



Clark County Building Department

4701 West Russell Road • Las Vegas NV 89118

(702) 455-3000 • Fax (702) 221-0630

Division:	Engineering	Policy & Procedure:	TG-49-2023
Subject:	Monitored Projects and Preconstruction Meetings	Effective Date:	June 7, 2023
Code:	Clark County Building Administrative Code	Revised Date:	June 7, 2023

1.0 PURPOSE: The purpose of this guideline is to establish a framework for pre-construction meetings and general responsibilities for monitored projects. When a pre-construction meeting is determined necessary by Clark County Building Department, or requested by the permit holder, the meeting (s) shall be scheduled prior to commencement of work for grading, foundation, framing, and scheduling final inspections.

2.0 SCOPE: This guideline will be used to help establish a collaborative network, provide guidance, and highlight entity responsibilities. A project specific agenda will be used to outline points of emphasis. Points of emphasis may focus on requirements for inspection scheduling, frequency of inspections, and approved documents. Furthermore, this guideline will serve as a median to communicate potential hold points created at permit issuance, Non-Compliance Reports, or enforcement actions.

3.0 ABBREVIATIONS & ACRONYMS

AMEP: Architectural, Mechanical, Electrical and Plumbing

BAC: Clark County Building Administrative Code

CCBD: Clark County Building Department

4.0 DEFINITIONS: For the purposes of this technical guideline, certain terms, phrases, words, and their derivatives shall be construed as specified in this section.

CCBD Structural Monitor: A designated representative of the CCBD Engineering Group at the project site to ensure compliance with the approved construction documents and applicable codes.

5.0 REFERENCES:

BAC, Clark County Building Administrative Code

6.0 RESPONSIBILITIES:

6.1 Permit applicant

When the permit holder utilizes a digital platform to manage approved documents, access to the platform shall be provided to CCBD personnel and the third-party inspection agency, per 22.02.510 (G)

- Digital platforms shall be organized with folders for each permit that contain the latest approved documents, revisions, addendums or alike, and shall be organized in a sequential manner.
- If CCBD staff determine the digital format is inadequate, approved plans shall be made available as required per the Clark County Building Administrative Code.

6.2. Non-Compliance resolution timeframe:

- The contractor shall resolve Non-Compliance reports within 90 days.
- Enforcement actions will be issued when elements that have been referenced in a non-compliance report have not been resolved within a maximum of **90 days**.
- Enforcement actions can be comprised of Disapproved Inspections, Correction Notices, Notices of Violation, or a Stop Work Order per BAC 22.02.110.

6.3 CCBD Inspections (Mechanical, Electrical, Plumbing, and Architectural)

- The permit holder is responsible for coordinating with the CCBD area supervisor and/or designated Clark County staff member.

6.4 Prime Agency

- To comply with BAC 22.02.525 (B) (1) notification of non-conformance, the special inspector shall leave a copy of the report on site. The quality manager or other personnel designated by the quality manager shall utilize the Noncompliance Weekly Log file.
 - The quality manager or other personnel designated by the quality manager shall use the latest version of excel file
 - The quality manager or other personnel designated by the quality manager shall not alter the format of the file.
 - The quality manager or other personnel designated by the quality manager shall make one sheet in the file for each permit number
 - The quality manager or other personnel designated by the quality manager shall email an updated file to the CCBD Area Supervisor, CCBD Structural Monitor Supervisor, CCBD Structural Monitor, Contractor, and Registered Design Professional every Monday morning until the completion of the project.
 - The Non-Compliance Report details, notes and comments shall not be deleted after entered in the log.

6.5 CCBD Engineering Group (Grading, Concrete, Steel, and Others)

- CCBD engineering staff shall monitor the performance of the inspection agency and permit holder to ensure compliance with the approved construction documents and the adopted codes.
- The structural monitor can schedule their own inspections.

6.6 Footing Inspection release process

- All foundation bottoms must be inspected when grading is listed on the inspection agreement.
- An approved final grading report, partial final grading report, or a pad certification shall be required prior to the placement of concrete in the foundations.

7.0 ATTACHMENTS:

Appendix A – Noncompliance Weekly Log File

Prepared By: Jonathen Nichols

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Revision History:

Title	Revision/Approved Date	Effective Date
TG-49-2023	June 7, 2023	June 7, 2023
TG-49-2012	May 15, 2019	May 30, 2019

Reviewed by:

Jake Mizrahi
Jake Mizrahi
Engineering Manager

Terry Kozlowski
Terry Kozlowski
Manager of Plans Exam.

Shannon McEwen
Shannon McEwen
Manager of Permits

Matthew Brewer
Matthew Brewer
Manager of Inspections

Zach Gharibian
Zach Gharibian
ACET Manager

James Oleniczak
James Oleniczak
Senior Management Analyst

Theresa Atimalala
Theresa Atimalala
Senior Management Analyst

Werner Hellmer
Werner Hellmer, P.E., CBO
Deputy Director

Scott Telford
Scott Telford, P.E., CBO
Deputy Director

Approved by:

James Gerren
James Gerren, P.E. C.B.O
Director & Building Official

Appendix A

Noncompliance Weekly Log File

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