SUBJECT: TG-16-2018 QUALITY AGENCY OBLIGATIONS

1.0 PURPOSE: BAC 22.02.530(A) - To perform special inspections as set forth in the technical codes, a Quality Assurance Inspection Agency must be approved by the Building Official, who shall maintain a list of approved Quality Assurance Inspection Agencies. The Building Official shall establish rules and regulations for approval and listing, as well as for the conduct of any approved agency. Rules and regulations for the approval and listing requirements shall be contained in technical guidelines.

2.0 SCOPE: Obligations are detailed for the initial application process, agency annual renewal process, quality management, engineering management, audits/performance evaluations, and reporting functions. The obligations are primarily organizational accountability to ensure that the special inspection requirements are met.

3.0 ABBREVIATIONS & ACRONYMS:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>AASHTO:</td>
<td>American Association of State Highway and Transportation Officials</td>
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<tr>
<td>AMRL:</td>
<td>AASHTO Materials Reference Laboratory</td>
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<tr>
<td>ASNT:</td>
<td>American Society for Nondestructive Testing</td>
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<td>A2LA:</td>
<td>American Association for Laboratory Accreditation</td>
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<tr>
<td>BAC:</td>
<td>Building Administrative Code</td>
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<tr>
<td>CCDBFP:</td>
<td>Clark County Department of Building</td>
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<tr>
<td>CCRL:</td>
<td>Cement and Concrete Reference Laboratory</td>
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<tr>
<td>EM:</td>
<td>Engineering Manager</td>
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<tr>
<td>IAS:</td>
<td>International Accreditation Service</td>
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<td>ISO:</td>
<td>International Standards Organization</td>
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<td>LAB:</td>
<td>Laboratory Accreditation Bureau</td>
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<tr>
<td>NIST:</td>
<td>National Institute of Standards and Technology</td>
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<td>NVLAP:</td>
<td>National Voluntary Laboratory Accreditation Program</td>
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<td>QCM:</td>
<td>Quality Control Manager</td>
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<tr>
<td>QSM</td>
<td>System Manual</td>
</tr>
<tr>
<td>TG:</td>
<td>Technical Guideline</td>
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</tbody>
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4.0 DEFINITIONS: For the purposes of this technical guideline certain terms, phrases, words and their derivatives shall be construed as specified in this section and the Building Administrative Code of Clark County.

APPROVED DATE: DECEMBER 12, 2018
EFFECTIVE DATE: DECEMBER 12, 2018

<table>
<thead>
<tr>
<th>Revised By:</th>
<th>Concurred By:</th>
<th>Approved By:</th>
</tr>
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<tbody>
<tr>
<td>Brian Lenihan</td>
<td>David L. Durkee</td>
<td>Werner K. Hellmer</td>
</tr>
<tr>
<td>Brian Lenihan, P.E.</td>
<td>David L. Durkee, P.E.</td>
<td>Werner K. Hellmer, P.E.</td>
</tr>
<tr>
<td>Senior Engineer</td>
<td>Principal Engineer</td>
<td>Manager of Engineering</td>
</tr>
</tbody>
</table>
5.0 REFERENCES:
Clark County Building Administrative Code
Technical Guideline 15
Technical Guideline 17

6.0 RESPONSIBILITIES:
6.1 Initial Approval:
6.1.1 The Quality Agency shall provide the information required in Section 7.1.
6.1.2 Quality Agencies that maintain an engineering manager are eligible to be listed as a prime agency, on the special inspection agreement. Agencies that do not have or have not maintained an engineering manager are eligible to maintain an approval status as a subcontract/testing agency. Some areas of inspection require agencies to have an engineering manager on listed under the agency, to be listed on the special inspection agreement.

6.1.2.1 Inspection Items that do not require an engineering manager are listed below:
- Test and Air Balance
- Energy Efficiency Testing
- System Commissioning
- Electrical Testing
- FAB Shop Inspections

6.2 Agency Annual Renewal Process:
6.2.1 The Quality Agency shall provide the information required in Section 7.2.
6.2.2 Quality Control Manager Responsibilities
6.2.2.1 The quality control manager or the designated auditor shall perform an audit of all personnel on a semi-annual basis.
6.2.2.2 The quality control manager shall keep a current yearly summery of the audits and provide all audit records within 24 hours upon CCDBFP request.
6.2.2.3 The quality control manager or the agency designated auditor shall use the Internal Special Inspection Audit form to document the audits.
   - The personnel audits may be performed on non-CCDBFP projects.
   - The designated ASNT Level III inspector shall perform at least one field audit of each of the NDT Level II inspectors annually.
     - The audits shall verify that the inspector can set-up, calibrate, and properly perform the NDT procedures.
     - The ASNT Level III inspector shall use a test plate during the audit to verify the competency of the inspectors.
6.2.2.4 The quality control manager or the agency designated auditor shall perform a field audit of two projects in depth per year.
   - The quality control manager or the designated auditor shall use the Internal Project Audit form to document the audits.
   - Field audits must be photo documented and include all paperwork reviewed.
6.2.2.5 Revisions to the quality systems manual due to revised technical guidelines shall be incorporated into the existing manual and submitted as needed or at the request of CCDBFP. The agency shall submit a revised manual within 2 weeks from the time of the request.
   - If revisions to the forms are made, revised forms must be submitted to
6.2.3 **Engineering Manager Responsibilities**

6.2.3.1 The engineering manager shall review the agency quality system manual and the quality system process of the agency on a yearly basis.

