



Clark County Building Department

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Division:	Building Division – Plans Exam	Policy & Procedure	BP-PP-057
Subject:	DOCUMENT APPROVAL MARKING	Effective Date:	05/01/2007
Code:	N/A	Revised Date:	12/30/2013

A. POLICY

Documents such as drawings, calculations, and special reports that require approval after plan review by the Building Department shall be clearly marked by hand stamp and signature to indicate approval.

B. PROCEDURE

1. The front sheet of the plans shall be imprinted with the large review and acceptance stamp, which should include the PAC number, approval date, code year, occupancy type, construction type, plans examiner’s signature, and date.
2. Each subsequent sheet of the plans shall be imprinted with the small review and acceptance stamp. The plans examiner shall also indicate the PAC number.
3. The front page or cover sheet of calculations and technical reports shall also be imprinted on the front page or cover sheet with the small review and acceptance stamp. The plans examiner shall also indicate the PAC number.
4. Plans may be stamped by outside agencies, firms, or other parties in accordance with established policies, procedures, and/or technical guidelines.

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
PE-PP-OPS-007	Document Approval Marking	May 1, 2007		
BP-PP-057	Document Approval Marking			August 15, 2008
BP-PP-057	Document Approval Marking			December 30, 2013

Approved by: Ronald L. Lynn Director	Concurred by: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Gregory J. Franklin Assistant Director </td> <td style="width: 50%; border: none;"> Sam Palmer Assistant Director </td> </tr> </table>	Gregory J. Franklin Assistant Director	Sam Palmer Assistant Director
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