

Instructions for filing a Notice of Request to Appeal

This procedure applies to ALL Notices of Violation (construction, vacant land, stationary sources, asbestos, etc.)

In order to appeal a Notice of Violation (NOV) issued by the Clark County Department of Environment and Sustainability, Division of Air Quality, please submit a letter within ten (10) days of NOV receipt using the following guidelines.

1. Address the letter to:

Clark County Department of Environment and Sustainability
Division of Air Quality
Enforcement Supervisor
4701 W. Russell Road, Suite 200
Las Vegas, NV 89118
FAX – 702-383-9994

2. Include the Notice of Violation Number in your letter (for example: NOV #8345).
3. Have the Responsible Official sign the letter prior to transmittal to DAQ.
4. Letters may be transmitted via Fax, U.S. Postal Service, or Hand Delivery.
5. If you **disagree with the facts and/or the penalty**, please state in your request that you are “appealing” the facts **and/or** the recommended penalty. Please provide a detailed explanation as to which of the NOV Facts you wish to appeal and why. Also, explain why you believe the recommended penalty is inappropriate.
6. If you do not file a Notice of Request to appeal the NOV within the ten-day time period, the NOV will be placed on the Hearing Officer docket under “Action Required” for the Hearing Officer to render a ruling and assess a monetary penalty. If the Hearing Officer finds the source in violation and assesses penalties, Air Quality staff will mail the Hearing Officer’s Order to the source along with instructions on the remittance of any penalties.