6.2.3.2 The engineering manager shall use the Internal Office Audit form to document the yearly field audits.

6.2.3.3 The Engineering Manager shall be the responsible individual in charge of all laboratory activities in accordance with ASTM Standard E329 and the BAC.

6.2.4 The Quality Assurance Agency is responsible for the payment of required fees when fees are accessed.

6.3 **Field Audits/Performance Evaluations:**

To verify compliance with technical guidelines quality agencies and their personnel are subject to audits/performance evaluations. Clark County staff shall perform audits/performance evaluations of approved agencies and their personnel. CCDBFP shall specify audit/performance evaluation scope and procedures.

7.0 **PROCEDURE:**

7.1 **Initial Application Process:**

Application shall be made in accordance with this procedure.

7.1.1 **Application**

7.1.1.1 Agency shall apply online to request a new agency listing, on Clark County Citizen Access Portal.

- The agency shall create an account.
- The agency account shall utilize agency email address.
  - The email shall not contain an individual’s name.
- The name of the quality agency shall be the name as listed on the incorporation documents and Clark County Business License.

7.1.2 **Fees.** Fees are detailed in the Clark County Building Administrative Code.

7.1.2.1 The Quality Assurance Agency is responsible for the payment of required fees when fees are accessed.

7.1.3 **Required Information.**

7.1.3.1 Provide the completed form 862 and 863. The forms are contained in Appendix A.

7.1.3.2 Incorporation documents

7.1.3.3 List of current corporate directors.

7.1.3.4 Approved nationally recognized accreditation or Evaluation as required per Appendix B – Agency Accreditation Requirements.

- When required the accreditation certification shall be included with the application.
- Quality agencies may request approval of an inspection category that is not approved by an accreditation body.
- Home energy rating software accreditation, when applicable.

7.1.3.5 Current errors and omission insurance policy, not required unless agency is required to have an Engineering Manager.

7.1.3.6 Current Clark County business license.

- Not required when quality agencies are performing inspections outside of Clark County geographical limits.
7.1.3.7 Quality control manager declaration letter per Form 872.
7.1.3.8 Engineering manager declaration letter per Form 871, when applicable.
7.1.3.9 ASNT Level III examiner declaration letter per Form 870, when applicable.
7.1.3.10 Lists of personnel that the organization plans to use in providing those services, in accordance with TG-17.
   • The agency shall add personnel through the Clark County Citizen Access Portal when directed.
7.1.3.11 Serialized field and laboratory equipment list with the corresponding current calibration record summary and the current calibration reports.
   • The list shall include the serial number and/or inventory number, make, model, description, calibration performed by, date calibrated, calibration due date.
7.1.3.12 A quality systems manual shall be prepared in accordance with TG-15.
   • Forms must be submitted to CCDBFP for review and approval prior to use.

7.2 Annual Renewal Process.
7.2.1 Application
7.2.1.1 Agency shall apply online for the annual agency renewal through the Clark County Citizen Access Portal.
   • The agency shall log in, and select “Amendment” on the inspection agency record (IA-XXXXX).
   • The name of the quality assurance agency, shall be the same as listed on the incorporation documents.

7.2.2 Fees. Fees are detailed in the Building Administrative Code of Clark County.
7.2.2.1 The Quality Assurance Agency is responsible for the payment of required fees when fees are accessed.

7.2.3 Required Information.
7.2.3.1 Provide the completed form 862 and 863. New agency item requests shall be requested separately.
7.2.3.2 List of current corporate directors.
7.2.3.3 Agency Requirements per Appendix B
   • The accreditation certification shall be included with the application.
     o The accreditation certification shall list the special inspection areas of inspections that the agency is accredited for.
     o Accreditation agency audit results and correspondences shall be included with the annual renewal application.
     o All audits must be resolved prior to the annual renewal.
     o Home energy rating software accreditation, shall be provided when applicable.
7.2.3.4 Current Clark County business license.
   • Not required when quality agencies are performing inspections outside of Clark County geographical limits. (unincorporated cities)
7.2.3.5 Current certificate of Error and Omissions Insurance as required in the BAC.
7.2.3.6 A quality control manager declaration letter per Form 872.
7.2.3.7 An engineering manager declaration letter per Form 871, when applicable.
7.2.3.8 An ASNT Level III examiner declaration letter per Form 870.
7.2.3.9 A summary report containing; listed personnel name, current approvals, certification type, and certifications expiration date for each listed approval.
   - Technical Guideline Acknowledgement (Form 822), updated personnel certifications, and an affidavit (TG-100) for each listed personnel.
   - Agencies are required to remove personnel through the Clark County Citizen Access Portal prior to renewing.

