PROCEDURE:
This procedure shall be instituted when any building service regulated by the adopted codes poses an immediate hazard to life or property. This procedure is not required when the disconnect is necessitated due to significant fire damage. Reference: Clark County Administrative Code 22.02.120 (A).

1. All emergency disconnects of utilities must be approved by the Building Official.
2. When possible, notify the owner and occupant(s) of the building, structure, or building service equipment prior to such action.
3. Inspector shall complete emergency disconnect check sheet (Form # 164)
4. Notify serving utility for disconnection and provide meter number.
5. Post a Dangerous Building Notice and issue a Notice and Order.
6. Obtain and use the most complete and accurate location description that can be procured.
7. Immediately thereafter, notify the building owner and serving utility of such disconnection in writing, with a copy of the Notice of Violation, mailing by Certified Mail, Return Receipt Requested. (see attached letter template)
8. Supervising Building Inspector to ensure a complaint file is opened and all actions, correspondence, inspections and enforcement are documented and maintained for permanent record.

Attachment: Form #164
Letter Template
# Revision History:

<table>
<thead>
<tr>
<th>POLICY #</th>
<th>TITLE</th>
<th>Effective Date</th>
<th>Revised</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.09.00</td>
<td>Emergency Authority to Disconnect Utilities</td>
<td>04/24/1989</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.09.00</td>
<td>Emergency Authority to Disconnect Utilities</td>
<td>05/15/1990</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.09.33</td>
<td>Emergency Authority to Disconnect Utilities</td>
<td>05/05/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BI-PP-027</td>
<td>Emergency Authority to Disconnect Utilities</td>
<td></td>
<td>08/15/2008</td>
<td></td>
</tr>
<tr>
<td>BI-PP-027</td>
<td>Emergency Authority to Disconnect Utilities</td>
<td></td>
<td>01/17/2013</td>
<td></td>
</tr>
<tr>
<td>BI-PP-027</td>
<td>Emergency Authority to Disconnect Utilities</td>
<td></td>
<td>10/28/2013</td>
<td></td>
</tr>
<tr>
<td>BI-PP-027</td>
<td>Emergency Authority to Disconnect Utilities</td>
<td></td>
<td>12/09/2014</td>
<td></td>
</tr>
<tr>
<td>BI-PP-027</td>
<td>Emergency Authority to Disconnect Utilities</td>
<td></td>
<td>10/07/2015</td>
<td></td>
</tr>
<tr>
<td>BI-PP-027</td>
<td>Emergency Authority to Disconnect Utilities</td>
<td></td>
<td>11/22/2016</td>
<td></td>
</tr>
</tbody>
</table>

**Developed by:**

Brenda A. Thompson  
*Inspections Manager*

**Reviewed by:**

Ted Droessler  
*Engineering Manager*

Kevin McOsker  
*Plans Exam Manager*

Brenda A. Thompson  
*Inspections Manager*

**Approved by:**

Samuel D. Palmer, P.E.  
*Acting Director/Building & Fire Official*
CLARK COUNTY DEPARTMENT of BUILDING & FIRE PREVENTION
EMERGENCY DISCONNECT OF UTILITIES
INSPECTOR CHECK SHEET

Date: ________________  Time: __________

Address: ________________________________________________________________
Condition: ______________________________________________________________

Notified:
[ ] Supervisor: __________________________________________________________
[ ] Building Owner: ______________________________________________________
[ ] Occupant(s): __________________________________________________________

Comments: __________________________________________________________________

[ ] Dangerous Building Notice Posted  Date: ________________  Time: __________
[ ] Serving Utility Notified for Disconnect of ___________________________
  Time: __________  Date: __________  To: _______________________________

[ ] Utility Disconnected By: __________________________  Date: __________  Time: __________
  Meter Number: __________________________  Type: __________________________

Notice of Violation Issued To: ________________________________________________

Inspector: ______________________________________________________________

Form # 164  01/30/2015