



Clark County Department of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

Express Building Plan Review Building Permit Guide

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Part I. General Information

As authorized by Section 22.02.345(E) of the Clark County Building Administrative Code, the Building Official has established an Express Plan Review program for providing expedited plan review services without adversely impacting normal plan review activities. This Express Plan Review program is intended to provide an expedited service delivery level to meet our customer needs, which may be driven by financial commitments and time constraints.

Part II. Eligible Projects

New residential or commercial building permit application, except for the following:

- Any building classified as a Hazardous Occupancy (H-1, H-2, H-3, H-4 or H-5).
- Any building or any portion of a phased design project which exceeds \$50 million in valuation.
- Any commercial tenant improvement project valued under \$250,000, as these projects may qualify to be reviewed immediately at our public service counters.

The Express Plan Review program is limited to Building and Zoning code reviews only.

Plan revisions may be accepted, if approved by a Building Plans Examination Supervisor or Manager.

NOTE: Express plan review fees are four (4) times the normal plan review fee for the project involved with one-half (1/2) of this fee required at time of Clark County acceptance for express review.

Part III. Pre-Qualifications

A project must meet the following criteria in order to qualify for Express Plan Review services:

- All applicable land use approvals **must** have been granted by the Clark County Planning Commission and the Clark County Board of County Commissioners.

NOTE: Land use applications are coordinated and processed through the Current Planning Division. Please call (702) 455-4314 for specific details.

- The Building Permit application and plans must conform to all applicable land use ordinances and codes and all specific Conditions of Approval and will not be accepted until the expiration date of any required appeal period.
- All required public "right-of-way" civil drawings/plans, drainage studies, traffic studies, development agreements, and maintenance agreements, etc., as required by the Public Works, Development Review Services, must already be approved for the project.
- A completed building permit application, including all required construction documents must be ready to be submitted.

NOTE: Express Plan Review services will be based on availability of Building Plans Examination staff. Availability will be determined by the Building Plans Examination supervisor or manager.

Part IV. Express Application

- Applicant must complete an Express Plan Review Application form and submit it to the Building Plans Examination (BPE) public counter.
- BPE staff will verify the information on the application is complete and will forward the application to the assigned BPE Supervisor. The BPE Supervisor will schedule a preliminary meeting with the applicant and the assigned Zoning Plans Examiner, within three (3) business days, if all Express Plan Review prerequisites have been satisfied.
- The applicant or the design professional in responsible charge must attend the preliminary meeting which will include the following topics:
 - Discuss the entire scope of the project.
 - Discuss the designer's preliminary code analysis; including use and occupancy classifications, type of construction, allowable building area, active and passive fire protection, minimum plumbing fixtures, etc.
 - Perform completeness review of all construction documents.
 - Discuss any special conditions or variances.
 - Final determination on ability to approve the project for Express Plan Review Services.
 - Upon acceptance, the Express Plan Review Schedule must be completed and signed by the applicant or the design professional in responsible charge and by the BPE Supervisor. This document specifies the following:
 - The completion dates of initial plan review and correction letter, if applicable.
 - The names, phone numbers, fax numbers and e-mail addresses of all design professionals for the project.
 - The number of business days for BPE and Zoning staff to complete the 2nd review and correction letter, if applicable.
 - The estimated project valuation (final valuation will be determined during the building review).
 - The total Express Plan Review fees, 50% of the building plan review fee is due upon acceptance of the Express Plan Review Schedule.

NOTE: The applicant and/or design professionals are responsible for submitting plan corrections in an expedient manner. Development Services cannot be held accountable for delays caused in producing corrections.

Part V. Express Review Process

- Upon payment of initial fees, the project will be assigned to the appropriate plans examiners to initiate their respective plan reviews.
- Upon completion of the initial plan review by plans examination staff, any associated plan corrections will be sent by fax and e-mail to the appropriate design professional and to the applicant or design professional in responsible charge.
- An optional meeting may be requested to discuss all requested plan corrections with all associated design professionals to expedite the plan correction process and to ensure all necessary corrections are implemented in the corrected plan sheets.

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- Upon approval of the various plan reviews, the applicant will be assessed the balance of the express plan review fee, as indicated on the Express Plan Review Schedule. If BPE staff does not meet the completion dates, the applicant will not be required to pay the balance of the express plan review fee.

NOTE: If during the plan review process it is determined that further land use approvals are required, the agreed upon time frames indicated on the Schedule will require adjustment. Upon successful completion of the plan review process and approvals from all necessary County agencies, permits will be issued to properly licensed contractors upon payment of all required fees and verification of services by all outside agencies.

Department of Building & Fire Prevention Locations & Services

MAIN OFFICE 4701 W. Russell Road Las Vegas, NV 89118 (702)455-3000	On-Site Plan Submittals All "Walk-Through" Plan Review / Permitting Functions Residential Tract Submittal / Permitting All Sub-Trade (Electrical, Plumbing & Mechanical) Permitting Building Inspection Scheduling Functions Fire Prevention Inspection Services Records	Temporary Certificate of Occupancy Submittals Building Inspections Building Inspector Inquiries Amusement / Transportation Systems Operation Certificates Approved Fabricators Quality Assurance Agency Listing
LAUGHLIN OFFICE Regional Government Center 101 Civic Way Laughlin, NV 89029 (702)298-2436	Building Inspection Services Fire Prevention Inspection Services	
OVERTON OFFICE 320 North Moapa Valley Blvd. Overton, NV 89040 (702)397-8089	Building Inspection Services Fire Prevention Inspection Services	

Automated Phone System (702) 455-3000

- Option 1:** For all Inspection services or to report a building code violation.
- Option 2:** For information regarding on-site permits or new plan submittals.
- Option 3:** For the Building Plans Examination division or QAA information.
- Option 4:** For the Zoning Plans Examination division.
- Option 5:** For information or copies regarding land development, construction documents, plans or permits.
- Option 6:** To speak with Management staff.
- Option #:** For hours of operation, Office location and website information.

Other Clark County Departments/Divisions/Districts

Air Quality & Environmental Management	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-5942
Public Works, Development Review Services	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-6000
Comprehensive Planning	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-4314
Fire Department	575 E. Flamingo Road, Las Vegas NV	(702) 455-7316
Las Vegas Valley Water District	1001 S. Valley View Boulevard, Las Vegas NV	(702) 870-2011
Southern Nevada Health District	625 Shadow Lane, Las Vegas NV	(702) 759-1000
Water Reclamation District	5857 E. Flamingo Road, Las Vegas NV	(702) 668-8888

State of Nevada

Division of Water Resources	400 Shadow Lane, Suite 201, Las Vegas NV	(702) 486-2770
Nevada State Contractors Board	2310 Corporate Circle, Suite 200, Henderson NV	(702) 486-1100

Utilities

Nevada Power	6226 W. Sahara Avenue, Las Vegas NV	(702) 402-5555
Southwest Gas	5241 Spring Mountain Road, Las Vegas NV	(877) 860-6020

www.clarkcountynv.gov/building