



Clark County Department of Building & Fire Prevention

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FIRE PREVENTION PERMIT GUIDE

In-Building Riser -NFPA 24

This guide is to assist in the permitting process for in-building fire suppression system risers. A permit is required for installation of new in-building riser per section 105.7.19 of the IFC.

APPLICABLE CODES:

The following codes and standard apply to this permit.

- *Standard for the Installation of Private Fire Service Mains and Their Appurtenances, NFPA 24* 2016 edition
- *Standard for the Installation of Automatic Sprinklers, NFPA 13, 2016 edition.*
- *International Fire Code, 2018 edition (IFC)*
- *Clark County Fire Code Amendments, 2018 edition (CCFC)*

In-building risers shall be installed in accordance with Section 907.2.1 of the IFC as amended by the CCFC. The design shall be in accordance with NFPA 24 and NFPA 13.

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

SUBMITTAL REQUIREMENTS:

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

1. **CONSTRUCTION DOCUMENTS:** Submittals shall include the following information;
 - a) Project Name, Address, APN number
 - b) Contractor Contact Information including Contractor's License
 - c) Building Permit#
 - d) Point of Compass
 - e) General Notes as required by AHJ
 - f) Overall Site Plan indicating building location and new in-building riser location. Example: Civil site utility plan highlighting new in-building riser location.
 - g) Section cut of riser identifying the following;
 - In-Building riser: make, model, and size
 - Label annular space around riser (Minimum 4 inches larger than the diameter of the In-Building Riser)
 - Kicker/thrust block location
 - Depth of bury-minimum 3 feet-6 inches
 - Method of corrosion protection (Example: wrapping with a minimum 8 mil plastic sheathing or other approved method)
 - Reference Appendix A on page 3 for sample section cut
 - h) For Field built risers; Ensure each component and fitting is labelled on section cut and material data is provided for all components.
2. **MATERIAL DATA:** Provide manufacturer's specification sheets for all components.

HOW TO SUBMIT:

Plans are to be submitted electronically. Paper plans are no longer accepted. Files should be uploaded via the Clark County Citizen Access Portal:

<https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

Upload separated **consolidated** .PDF files into the categories that apply to your project; Plans, Material Data and Supporting documents.

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 the correct contact person on the application is provided as this will be the person who receives all the email updates on the permit status once plan is submitted.

ADDITIONAL INFORMATION NEEDED: If you receive this request Fire Intake has reviewed your submittal and there is additional action needed for the plan to be placed back in the Review Queue.

PLANS APPROVED: Once plans are approved, and fees are verified; an email will be sent to the contact person. In order for inspections to be scheduled any outstanding **fees** will need to be paid.

PLANS- CORRECTIONS REQUESTED: Once corrections are issued an email will be sent to the contact person. Customer will log in to Citizen Access Portal and download Redlined plans for comment.

FIRE PLAN REVIEW STAFF CONTACT LINK:

https://files.clarkcountynv.gov/clarknv/Building%20&%20Fire%20Prevention/Phone/WEBSITE%20PHONE%20LIST_Fire%20Prevention.pdf?t=1615317396076&t=1615317396076

RE-SUBMITTALS AND REVISIONS:

1. **CORRECTIONS:** Corrected plans 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 CITIZENS ACCESS HOW TO GUIDES:

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

APPENDIX A-SAMPLE RISER SECTION:

