



Clark County Department of Building & Fire Prevention

4701 West Russell Road • Las Vegas NV 89118

(702) 455-3000 • Fax (702) 221-0630

Division:	Engineering	Policy & Procedure:	TG-80
Subject:	Inspection Agency Agreement Change	Effective Date:	08/31/2020
Code:	BAC 22.02.506	Revised Date:	09/10/2020

LETTER TO INDUSTRY

The Clark County website has been updated. Instructions to request a change of agencies from the [Citizen Access Portal](#) has been incorporated as Appendix A.

Appendix A - Inspection Agency Agreement Change Instructions

If you have any questions, you may contact Engineering at dsengineer@clarkcountynv.gov

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Department of Building & Fire Prevention

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Ronald L. Lynn, Director/Building & Fire Official
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SUBJECT: TG-80-2015 INSPECTION AGENCY AGREEMENT CHANGE

1.0 PURPOSE: The purpose of this Technical Guideline is to give general direction regarding the requirements to change the prime quality agency for quality assurance and quality control inspection activities, split the required special inspection items between multiple firms, or add/remove special inspection items. An agreement is required under section 22.02.506 of the Clark County Building Administrative Code.

2.0 SCOPE: When inspections by an approved quality agency are required, the owner, design professional acting as the owner’s agent, and/or contactor shall employ a Prime Agency. The Prime Agency shall provide inspections in accordance with the inspection or quality control agreement and as required by the technical codes. No changes of the Prime Agency shall be made without approval of the Building Official.

3.0 ABBREVIATIONS & ACRONYMS

- BAC:** Building Administrative Code
- CCBD** Clark County Department of Building and Fire Prevention
- IBC:** International Building Code
- TG:** Technical Guideline
- SNA-IBC** Southern Nevada Amendments to the International Building Code

4.0 DEFINITIONS:For the purposes of this technical guideline, certain terms, phrases, words and their derivatives shall be construed as specified in this section and the Building Administrative Code of Clark County.

Construction Documents: Plans, specifications, supporting calculations and other data prepared to describe the design, materials, physical characteristics, location, orientation, and scope of a proposed project necessary to obtain a permit.

Prime Agency: An agency that maintains employment of a qualified engineering manager.

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 or jurisdiction in which the project is to be constructed.

5.0 REFERENCES:

Clark County Building Administrative Code

APPROVED DATE: 01/01/2015

EFFECTIVE DATE: 01/01/2015

Revised By:	Concurred By:	Approved By:
<i>Brian Lenihan</i>	<i>David L. Durkee</i>	<i>Theodore L. Droessler</i>
Brian Lenihan, P.E. Senior Engineer	David Durkee, P.E. Principal Engineer	Theodore L. Droessler, P.E. Manager of Engineering

6.0 RESPONSIBILITIES:

6.1 Prime Agency

- 6.1.1 The agency shall not perform inspection activities on a project without being designated on the inspection agency agreement.
- 6.1.2 The agency shall assist the owner/representative to the best of their abilities to facilitate a change in the inspection agency agreement.

6.2 Subcontracted Agency

- 6.2.1 It is the responsibility of the Subcontracted Agency to submit a copy of all records of inspection activities to the Prime Agency.

6.3 Owner

- 6.3.1 The owner/representative must submit a request to CCBD to change the inspection agency agreement.

6.4 Contractor

- 6.4.1 Shall cease all construction work that requires special inspection until the inspection agency agreement change has been accepted by CCBD staff.
- 6.4.2 The contractor/representative must submit a request to CCBD to change the quality control agreement.

6.5 CCBD Engineering Group

- 6.5.1 CCBD staff shall review all inspection agency agreement change requests.

7.0 PROCEDURE: Inspection agreement change request shall be submitted to CCBD at 4701 W. Russell Road, Las Vegas, Nevada.

7.1 Owner

- 7.1.1 The owner/representative must submit a request to CCBD to change the inspection agency agreement containing:
 - A letter stating who will be performing the inspection activities, the current status of the project, and when the change will occur.
 - If the original prime agency has not performed any inspections. The new prime agency must provide a letter detailing the current status of the project, the inspection services to be performed, and the projected project start date.
 - When the owner wishes to change prime agencies during the course of construction all construction work requiring inspection must cease until the agency change has been accepted by CCBD staff. A partial final inspection report must be submitted to the CCBD office. The new prime agency must provide a letter detailing the extent of the work inspected by the original prime agency and which portions of the project the new prime agency will perform inspection services for.
- 7.1.2 When the inspection agency agreement is to be split between multiple

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agencies and there have been no inspections performed to date on the items to be split, the owner/representative must submit a letter stating who will be performing the inspection activities and the current status of the project.

