



Clark County Building Department

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Division:	Fire Prevention Bureau (FPB)	Policy & Procedure	FPB-PP-148
Subject:	FPB Business License Process	Effective Date:	09/09/2013
Code:	N/A	Revised Date:	New

A. GENERAL:

This policy and procedure defines the Fire Prevention Bureau (FPB) business license inspection processes when certain businesses are inspected as required by the Business License Department.

B. DEFINITIONS:

For the purposes of this Departmental policy only the following definitions are provided:

Business License Department – FPB Inspections

The Fire Prevention Bureau (FPB) conducts business license inspections in accordance with Title 6 of the Clark County Code entitled “Business Licenses.” Specifically, section 6.04.090: except as otherwise provided, the Business License Department may require the FPB to inspect new and other business license applications.

Business License Department - CLIPS

CLIPS is the software program utilized by the Business License Department to assign FPB Business License inspections to the FPB.

FPB – NaviLine (Selectron)

NaviLine, and in the near future Selectron, is the software program utilized by the FPB to assign, result, and track FPB Business License inspections.

FPB Leave Calendar – Building Department Tool Belt

C. PROCEDURE

Processing Responsibilities – Scheduling

On a routine basis, the FPB Scheduler reviews the FPB leave calendar on the Building Department Tool Belt. Additionally, the FPB scheduler takes into account the Fire Inspectors’ work schedules: Monday through Thursday with Friday off; or, Monday off, working Tuesday through Friday schedules.

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The FPB Scheduler does a cross check to determine if this business license number already has an assigned Naviline Number. The FPB Scheduler reviews the unassigned FPB Business License work queue in CLIPS. They enter a FPB Business License inspection into Naviline. Naviline, or in the near future, Selectron, automatically creates the FPB Business License Naviline application number and automatically assigns the inspection to the area Fire Inspector. The FPB Scheduler may manually assign it to the back-up Fire Inspector by geographical area in Naviline.

Based upon the FPB Leave Calendar, the FPB Scheduler may reassign the Naviline inspection to the back-up Fire Inspector or other Fire Inspector as indicated by the Deputy Fire Marshal (DFM). Back-up Fire Inspectors are identified by geographical areas. The area back-up Fire Inspectors are identified on the FPB Area Assignment maps.

Once all of the FPB Business License inspections are entered into Naviline, the FPB Scheduler forwards an E-mail of all the assigned Naviline FPB Business License Inspections to all Deputy Fire Marshals.

Processing Responsibilities – Deputy Fire Marshal (DFM):

The Deputy Fire Marshal (DFM) may reassign the FPB Business License inspections in Naviline based on FPB Staffing levels and assignments. Once all of the Naviline inspections are assigned, the DFM opens the CLIPS software and assigns the applicable FPB Business License inspection to the applicable Fire Inspector in CLIPS.

Processing Responsibilities – Fire Inspector

On a daily basis, conducts FPB Business License inspections as assigned in Naviline and CLIPS. The Fire Inspector shall make all entries into both Naviline and CLIPS as described below.

Based upon the FPB field inspection, there are four possible Naviline scenarios and four possible scenarios in CLIPS.

Naviline scenarios are: (1) Approval (AP); (2) Approved with Exception (AE); (3) Disapproved (DA); or (4) Cancelled (CA).

CLIPS scenarios are: (1) Accept or NA (Not Applicable); (2) Reassign/Comments; (3) Fail/Reject - Permits Required, 90 Days Follow-up; and (4) Fail/Reject – Disapprove with Added Comments.

Everything is Ok:

The Fire Inspector enters Approved (AP) in Naviline and enters Accept into CLIPS.

Minor corrections are necessary and can be accomplished within 10 working days or when the business will be ready for the first inspection within 10 working days:

Fire Inspector enters AE onto Naviline and reschedules a follow-up Naviline inspection. The Fire Inspector enters CLIPS and in the applicable business license, clicks on Reassign/Comments, chooses the Follow-Up option and selects the date of the follow-up inspection already scheduled on

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Naviline. The inspector then enters comments into CLIPS explaining why there is a follow-up inspection.

Needs FPB Permits and May Also Need Other Minor Corrections:

Fire Inspector enters Disapproved (DA) onto Naviline. The Fire Inspector enters CLIPS and, in the applicable business license, clicks on Fail/Reject – Permits required with follow-up 90 days with Comments. The Inspector enters comments onto CLIPS explaining why there is a need for the 90-day extension.

Will not be ready for first inspection within 10 days:

Fire Inspector enters Cancelled (CA) onto Naviline when he/she verified by phone or e-mail that FPB Business License inspection needs to be rescheduled. The Fire Inspector enters CLIPS and, in the applicable business license, clicks on Fail/Reject – Disapprove. The Fire Inspector enters comments onto CLIPS explaining why the business license is being disapproved.

If the Fire Inspector goes to the inspection and, upon arrival at site, determines that the business will not be ready for the first inspection within 10 days, the Fire Inspector enters Disapprove (DA) onto Naviline. The Fire Inspector enters CLIPS and, in the applicable business license, clicks on Fail/Reject – Disapprove. The Fire Inspector enters comments onto CLIPS explaining why the business license is being disapproved.

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
FPB-PP-148	FPB Business License Inspection Process	September 9, 2013	New	

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