



Department of Building & Fire Prevention

4701 W. Russell Road • Las Vegas, NV 89118
(702) 455-3000 • Fax (702) 221-0630

Jerome A. Stueve, P.E., Director
Samuel D. Palmer, P.E., Assistant Director • Jim Gerren, P.E., Assistant Director

January 27, 2021

NOTICE TO INDUSTRY

SUBJECT: RUSSELL CAMPUS BUILDING LOBBY OPEN FOR LIMITED SERVICES BEGINNING FEBRUARY 1, 2021

Beginning February 1, 2021, the Russell Campus Building Lobby will be open to customers for limited face-to-face service on an **appointment and walk-in basis**. The services that will be available are as follows:

- Make payment and pick-up the permit and drawings for applications where hard copies were previously submitted.
- Submit corrections on a previously made hard copy application submission for which a permit has not yet been issued.
- Submit and pick-up mylars.
- Research records archives.
- General questions\Customer Service.

To schedule an appointment, please refer to our website:

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

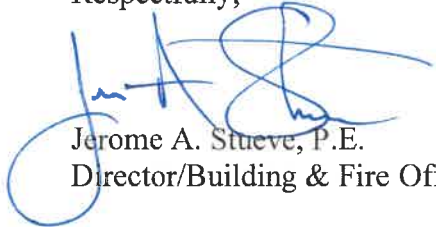
All new permit applications, drawing revisions, reports, etc. are still required to be submitted electronically. Please refer to our website for additional details on the electronic submittal process:

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

The following safety protocols will be observed:

- Customers will be required to enter the building using the North Entrance, by the flagpoles.
- Customers will be requested to use hand sanitizer when entering the building.
- Customers will be requested to wear face coverings over their nose and mouth the entire time they are in the building. Facial covering may be provided, as supplies are available.
- Customers will be expected to stay at least 6 feet from other people, including the staff.

Respectfully,

A handwritten signature in blue ink, appearing to read 'JAS', with a large circular flourish on the left side.

Jerome A. Stueve, P.E.
Director/Building & Fire Official

JAS/ta



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January 28, 2021

Department Lobby open for Limited Services

Effective Monday, February 1, 2021, until further notice

Staff will continue to actively process permits online. All projects must be submitted online using the Citizens Access Portal. We apologize for the inconvenience, and we will provide updates on this website as they become available. Please stay safe.

For **Building Permit Paper Plans** that were submitted prior to March 2020, that are ready for permit issuance and are currently in a "Ready to Issue" status customers should email eplanissuance@clarkcountynv.gov. Once permit issue receive your email, you will be contacted with instructions and any additional actions required. Plans will be scanned into electronic format and then customers will be notified to pay permit fees. Permit fees need to be paid through the Citizens Access Portal. Once payment is received, the permit will be emailed and the plans will be available for download in the Citizens Access Portal.

For **Paper Plan Correction Submittals**, customers will need to schedule a delivery time to drop them off in the north front door vestibule. [Click here](#) to schedule a delivery time by selecting "Building Plans Exam" from the Selection Division dropdown. Please make sure that correction shall be separated by discipline. Each correction will need to have a document attached to the outside of the plans that state the permit number, the plans exam discipline, the plans examiner name and the project's contact name, phone number and email for the submittal.

For **Fire Prevention Mylar submittals**, customers will need schedule a delivery time to drop them off in the north front door vestibule. [Click here](#) to schedule a delivery time by selecting "Fire Prevention Intake Division" from the Selection Division dropdown. Mylars will need to have a document attached to the outside of the plans with a contact name, phone number and email for the submittal. Once the mylars are signed customers will be contacted to make an appointment for pick up.

Appointment Locator

Select Division

Building Plans Exam ▼

Select Service

Application/Drawing Correction Sul ▼

Appointment Locator

Select Division

Fire Prevention Intake ▼

Select Service

Mylar Submission for Signature ▼

PLEASE NOTE THAT CUSTOMER FACE-TO-FACE SERVICE IS ON AN APPOINTMENT AND WALK-IN BASIS.

Also, **Inspections** have no changes and are still available to be scheduled Monday through Friday from 7am until 4pm.

Thank you

Clark County Department of Building and Fire Prevention