7.2 Contractor

7.2.1 The contractor/representative must submit a request to CCBD to change the quality control agreement containing:

- A letter stating who will be performing the inspection activities, the current status of the project, and when the change will occur.
- If the original prime agency has not performed any inspections. The new prime agency must provide a letter detailing the current status of the project, the inspection services to be performed, and the projected project start date.
- When the contractor wishes to change prime agencies during the course of construction all construction work requiring inspection must cease until the agency change has been accepted by CCBD staff. A partial final inspection report must be submitted to the CCBD office. The new prime agency must provide a letter detailing the extent of the work inspected by the original prime agency and which portions of the project the new prime agency will perform inspection services for.

7.3 Original Prime Agency

7.3.1 The agency shall provide the owner or contractor with a letter describing the extent of their inspection activities for the work performed.

7.3.2 A partial final inspection report must be submitted to the CCBD office.

7.4 New Prime Agency

7.4.1 The new prime agency must provide a letter detailing the extent of the work inspected by the original prime agency and which portions of the project the new prime agency will perform inspection services for.

7.5 CCBD Engineering Group

7.3.1 The CCBD shall review and disposition the request within 7 working days after the receipt of the request.

7.3.2 CCBD shall review the partial final reports for compliance with the BAC, Technical Guidelines, IBC, and the approved construction documents, when required. The CCBD structural group shall review and disposition the partial final report within 7 working days after the receipt

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of the report.

- 7.3.3 Deficiencies in the partial final report requiring correction shall be sent to the original prime agency. When all deficiencies are corrected the inspection agreement change request will be processed.
- 7.3.4 CCBD shall review the new prime agency letter detailing the extent of the work inspected by the original prime agency and which portions of the project the new prime agency will perform inspection services for. The CCBD structural group shall review and disposition the letter within 7 working days after the receipt of the letter.
- 7.3.5 Deficiencies in the letter requiring correction shall be sent to the new prime agency. When all deficiencies are corrected the inspection agreement change request will be processed.

8.0 RECORDS: The inspection agreement change request is a permanent record maintained by CCBD.

9.0 ATTACHMENTS:

10.0 REVISION HISTORY:

Title	Revision/Approved Date	Effective Date
TG-15-2015	January 01, 2015	January 01, 2015
TG-15-2014	October 10, 2014	November 1, 2014
TG-15-2011	June 17, 2011	July 1, 2011
TG-15-2009	April 17, 2009	April 24, 2009
TG-15-2007	August 31, 2007	September 14, 2007
TG-15-2004	November 16, 2004	November 18, 2004
TG-15-2000	December 26, 2000	January 31, 2001

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TG-80

Appendix A

Inspection Agency Agreement Change Instructions

Log into the [Acela Citizen Access Portal](#) and select **Building**, then **Search Permits**.



As part of the greyscale table, locate the standalone agency **BD** permit number under the **Record Number** column, and select the **BD** permit number. If the **BD** permit number does not show under the **Record Number** column, you can also use the search bar on the top right side of the table.

Records --Select--

To submit a QAA, select **Amendment** under the **Action** column.

Showing 21-30 of 100+ | [Download results](#) | [Add to My Folder](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Notes
<input type="checkbox"/>	05/15/2020	BD20-17255-R001	Revision			Revision Approved		FORT APACHE & FORD PHASE 1
<input type="checkbox"/>	06/23/2020	BD20-25415	Commercial Building Addition	This is a supplemental permit to BD19-049733. Install secondary Framework and panels to the Canopy. Steel structure, roofing and support to the ground is provided by others.	VIRGIN HOTEL AND CASINO	Ready to Issue	Pay Fees Due Amendment	

Select the **BD** permit number

<input type="checkbox"/>	06/23/2020	BD20-25415	Commercial Building Addition	Framework and panels to the Canopy. Steel structure.	VIRGIN HOTEL AND CASINO	Ready to Issue	Pay Fees Due Amendment
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Select the **Create Amendment** option

Permit/Approved Listing BD20-25415: Add to cart
Add to My Folder

Commercial Building Addition

Permit/Complaint Status: Ready to Issue

Record Info ▾ | Payments ▾ | Conditions **4**

A notice was added to this record on 09/02/2020.
Condition: Pad Certification Report | Severity: Notice
Total Conditions: 4 (Notice: 4) View Condition

Work Location

4455 PARADISE RD

Details

Contractor
JOHN PATRICK MORTENSEN
JONES SIGN CO INC
5860 LA COSTA CANYON CT
STE 200
LAS VEGAS, NV, 89139
Nevada Contractor Nevada- 0084055

Project Description:
VIRGIN HOTEL AND CASINO
This is a supplemental permit to BD19-049733. Install secondary Framework and panels to the Canopy. Steel structure, roofing and support to the ground is provided by others.

