



Clark County Building Department

4701 West Russell Road ▪ Las Vegas NV 89118

(702) 455-3000 ▪ Fax (702) 455-5810

Division:	Building Division – Plans Examination	Policy & Procedure	BP-PP-051
Subject:	COMMERCIAL/INDUSTRIAL LAND ATTACHED AND AIR SPACE ONLY SUBDIVISION CERTIFICATION REVIEWS	Effective Date:	10/01/2007
Code:	N/A	Revised Date:	02/27/2008

A. POLICY

The Clark County Building Department requires a formal review of all commercial/industrial land attached subdivision certifications pursuant to NRS 278.325. Air space only subdivision certifications will be assigned a tracking number (Type SCR) and will be reviewed and approved at the public front counter at no charge.

B. PROCEDURE

1. The applicant must submit a Commercial/Industrial Land Attached Subdivision Certification Form (#1018 see attached) which has been signed and stamped by a Nevada licensed professional architect or engineer.
2. This certification form must be accompanied with the necessary construction documents, prepared by a Nevada licensed professional architect or engineer, which clearly indicates the proposed subdivision is in compliance with the applicable law of this State in effect at the time of the preparation of this certificate, and with the building codes in effect at the time the building was constructed.
3. The Building Plans Examination front counter staff shall assign a commercial/industrial land attached subdivision certification tracking number (Type SCR); add the architectural agency; enter “RFP” on the architectural agency and process as a new permit.
4. The review shall be assigned to the commercial short bin and all documents shall be sent to the appropriate commercial short bin number.
5. The supervisor shall assign the review to the appropriate plans examiner.
6. The assigned plans examiner shall research GIS and Kovis, and compare findings with the drawings prepared by the design professional.
7. If the proposed subdivision does NOT create building code violations, the plans examiner shall enter their approval in Naviline and stamp their approval on the Commercial/Industrial Land Attached Subdivision Certification Form and indicate the time spent for this review.
 - a. The plans examiner shall forward one (1) set of documentation to records and one (1) set to PAC.
 - b. PAC will calculate fees due and contact the applicant.
 - c. PAC will collect the fees and close the application.
8. If the plans examiner determines that the proposed subdivision does create code violations to the original building code; then the plans examiner will issue a correction letter to the contact person detailing all code violations. The plans examiner shall request a meeting to provide information to the contact person and design professional about methods of resolution of all code violations created by the proposed subdivision. This mandatory meeting shall include the plans examiner and his or her supervisor. During the meeting all discrepancies shall be discussed in detail.

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9. The following procedures are to be followed when applying for a building permit to correct the code violation:
 - a. A building permit is required to correct the discrepancies.
 - b. The commercial/industrial land attached subdivision certification application number must be referenced on the building permit application and also in Naviline.
 - c. Once the building permit has been applied for, the review and approval of the plans shall be processed the same as any permit application.
 - d. The Commercial/Industrial Land Attached Subdivision Certification Form shall be included with all permit documents. Both the record set & permit set shall be forwarded to PAC for fee workup. Permit Issue will contact the applicant with permit fees when the permit is ready for pick-up.

C. FORM INSTRUCTIONS

Please follow the requirements listed below when completing either the Commercial/Industrial Land Attached or Air Space Only Subdivision Certification form.

1. The certificate must be attached as the last page of the document which proposes to subdivide a building.
2. Do not write or mark in the one (1) inch margins.
3. Complete the form in **black ink** only.
4. The Nevada licensed professional architect or engineer must stamp and sign within the “approval stamp” box. The stamp or signature of the architect or engineer may not extend outside of the box. The stamp must be legible.
5. Print the name of the Nevada licensed professional architect or engineer in the required field; no signatures will be accepted.
6. Additional information on document requirements and formatting standards can be found on the Recorder’s Office website at www.accessclarkcounty.com/recorder/requirements.html.

Documents that do not meet the formatting standards will be charged an additional non-compliance fee of \$25.00 by the Recorder’s Office.

Attachment: Form #1018

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Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
PE-PP-OPS-017	Commercial/Industrial Land Attached And Air Space Only Subdivision Certification Reviews	October 1, 2007	February 27, 2008	
BP-PP-051	Commercial/Industrial Land Attached And Air Space Only Subdivision Certification Reviews			August 15, 2008
BP-PP-051	Commercial/Industrial Land Attached And Air Space Only Subdivision Certification Reviews			September 4, 2013

Approved by:

Ronald L. Lynn, Director

Concurred by:

Gregory J. Franklin, Assistant Director



CLARK COUNTY DEPARTMENT OF BUILDING

Land Attached Commercial/Industrial Subdivision Certification (Pursuant to NRS 278.325)



PROJECT INFORMATION

PAC No.: _____

Project Address: _____
(Include Suite/Space # or Letter Designation if applicable)

Project Name: _____ Original PAC No.: _____

CONTACT INFORMATION

Name: _____ Company Name: _____

Mailing Address: _____ Phone: _____

City: _____ State/Zip: _____ Fax: _____

Email Address: _____

Description:

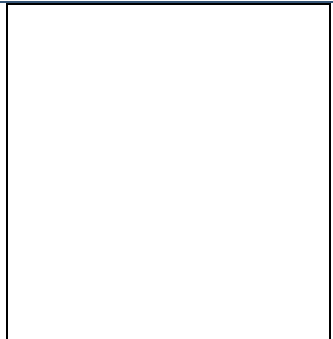
THE BUILDING IDENTIFIED ABOVE IS IN COMPLIANCE WITH THE APPLICABLE LAW OF THIS STATE IN EFFECT AT THE TIME OF THE PREPARATION OF THIS CERTIFICATE, AND WITH THE BUILDING CODES IN EFFECT AT THE TIME THE BUILDING WAS CONSTRUCTED.

**PRINT ARCHITECT
/ENGINEER NAME:** _____

PLEASE DO NOT SIGN

Date: _____

(APPROVAL STAMP)



THIS CERTIFICATE MUST BE SUBMITTED TO THE CLARK COUNTY BUILDING DEPARTMENT WITH THE NECESSARY CONSTRUCTION DOCUMENTS PREPARED BY THE DESIGN PROFESSIONAL.

FOR BUILDING DEPARTMENT USE ONLY THIS REVIEW AND FEES PER CLARK COUNTY BUILDING ADMINISTRATIVE CODE

Accepted By: _____

Print Name

Date: _____

Time: _____ Fee: \$ _____

THIS CERTIFICATE MUST BE ATTACHED TO ANY DOCUMENT WHICH PROPOSES TO SUBDIVIDE A BUILDING.

(CCBD APPROVAL STAMP)

