



Clark County Building Department
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Division:	Plans Exam and PAC	Policy & Procedure	BP-PP-019
Subject:	VALUATION CALCULATIONS	Effective Date:	06/15/2000
Code:	N/A	Revised Date:	12/30/2013

A. POLICY:

Permit issuance is based on the declared valuation at submittal or calculated valuation provided by the plans examiner (valuation screen in Naviline).

The following procedure outlines the process of inputting the valuation into the Naviline valuation screen for the calculating of required fees. These fees may be based on the valuation of the project using the Clark County ~~Development Services (CCDS)~~ Building Department (CCBD) valuation cost factors ,the declared valuation as stated by the applicant (whichever is higher) or the contract value; whichever is higher. The final determination will be by the plans examiner and verified by Plan Submittal (PS) staff. In every case, the valuation screen for each application will be completed by the Building Plans Examination (BPE) staff.

B. PROCEDURE:

Commercial – New construction and tenant improvements.

1. The initial plan review fees are calculated based upon the stated valuation given by the applicant. This estimated plan review fee is received at plan submittal.
2. BPE staff, during the initial plan review, verifies the initial stated valuation by using the cost factors from the CCBD Valuations Cost Factors (BVCF) valuation chart times the actual calculated square footage of the structure(s) and through verification by a signed construction contract. If a construction contract is not provided with the submitted documents, the architectural plans examiner shall request the contract to confirm the value of the work. This value is entered on the valuation screen in Naviline.
3. If the plans examiner’s calculated value (based on the actual square footages using the BVCF valuation chart) or the contract value is higher than the applicants initial stated valuation the final plan review fees are adjusted to the highest valuation by the PS staff with a credit for the portion of the plan review fee already paid.
4. If the plans examiner’s calculated value or the contact value is the same or less than the initial stated valuation, then the PS staff will use the applicant’s initial stated valuation for the final fee calculations. Most of the time, the plans examiner will input the same value on the “Application General Information” screen. In some cases, the plans examiner will list the lower value; however, PS staff will calculate fees based on the higher valuation.

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Apartment/Condominiums:

1. Plan review fees are received at plan submittal based upon the stated estimated value per building type. PS staff will create an application number in Naviline for each type of building so that BPE staff will be able to put the actual calculated valuations on the valuation screen.
2. BPE staff verifies the estimated valuation by using the cost factors from the BVCF valuation chart times the actual calculated square footage of the structure(s) for each building type or confirms the construction value based on a written and signed construction contract. The highest values are entered on the valuation screen in Naviline and on the apartment / condominium work-up sheets for each separate building type.
3. BPE staff provides Permit Issue (PI) staff copies of the fee work-up sheet for each building type that is used so they can verify the information on the Naviline valuation screen.
4. If there are multiple buildings of each type of building, PI staff will duplicate the application appropriately. PI staff always uses the calculated value in Naviline to figure the final fees.

Residential:

1. Estimated values are calculated at submittal by PS staff based upon the cost factor per sq foot for plan review fees. This estimated plan review fee is received at plan submittal.
2. BPE staff verifies the estimated valuation by using the cost factors from the BVCF valuation chart times the actual calculated square footage of the residence or confirms the construction value based on a written and signed construction contract. The highest value is entered on the valuation screen in Naviline.

Estimated values are not determined for mobile homes, fences, pools, or residential accessory structures at plan submittal. These are calculated at permit issue time, based upon valuation by the BPE staff during the review of the plans. BPE staff may elect not to require a construction contract in cases where a written contract is not valid, such as projects where the owner is the contractor (owner/builders, small improvements at the resort properties, or pro-bono type projects).

All plan submittals must have valuations input on the valuation screen by the BPE staff so that PS or PI staff will be able to verify and collect all required fees.

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Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
80.1.4	Valuation Calculations	June 15, 2000		
AD-PP-019	Valuation Calculations			August 15, 2008
BP-PP-019	Valuation Calculations		December 30, 2013	

Approved by:

Ronald L. Lynn, Director

Concurred by:

Greg Franklin ,Assistant Director