More Details

Create Amendment

Select the amendment type **Agency Selection Change** and click on **Continue Application**

Search

Add People to Application

Agency Selection Change

Inspection Item Revision

Revision

Continue Application »

Scroll down, until the *Inspection Agency Selection* blue bar. Now you should be able to change the existing agency currently listed for the new agency you would like to replace it with, for each individual item of inspection marked with a checkbox. Once you are done with your selection, click on **Continue Application**.

Inspection Agency Selection

SPECIAL INSPECTIONS

Concrete:	<input type="checkbox"/>	Agency Selection Concrete:	--Select--
Masonry:	<input type="checkbox"/>	Agency Selection Masonry:	--Select--
Steel:	<input type="checkbox"/>	Agency Selection Steel:	--Select--
Fireproofing:	<input type="checkbox"/>	Agency Selection Fireproofing:	--Select--
Wood:	<input type="checkbox"/>	Agency Selection Wood:	--Select--
>5/12 Pitch Roof:	<input type="checkbox"/>	Agency Selection >5/12 Pitch Roof:	--Select--
Fire Penetration and Joint:	<input type="checkbox"/>	Agency Selection Fire Penetration and Joint:	--Select--
Special Case Anchors:	<input checked="" type="checkbox"/>	Agency Selection Special Case Anchors:	--Select--
Grading:	<input checked="" type="checkbox"/>	Agency Selection Grading:	--Select--
Cast-In-Place Deep Foundation:	<input type="checkbox"/>	Agency Selection Cast-In-Place Deep Foundation:	--Select--
Helical Pile Foundation:	<input type="checkbox"/>	Agency Selection Helical Pile Foundation:	--Select--

3B Engineering, LLC
3M Inspection and Consulting
Access Consulting Engineers
American Soils Engineering LLC
Angle Engineering
Aries Consultants Inc.
Aztech Materials Testing
Black Mountain Geotech
Centurion Consultants Inc.
CONSTRUCTION TESTING SERVICES LLC
Cunningham's Consulting for Process and Equipment Ltd.
DuPont Engineering Inc.
Geotechnical & Environmental Services Inc.
Geotechnical Testing Services, Inc
GeoTek, Inc.
Great Basin
Hurst Engineering and Inspection, PLLC
IQC Southwest
Kleinfelder, Inc.
Ninyo & Moore
NOVA Geotechnical & Inspections Services, LLC
Project Specific Approval
Recreation Engineering Inc.
Southwest Geotechnical
Sunbelt Engineering & Testing
Terracon Consultants, Inc.
Western Technologies Inc.

After clicking on **Continue Application**. Upload the (3) three letters required per TG-80 and any other information required applicable to your agency change request. Click on **Continue**

File Upload x

Add Attachments for New Submittals or Inspection Documents only. For Revisions to approved plans, use the Create Amendment option on the Record Info screen. To submit Requested Plan Corrections, use the Resubmit option in the Action items on this screen.

The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner/builder and the form required under NRS 278 and NRS 624 must accompany this information.

Note: We only accept (.PDF) with a maximum file size of (500 MB) where no document security is applied. Make sure to "flatten" your document before exporting.

Scan_0156.jpg	100%
Scan_0157.jpg	100%
Scan_0158.jpg	100%

[Continue](#) [Add Attachment](#) [Remove All](#) [Cancel](#)

Choose the document type, enter each document description, and then Click on **Save**. Click on **Continue Application** when you have uploaded all of the files.

***Type:** Remove

Owner/Representative Letter

File:

Scan_0158.jpg

100%

***Description:**

Owner Letter |

Review

[Save](#) [Add Attachment](#) [Remove All](#)

[Continue Application »](#)

[Save and resume later](#)

Click on **Continue Application**.

Attachment

Add Attachments for New Submittals or Inspection Documents only. For Revisions to approved plans, use the Create Amendment option on the Record Info screen. To submit Requested Plan Corrections, use the Resubmit option in the Action items on this screen.
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Name	Type	Size	Latest Update	Action
Scan_0156.jpg	New Agency Letter	128.10 KB	09/02/2020	Actions ▼
Scan_0157.jpg	Original Agency Letter	269.53 KB	09/02/2020	Actions ▼
Scan_0158.jpg	Owner/Representative Letter	199.89 KB	09/02/2020	Actions ▼

[Add Attachment](#)

[Continue Application »](#) [Save and resume later](#)

Review your application and new agency selection, ensure all your selections are accurate, and check the box at the bottom of the application. Click on **Continue Application**

I certify that I am the owner or the owner's agent. I further certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 09/02/2020

[Continue Application »](#) [Save and resume later](#)

- 1 Select item to pay
- 2 Payment information
- 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Thank You

If you made a payment your receipt is being emailed to you.
Please print a copy of the receipt for your records.

2302 BRIDLEWOOD DR

BDIAS20-03022

Clark County staff will review the application, assess fees, and be in contact with your agency.