



Clark County Building Department

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Division:	Building Division	Policy & Procedure	BD-PP-116
Subject:	Change in Occupancy	Effective Date:	06/01/2009
Code:	N/A	Revised Date:	10/09/2009

A. POLICY

A new building permit application is required when a change of occupancy is proposed for buildings, structures, or any portion thereof. The proposal shall incorporate all currently adopted technical codes pertaining to such occupancy.

B. PROCEDURE

Any permit application which proposes a change in occupancy shall be accompanied by Commercial Building Permit Application Form and three (3) copies of a code analysis. The code analysis shall be performed by a State of Nevada licensed contractor or design professional. The code analysis shall be accompanied by three (3) sets of plans, when necessary, for any new work required in order to comply with the currently adopted technical building codes. The code analysis shall include:

- Declaration of mixed use design, if applicable: Separated or Non-Separated uses.
- The existing building's Type of Construction.
- An occupant load analysis.
- The allowable building area and height.
- A complete minimum plumbing fixture analysis, per IBC, Table 2902.1.
- A complete means of egress analysis.
- A ventilation air analysis, if there is an increase in building occupant load.

Zoning Plans Examination shall ensure the use of the proposed space or building complies with Title 30.

Civil plans need to be revised if a new grading plan is submitted or more than 50% area is being added to an existing structure.

Once submitted, Plans Examination shall research and verify if the space or building complies with the current technical building codes for the proposed change in use.

If the space or building does not comply with the current technical building codes and additional work must be performed, the appropriate building, electrical, mechanical and plumbing permits must be issued and standard inspection procedures shall apply.

If the space or building does comply with the current technical building codes, the plans examiner shall stamp and sign the building permit application, the 3rd set of the code analysis and any plans, if necessary, and route the completed 3rd set for final permit processing.

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Once a permit has been issued, a final inspection shall be scheduled by the permit holder. Field Services Inspection staff shall ensure the space or building is consistent with the approved code analysis. If they are not, a correction notice will be written and the customer will be returned to plans examination for additional clarification and/or additional permitting.

Upon successful completion of the final inspection, a Certificate of Occupancy will be issued.

C. JUSTIFICATION

Applicants are not always aware of the requirements when changing the use or occupancy of a building or building space. The construction type, building area, height, means of egress, minimum plumbing fixtures and other life safety systems may not be adequate for proposed new use. A code analysis and research provided by the contractor or design professional will easily identify if the change in use meets current technical code requirements.

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
BD-PP-116	Change in Occupancy	June 01, 2009		
BD-PP-116	Change in Occupancy		October 09, 2009	
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