



Clark County Building Department

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Division:	Plans Examination	Policy & Procedure	BP-PP-083
Subject:	REQUIRED MEETINGS WITH DESIGN PROFESSIONALS	Effective Date:	05/01/2007
Code:	N/A	Revised Date:	

A. POLICY

Plans Examination requires a mandatory meeting between the assigned plans examiner(s) and the project designer(s) to discuss all outstanding correction items, if the plans were not approved during the second review cycle.

B. PROCEDURE

- The assigned plans examiner should document, in writing, all items which were not corrected or addressed, during the second review. This list will be distributed to all attendees during the meeting.
- A supervisor should also attend the meeting if any of the outstanding items involve code interpretation(s), alternate material(s), alternate method(s) or code modification(s). These types of issues should be discussed, in detail, with the supervisor, prior to scheduling the meeting.
- The assigned plans examiner is responsible for scheduling the meeting and must document the date & time in the permit tracking database (Naviline) as a comment (CMT) in the specific plan review agency (electrical, mechanical, structural, etc).
- The meetings may be held in the plans examiner's work station, a conference room or the inspection bullpen.
- The results of the meeting must also be documented in Naviline in the appropriate plan review agency. The names of all those in attendance must also be documented.
- If any items still have not been addressed after the third review, following the meeting, the supervisor must be notified immediately. The supervisor will schedule a final meeting with all parties and the building owner to immediately resolve all outstanding issues and the applicant will be charged additional plan review fees at the designated hourly plan review rate.
- This final meeting must also be documented in Naviline, by the assigned supervisor.
- There may be some instances where a meeting cannot be scheduled due to travel constraints, time constraints or other reasons and these exceptions must be approved and documented in Naviline by the supervisor.

Division:	Plans Exam	Policy & Procedure	BP-PP-083
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Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
PE-PP-ADM-012	Required Meetings with Design Professionals	May 1, 2007		
BP-PP-083	Required Meetings with Design Professionals			August 15, 2008
BP-PP-083	Required Meetings with Design Professionals			September 6, 2013

Approved by:

Ronald L. Lynn, Director

Concurred by:

Gregory J. Franklin, Assistant Director