



Clark County Building Department

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Division:	Plans Examination	Policy & Procedure	BP-PP-048
Subject:	SHELL BUILDINGS, CERTIFICATE OF COMPLETION	Effective Date:	05/01/2007
Code:	N/A	Revised Date:	

A. GENERAL

This policy defines special issue and handling for a subcategory of construction defined herein and called a “shell” building.

A shell building is a special category of a structure which, when completed, is neither ready for occupancy nor for a gas/electric meter tags. It is thus treated differently than a structure which is designed to be ready for occupancy at completion. This policy outlines those different procedural handling issues since it affects multiple divisions. Divisions may adopt internal procedures to further define shell building processing within these guidelines.

B. DEFINITIONS

For the purposes of this Departmental policy only, the following definitions are provided:

Certificate of Completion – a document issued upon completion of the work authorized by a shell building permit. A Certificate of Completion is not an authorization to occupy the structure, issue meter tags, or use the structure.

Certificate of Occupancy – a document issued upon completion of a structure designed and permitted for immediate occupancy after completion of the permitted work. In a shell building, only the tenant spaces would typically have a Certificate of Occupancy issued, not the shell itself.

Shell – a structure which does not include all requirements for issue of a Certificate of Occupancy and is not legally occupiable upon completion; however, a shell building must meet minimum requirements of Public Works, Zoning, and Building Divisions as specified by this policy.

C. PROCEDURE

Shell Building Scope Of Work

The plans for a Shell Building must:

- Include any conditions of approval imposed by Public Works or Zoning (often by Commission action). EXAMPLES: parking surfacing, lot striping, landscaping, trash enclosure, air conditioner vision screening, etc.;
- include necessary minimum structural and fire resistive elements (exclusive of finished interior tenant spaces), main electrical and gas distribution systems, weather protection, and a completed alarm/sprinkler system (if required);

A shell building is not eligible for issue of a Temporary Certificate of Occupancy or Certificate of Occupancy. Upon an approved final inspection, a Certificate of Completion will be issued.

The only meter tag that can be issued for a shell building is for one or more “house” meters serving the entire structure’s security lighting, exterior lighting, and similar needs. No gas meter tag may be issued without approval of an Inspection Division head.

Tenant Improvements

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Tenant improvements (e.g. completion of tenant spaces in either a completed building or shell) are permitted as a separate permit. After completion, the tenant spaces are issued a Certificate of Occupancy. *Prior to issue of Certificate of Occupancy for a tenant space, the Certificate of Completion for the shell must have been issued.*

Subpermits

The scope of work for subpermits on a shell building cannot exceed the overall shell building permit's scope; i.e. there must be separate subpermits for the shell work and any tenant improvement work.

Processing Responsibilities

PAC intake personnel will inquire at the time the plans are turned in for plan review to determine whether the structure is intended to be built as a shell building, within this program or whether it is intended to be built as a completed, occupied building. PAC staff will enter or verify the applicant's declaration of shell or completed building under the scope of work on the permit application.

Planscheckers will determine if the plans are compatible with the declared objective (shell or completed building). Plans with insufficient information for a shell building or which show tenant improvement design elements will have that fact noted within the planscheck correction letter sent to the architect/engineer/developer in order to obtain plan revisions.

If the plans are correct for a shell building under this policy, planscheckers will verify the Scope of Work narrative (as declared by the permittee). If the scope of work for the shell building is incorrect, the planschecker will note the discrepancies on the application and advise the PAC of the discrepancies. The plans checker is also responsible to notify the permittee of the discrepancies in the declared scope of work.

The permittee must be notified by PAC, at the time of permit issue, that the building's scope of work was changed. PAC permit issue staff will post the final approved completion status of the building to the Scope of Work field in the computer permit record and issue the permit accordingly.

Inspections Role

If field inspection finds that the work differs from the approved scope of work (shell vs. completed building), standard enforcement procedures are indicated to either obtain an approved plan change to change the scope or to revise the work to conform to the authorized scope.

If the shell is not finished (i.e. the Certificate of Completion issued) when a tenant space is ready for finals, the Certificate of Occupancy cannot be issued.

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AD-PP-OPS-005	Shell Buildings, Certificate of Completion	May 01, 2007		
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Approved by:

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Concurred by:

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