



# Clark County Department of Building & Fire Prevention

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## FIRE PREVENTION: PERMIT GUIDE

### Fire Protection Devices

### Emergency Repair, Demolition or Replacement

This guide is to assist in the permitting process for emergency repairs, system demolitions or “like for like” replacement of fire protection systems or system components. A permit is required for emergency repairs per 105.1.4 of the IFC.

#### **APPLICABLE CODES:**

The following codes and standards are examples of those that may apply to this permit.

- *Standard for the Installation of Sprinkler Systems*, NFPA 13, 2016 edition
- *Standard for the Installation of Sprinkler Systems in One-and-Two Family Dwellings*, NFPA 13D 2016 edition
- *Standard for the Installation of Sprinkler Systems in Low-Rise Residential Occupancies*, NFPA 13R, 2016 edition
- *Standard for the Installation of Standpipe Systems*, NFPA 14, 2016 edition
- *Standard for the Installation of Stationary Fire Pumps*, NFPA 20, 2016 edition
- *Standard for Water Tanks for Private Fire Protection*, NFPA 22, 2016 Edition
- *Standard for the Installation of Private Fire Service Mains and Their Appurtenances*, NFPA 24, 2016
- *National Fire Alarm and Signaling Code*, NFPA 72, 2016 edition
- *International Fire Code*, 2018 edition (IFC)
- *Clark County Fire Code Amendments*, 2018 edition (CCFC)

Fire protection system devices, i.e. sprinklers, valves, monitoring panels, that are impaired are required to have alternative protection measures in place until repairs are permanently made. This is per CCFC Appendix P and Section 901.7 of the IFC as adopted by CCFC.

**Link to CCFC:** See the amendments to codes and standards using the link below:

[https://cms8.revize.com/revize/clarknv/Building%20&%20Fire%20Prevention/Codes/ClarkCounty\\_FireCodeAmendments2018.pdf?t=1598331770575&t=1598331770575](https://cms8.revize.com/revize/clarknv/Building%20&%20Fire%20Prevention/Codes/ClarkCounty_FireCodeAmendments2018.pdf?t=1598331770575&t=1598331770575)

#### **SUBMITTAL CHECKLIST:**

**These submittal requirements are not all inclusive, nor limit the extent of the information, etc., which may be necessary to properly evaluate the submittal. Not all items may apply to your project.**

The following information shall be provided for all submittals;

1. **Prepare EMERGENCY REPAIR LETTER:** Letters are permitted to cover various activities that are either minor or provide a basis design with the intent of a future plan submittal. **All letter submittals are required to indicate the following information;**
  - Name, address of property and location
  - Contractor’s Contact Information, Contractor’s License Number’s
  - Provide Building Permit number associated with the scope of work
  - State the scope of work (emergency repair, demolition, or replacement) and provide the addition information as required:

- a) **EMERGENCY REPAIR:** This letter addresses repairs due to system failures that render fire protection systems or equipment/ components associated inoperable. This requires the submitting contractor to initiate Appendix P Section P101 Impairment Procedures per the CCFC to address the mitigation requirements.

For an Emergency Repair Permit the Contractor first shall;

- Contact Fire Dispatch: 702-229-0291
- Send a complaint to Clark County Fire Prevention at [FPBHELP@ClarkCountyNV.Gov](mailto:FPBHELP@ClarkCountyNV.Gov) to request a Fire Inspector site visit.
- The Fire Inspector will issue an inspection record indicating which impairment procedure per Appendix P is used.
- **The letter shall include the following information:**
  - Describe the Emergency Repair
  - Identify the make, model, and size of components involved in the impairment
  - Provide a copy of the inspection record
  - State the CCFC Appendix P Table applied, include Fire Watch duration and if additional measures are instituted (see CCFC - P101.4.3)

**PLEASE NOTE:** This letter for emergency repairs institutes initial inspections and is a letter of intent to submit plans. Plans describing the repairs shall follow within 14 calendar days or as otherwise approved by Clark County Building and Fire Prevention. Plans shall indicate the solution to emergency repair prior to final inspections.

