit Process:** The Department will perform audits on selected new construction or renovation projects that are allowed in the Permit Now Program as listed under "Selective Audit" on the Audit Chart contained in TG-703. The audits may be conducted prior to or after the issuance of the permit.

7.8.2 **Automatic Audit Process:** The Department will perform audits on all new construction or renovation projects that are allowed in the Permit Now Program and listed under "Automatic Audit" on the Audit Chart contained in TG- 703. The audits will be conducted prior to or after the issuance of the permit. An Automatic Audit will be completed within third (30) days of permit issuance.

7.8.3 **Review Criteria:** Each project selected for an audit, whether selective or automatic, will be audited for compliance with the Clark County Building Code, all amendments, ordinances or standards. The auditor for each discipline will complete the review in accordance with the scoring system described Audit TG-703.

7.8.4 **Audit Results:** The Department shall notify the Permit Now Professional and the Owner of Record in writing of the results of any audit conducted. The notification will provide a summary of the audit results. If necessary, the Permit Now Professional shall address those code violations found in the audit, up to and including providing mandatory revisions as noted in 7.10.1.2. Failure to submit the required corrections by the date identified in the notification may result in the revocation of the Permit Now

Professional's privileges.

7.8.5 **Appeal Procedures:** If the Permit Now Professional of an audited project disputes the result of the audit or disputes the accuracy or applicability of any code correction comment entered in connection with such audit, the Permit Now Professional has the right to request review by the Plans Examination Manager.

7.9 **Suspension and Revocation of Permit Now Privileges** Referencing the Audit results above and CCDBFP BAC Section 22.02.540, if the Permit Now Professional fails three (3) audits within a three year period; or on any one single audit fails the Permit Now Professional does not take remedial measures within such Permit Now Professional's control to bring the required plans into compliance with Building Code of Clark County may result in his/her approval to be suspended or revoked.

7.9.1 If a Permit Now Professional's privileges are subject to suspension or revocation for any reason, the Department shall cause a dated notice to be mailed, by first class mail, to such Permit Now Professional at his or her business address. Such dated notice shall inform the Permit Now Professional of the reasons for such revocation.

7.9.1.1 If the Department suspends the Permit Now Professional privileges, the Permit Now Professional must reapply for the program and attend the full training class at full cost.

7.9.1.2 If the Permit Now Professional has reason to believe that suspension or revocation of their privileges is not warranted, the Permit Now Professional has the right to request in writing, within ten (10) business days of the date on which notice is mailed, to the Manager of Plans Examination.

7.9.1.3 The sole administrative recourse for a suspension or revocation of a Permit Now Professionals listing is contained in 22.02.560 of the BAC.

7.9.1.4 A Permit Now Professional's permit now privileges shall be permanently revoked by the Department, if such Permit Now Professional is convicted or found liable of: (1) knowingly making a false statement of material fact on or in connection with any building permit application, or (2) knowingly submitting in support of a building permit application any document containing false or fraudulent information, or (3) knowingly affixing a false signature to any building permit application.

7.9.1.5 The Building Official has the authority to perform any/all disciplinary action up to and including permanently revoking

the Permit Now Professional's privileges.

**7.10 Miscellaneous Provisions:**

**7.10.1 Revisions:** The procedure that must be followed is dependent on whether it is a voluntary change due to a change in construction material, design or in response to field conditions; or a mandatory change due to an inspector identifying a code violation or plans missing critical information.

**7.10.1.1 Voluntary Field Changes and Revisions:** The Permit Now Professional or the General Contractor shall provide to Department two copies of the Permit Now Revision, on forms provided by the department.

**7.10.1.2 Mandatory Field Changes and Revisions:** When a Department inspector determines that the approved Permit Now plans contain code violations or are missing critical information. The inspection staff shall identify the code violation or the missing information on the approved plans to the Plan Examination Manager.

**7.10.1.2.1** If the item is confirmed to be a code violation or the Department requires more information critical to ensuring that the project meets the building code, the Plan Examination Manager will inform the Contractor and the Permit Now Professional in writing (e-mail is considered sufficient). Corrections and/or additional information will be required to reach a resolution.

**7.10.1.2.2** If plan revisions are required, the Permit Now Professional will be directed to submit the revisions within a reasonable time period. Failure to submit plan revisions as directed will result in revocation of the Permit Now Professional's privileges

**7.10.1.2.3** When determined by the Plan Examination Manager as a code violation, an audit of the project will be required.

8. The Building Official may revoke any permit issued under the Permit Now Program if any audit or inspection indicates that the permitted project or any portion thereof poses a threat to the public health, safety, or welfare.

**RECORDS:**

All documents associated with the Permit Now Program shall be sent to the Records

Division.

**ATTACHMENTS:**

- Appendix A: Owner/Tenant Certification Statement form
- Appendix B: Permit Now – Professional of Record Statement

**REVISION HISTORY:**

Title	Revision/Approved Date	Effective Date
TG-701-2014	September 10, 2014	September 10, 2014

## APPENDIX A

### Owner/ Tenant Certification Statement Form

This statement shall be signed by the Owner or Tenant responsible for the project work

PAC # \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address/APN: \_\_\_\_\_

Name of CCDBFP Permit Now Professional \_\_\_\_\_

I have authorized the above-named Permit Now Professional to review the construction plans for the project referenced above for compliance to the adopted construction codes of Clark County. I understand that project is being approved for a building permit based on the review from the above-named Permit Now Professional and is subject to audit and/or field inspection by the Department. I agree to take any remedial measures disclosed by the Building Department that are necessary to bring the attached plans and any completed construction into conformity with all applicable provisions of the Building Codes of Clark County and other related state and federal laws and regulations. I agree to take the necessary measures to correct any misrepresentation or falsification of facts made knowingly, unknowingly or negligently by my agents, contractors, employees, or me.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Print Name

Owner  Tenant

\_\_\_\_\_  
Date

## APPENDIX B

### Permit Now – Professional of Record Statement

This statement shall be signed by the Professional of Record responsible for the plan review.

Name of CCDBFP Permit Now Professional \_\_\_\_\_

PAC # \_\_\_\_\_

Project Name \_\_\_\_\_

Project Address/APN \_\_\_\_\_

- I am a CCDBFP Approved Permit Now Professional with a minimum of three (3) years experience as a Registered Design Professional.
- All the accompanying plans were reviewed under my direct supervision and are in accordance with the requirements of the Building Code of Clark County and all other applicable laws.
- The attached application and all technical submissions made by the Permit Now Professional in connection with this project were prepared in accordance with and meet the “standard of care” required of the professional; and
- All information and assertions made by the Permit Now Professional in the permit application and documents submitted in support of such permit application are true, correct and complete; and
- I will maintain the required insurance.
- As the Permit Now Professional, if I become aware of any errors or omissions in the permit application, accompanying plans or any document submitted in support of such permit application, regardless of whether such errors or omissions were made by me or by my agent or employee, I will immediately take all measures necessary to correct them.
- I understand that the Building Official will rely upon the truth and accuracy of the statements contained in the Professional of Record Permit Now Statement as the basis for issuing the permit under the Permit Now program.
- I understand that the Permit Now program identified in the building permit application is being approved for a building permit subject to audit and/or field inspection by the Department and the permit is subject to revocation by the Building Official.
- I agree to submit any revisions of the plans that do not conform to the requirements of the Clark County Department of Building & Fire Prevention or any other applicable law.
- I understand that the failure to take appropriate remedial measures to bring the submitted plans into compliance under the Clark County Building Code shall result in revocation of the Permit Now Professional’s privileges under this Program and may result in notification of such facts to the appropriate registration board.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date  
(required)

Affix Seal