



# Clark County Department of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

## Pre-Submittal Meeting Information Form

Jerome A. Stueve, P.E., Director  
Samuel D. Palmer, P.E., Assistant Director · Girard W. Page, Fire Marshal

Please complete the following information to assist CCBF in ensuring that the proper personnel are in attendance.

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

APPROXIMATE LOCATION OF PROJECT: \_\_\_\_\_

APN: \_\_\_\_\_ LAND USE APPLICATION NO.: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

CHECK MARK ALL APPROPRIATE CLASSIFICATIONS AND INCLUDE SQUARE FOOTAGE.

- Assembly, Group: A Sq. Ft.: \_\_\_\_\_
- Business, Group: B Sq. Ft.: \_\_\_\_\_
- Educational, Group: E Sq. Ft.: \_\_\_\_\_
- Factory, Group: F Sq. Ft.: \_\_\_\_\_
- High Hazard, Group: H Sq. Ft.: \_\_\_\_\_
- Institutional, Group: I Sq. Ft.: \_\_\_\_\_
- Mercantile, Group: M Sq. Ft.: \_\_\_\_\_
- Residential, Group: R Sq. Ft.: \_\_\_\_\_
- Storage, Group: S Sq. Ft.: \_\_\_\_\_
- Utility, Group: U Sq. Ft.: \_\_\_\_\_

PROPOSED CONSTRUCTION TYPE: \_\_\_\_\_ NUMBER OF STORIES: \_\_\_\_\_

FIRE PROTECTION ASPECTS: \_\_\_\_\_ TOTAL AREA IN SQ. FT.: \_\_\_\_\_

PROPERTY LINE SETBACKS: North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_ VALUATION: \_\_\_\_\_

SMOKE CONTROL?  Yes  No COMMISSION ACTION REQUIRED?  Yes  No

LIST ALL DESIGN TEAM MEMBERS WHO WILL BE IN ATTENDANCE ALONG WITH THEIR FUNCTIONS AND COMPANY NAMES.

	<b>NAME</b>	<b>FUNCTION</b>	<b>COMPANY NAME</b>	<b>FAX NO.</b>	<b>E-MAIL</b>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____

LIST ALL ISSUES TO BE DISCUSSED:

- Zoning
- Civil Engineering
- Fire Department
- Building Codes
- Electrical Codes
- Mechanical Codes
- Plumbing Codes
- Project Submittal
- Permit Process
- Fees & Special Fees
- Phasing Construction
- Deferred Submittals
- Alternate Methods
- Express Plan Review
- QAA
- Inspections
- Tenant Improvement
- Certificate of Occupancy
- Other (Describe): \_\_\_\_\_

Attach additional sheets if necessary.

Fax sheet(s) to: CCBF (702) 221-6380 or (702) 380-9910

Telephone No. (702) 455-8011