- b) **DEMOLITION OF EXISTING SYSTEMS:** This letter permits the demolition and removal of existing non-required systems. **This letter shall include the following information:**
- Identify the type of system or specific component by make, model and size
  - State the specific code reference that allows removal and why the system is no longer required
  - State the actual work involved with the demolition and include a detailed list of components that will be removed and/or components proposed to be abandoned in place
  - Provide timeline/duration for scope of work
- c) **LIKE FOR LIKE REPLACEMENT:** This letter addresses repairs that require replacement of system components. A “like for like” replacement assumes that identical parts are being used. **This letter shall include the following information:**
- Provide the scope of work/reason and description of the components being replaced
  - Identify the component to be replaced; include the make, model, and size.
  - Provide the quantity of devices replaced
  - If the new components are not identical; clearly state how the new components meet or exceed the components being replaced
  - Provide timeline/duration for scope of work

- Please Note: Fire alarm control panels are not permitted to use for Like for Like letter process
2. **MATERIAL DATA:** Provide manufacturer's specification sheets for the existing components as well as replacement.
  3. **Plans to be REVIEWED AND SIGNED** by a NICET Level 2 Designer in Water-Based Fire Protection Systems or a Nevada registered Professional Engineer working in their area of expertise per section 901.2.2. of the 2018 CCFC. **Submittals shall indicate the designer's name, certification number and signature.**

### **HOW TO SUBMIT:**

Paper plans are no longer accepted; Documents are to be submitted electronically. Consolidate your pdfs and upload your files via the Clark County Citizen Access Portal:  
<https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

### **COMMUNICATION:**

Once your plans are submitted you will receive a permit number (example= FP20-00000). Plan status can be viewed by logging into your account in the Citizen Access Portal and typing in your permit number. <https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

**CONTACT PERSON ON APPLICATION:** Ensure that the correct contact person is provided on the application. This will be the correspondent who receives all the email updates and correction comments once plan is submitted.

**ADDITIONAL INFORMATION NEEDED:** If you receive this request; Fire Intake has reviewed your submittal and there is additional information needed for the review to proceed. It will be placed back in the Review Queue as soon as the additional information is received.

**PLANS APPROVED:** Once plans are approved, and fees are verified; an email will be sent to the contact person. Inspections are scheduled after any outstanding **fees** are paid.

**PLANS-CORRECTIONS REQUESTED:** Once corrections are issued an email will be sent to the contact person. Customers should log on to Citizen Access Portal and download the redlined plans.

### **FIRE PLAN REVIEW STAFF CONTACT LINK:**

[https://files.clarkcountynv.gov/clarknv/Building%20&%20Fire%20Prevention/Phone/WEBSITE%20PHONE%20LIST\\_Fire%20Prevention.pdf?t=1616562454375&t=1616562454375](https://files.clarkcountynv.gov/clarknv/Building%20&%20Fire%20Prevention/Phone/WEBSITE%20PHONE%20LIST_Fire%20Prevention.pdf?t=1616562454375&t=1616562454375)

### **RE-SUBMITTALS AND REVISIONS:**

1. **CORRECTIONS:** Corrected submittals are to be submitted using the Citizen Access Portal. A letter describing the changes shall be provided with your revised submittal. **Please Note:** The Redlined plans are already in the file and do not need to be uploaded again.
2. **REVISIONS:** If plans are revised after approval; revisions will need to be submitted and approved prior to **FINAL** system acceptance. Revisions are to be submitted the same manner as the original submittal. The following items should be included with a revision;
  - All changes should be **clouded and keyed** to Plan Revision# (FP20-00000-R001).
  - A revision letter shall also be provided indicating what changes were made and where they occur.
  - A copy of the original approved plans should be included.

**Link to CITIZEN ACCESS HOW TO GUIDES:**

[https://www.clarkcountynv.gov/government/departments/building\\_fire\\_prevention/citizen\\_access\\_knowledge\\_base.php](https://www.clarkcountynv.gov/government/departments/building_fire_prevention/citizen_access_knowledge_base.php)

**SUBMITTAL SERVICE LEVEL OPTIONS/FEE SCHEDULE:**

Service levels, base fees and an expected plan review due dates are established at the time of submittal. Different plan review service levels are available depending on scope of work, fees and staff availability. All service levels may not be available. Plans are reviewed in the order received according to the expected due date. Note that due dates cannot be guaranteed. Refer to section 106.6 of the CCFC for additional information on fees.

**INSPECTION OPTIONS/INSPECTION SCHEDULING:**

[https://www.clarkcountynv.gov/government/departments/building\\_fire\\_prevention/inspection/schedule\\_an\\_inspection.php](https://www.clarkcountynv.gov/government/departments/building_fire_prevention/inspection/schedule_an_inspection.php)

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