



Clark County Department of Building & Fire Prevention

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FIRE PREVENTION: PERMIT GUIDE MONITORING SYSTEMS LETTER

This guide is to assist in the permitting process for a monitoring system. A permit is required for the installation of a monitoring system per 105.7.7 of the IFC.

APPLICABLE CODES:

The following codes and standard apply to this permit.

- *National Fire Alarm and Signaling Code, NFPA 72, 2016 edition*
- *International Fire Code (IFC), 2018 edition*
- *Clark County Fire Code Amendments (CCFC), 2018 edition*

Monitoring systems shall be installed in accordance with Section 903.4 & 907.6.6 of the IFC as amended by the CCFC. The design shall be in accordance with the NFPA 72.

Link to CCFC: See the amendments to codes and standards using the link below:

https://cms8.revize.com/revize/clarknv/Building%20%20Fire%20Prevention/Codes/ClarkCounty_FireCodeAmendments2018.pdf?t=1598331770575&t=1598331770575

SUBMITTAL REQUIREMENTS:

These submittal requirements are not all inclusive, nor are they a limit to the extent of the information, etc., which may be necessary to properly evaluate the submitted plans and documents. Not all items may apply to your project.

1. LETTER SHALL INCLUDE:

- a) Name and address of property.
- b) Contractor's Contact Information, Contractor's License #'s.
- c) Provide Building Permit# associated with the scope of work.
- d) Provide a detailed scope of work.
 - i. Include the location of the exterior notification device.
 - ii. Include the location(s) of interior notification device(s) (only one interior device shall be installed per tenant)
 - iii. Include the location of the monitoring panel.
- e) Provide Occupancy Classification as defined by the International Building Code.
- f) Provide occupant load and square footage of the building.
- g) Provide manufactures make and model number for all devices.
- h) Provide name address and UL or FM number for the supervising station.
- i) Indicate that a dedicated circuit is to be provided to power the monitoring panel and labeled as such.
- j) Provide a list of signals to be monitored by the supervising station.
- k) When a building is served by an electric fire pump, the following additional signals shall be transmitted individually to a UL- or FM-listed central station: pump running, loss of phase, phase reversal, and secondary power signals.
- l) When a building is served by a diesel fire pump, the following additional signals shall be transmitted individually to a UL or FM-listed central station: engine running, controller switch off, and controller/engine trouble signals.

2. **MATERIAL DATA:** Provide manufacturer's specification sheets for all components.
3. **Letter to be SIGNED** by the contractor's Master or Qualified Employee. **Submittals shall include the Licensee name, contractor's license number, Nevada State Fire Marshal number, and signature.**

HOW TO SUBMIT:

Plans are to be submitted electronically. Paper plans are no longer accepted. Files should be uploaded via the Clark County Citizen Access Portal:

<https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

Consolidate your pdfs and upload your submittal into the requirement categories that apply to your project shown above; **Plans, Material Data and Supporting documents.**

COMMUNICATION:

Once your plans are submitted you will receive a permit number (example= FP20-00000). Plan status can be viewed by logging into your account in the Citizen Access Portal and typing in your permit number. <https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

CONTACT PERSON ON APPLICATION: Ensure that the correct contact person is provided on the application. This will be the correspondent who receives all the email updates and correction comments once plan is submitted.

ADDITIONAL INFORMATION NEEDED: If you receive this request; Fire Intake has reviewed your submittal and there is additional information is needed for the review to proceed. It will be placed back in the review queue as soon as the additional information is received.

PLANS APPROVED: Once plans are approved, and fees are verified; an email will be sent to the contact person. Inspections are scheduled after any outstanding **fees** are paid.

PLANS-CORRECTIONS REQUESTED: Once corrections are issued an email will be sent to the contact person. Customers should log in to Citizen Access Portal and download the redlined plans and plan review comments.

FIRE PLAN REVIEW STAFF CONTACT LINK:

https://files.clarkcountynv.gov/clarknv/Building%20&%20Fire%20Prevention/Phone/WEBSITE%20PHONE%20LIST_Fire%20Prevention.pdf?t=1615317396076&t=1615317396076

RE-SUBMITTALS AND REVISIONS:

1. **CORRECTIONS:** Corrected plans are to be submitted using the Citizen Access Portal. A letter describing the changes shall be provided with your revised submittal. **Please Note:** The Redlined plans are already in the file and do not need to be uploaded again.
2. **REVISIONS:** If plans are revised after approval; revisions will need to be submitted and approved prior to **FINAL** system acceptance. Revisions are to be submitted the same manner as the original submittal. The following items should be included with a revision;
 - All changes should be **clouded and keyed** to Plan Revision# (FP20-00000-R001).
 - A revision letter shall also be provided indicating what changes were made and where they occur.
 - A copy of the original approved plans should be included.

Link to CUSTOMER HOW TO GUIDES for submitting CORRECTIONS and REVISIONS:

https://www.clarkcountynv.gov/government/departments/building_fire_prevention/citizen_access_knowledge_base.php

SUBMITTAL SERVICE LEVEL OPTIONS/FEE SCHEDULE:

Service levels, base fees and an expected plan review due dates are established at the time of submittal. Different plan review service levels are available depending on scope of work, fees and staff availability. All service levels may not be available. Plans are reviewed in the order received according to the expected due date. Note that due dates cannot be guaranteed. Refer to section 106.6 of the CCFC for additional information on fees.

INSPECTION OPTIONS/INSPECTION SCHEDULING:

https://www.clarkcountynv.gov/government/departments/building_fire_prevention/inspection/schedule_an_inspection.php