7.2.3.10 Serial field and laboratory equipment list with the corresponding current calibration record summary.
   - The list shall include the serial number and/or inventory number, make, model, description, calibration performed by, date calibrated, calibration due date.

7.2.3.11 A log of in-house training dates, personnel attendance and topics related to the special inspection process.

7.2.3.12 Internal special inspection audit summary.
   - The summary report shall list the date, inspector name, auditor name, project name, jurisdiction, daily report number, permit number, results, and resolutions to findings shall be included with the application.

7.2.3.13 Internal project audit summary.
   - The summary report shall list the date, project name, auditor name, jurisdiction, permit number, results, and resolutions to findings shall be included with the application.
   - Two projects must be audited in depth per year.
   - Audits must be photo documented and include all paperwork reviewed.
   - Mandated audits designated by CCDBFP are in addition to the two required project audits in the renewal period.

7.2.3.14 Internal office audit

7.2.3.15 Continuing education shall be as required by NRS 278.577, Subsection Three. Provide documentation of training.

7.2.3.16 Any items listed above that are not applicable to your agency or personnel; please include an explanation letter in lieu of the item.

7.3 Change in Agency Listed Information

7.3.1 Application Form.
   7.3.1.1 The Agency shall apply online for an Agency Update through the Clark County Citizen Access Portal.
   - The agency account holder or delegate shall log in and select “Amendment” on the inspection agency record (IA-XXX).

7.3.2 Fees. Fees are detailed in the Building Administrative Code of Clark County.
   7.3.2.1 The Quality Agency is responsible for the payment of required fees when fees are accessed.

7.3.3 Type of Change.
   7.3.3.1 Change of Agency Name – Changing the agency name due to a DBA is allowed as a revision. A new business license, insurance certificate, accreditation certificate with the DBA shown is required.
   7.3.3.2 Change of Engineering or Quality Control Manager – A personnel request with the revised quality control manager and/or engineering manager is required. Applicable forms must be submitted. Interviews are required for the new quality control manager and/or engineering manager.
   7.3.3.3 Change of Address – An agency revision for revised address is required. Agencies with laboratory testing will require a site audit.
7.3.3.4 **Change of Contact Information** – An agency revision with the revised email, telephone number, or fax number is required.

7.3.3.5 **New Special Inspection Items** - When requesting new special inspection items the agency shall provide a revised and completed form 862. The forms are contained in TG-15. The agency shall also submit an applicable revised accreditation certificate.

### 7.4 Agency Project Specific Approval

#### 7.4.1 Application Process

7.4.1.1 Quality agency shall apply online for a new agency on Clark County Citizen Access Portal.

- The quality agency shall create an account.
- The agency account shall utilize the main agency email address.
- The email shall not contain an individual’s name.
- The quality agency shall select Permit Specific Approval as the type of agency.

#### 7.4.2 Fees

Fees are detailed in the Building Administrative Code of Clark County.  
7.4.2.1 The Quality Agency is responsible for the payment of required fees when fees are accessed.

#### 7.4.3 Required Information

Agencies requesting project specific approval shall comply with Section 7.1 with the following exceptions.

- Agency accreditation certificate is not required.
- A preapproval meeting is not required.
- EM and QCM interviews are not required.

### 8.0 RECORDS:

#### 8.1 Initial application process

Correspondence and documents issued in accordance with Section 7.1

8.1.1 Completed application forms shall be maintained for two years after receipt.

8.1.2 Approved Quality Systems Manual shall be maintained for the life of the agency.

8.1.3 Correspondence generated during review process shall be kept for a minimum of one year from the issue date.

#### 8.2 Agency Annual Renewal Process:

Correspondence and documents issued in accordance with Section 7.2.

8.2.1 Completed application forms shall be maintained for two years after receipt.

8.2.2 Correspondence generated during the review process shall be maintained for a minimum of one year from the issue date.

### 9.0 ATTACHMENTS:

- **Appendix A** – Form 862 Technical Services Acknowledgement Statement  
  Form 863 Calibration Program and Testing Methods Acknowledgement Statement  
  Form 872 Quality Control Manager Declaration Letter.
  Form 871 Engineering Manager Declaration Letter.
  Form 870 ASNT Level III Examiner Declaration Letter.
  Form 822 Technical Guideline Acknowledgements

- **Appendix B** – Quality Assurance Agency - Accreditation Requirements

- **Appendix C** – New Agency Listing - Citizen Access Instructions

- **Appendix D** – Annual Agency Renewal - Citizen Access Instructions
10.0 REVISION HISTORY:

<table>
<thead>
<tr>
<th>Title</th>
<th>Revision/Approved Date</th>
<th>Effective Date</th>
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<tr>
<td>TG-16-2018</td>
<td>December 11, 2018</td>
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</tr>
<tr>
<td>TG-16-2014</td>
<td>October 10, 2014</td>
<td>November 1, 2014</td>
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<td>TG-16-2011</td>
<td>February 25, 2011</td>
<td>March 4, 2011</td>
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<td>TG-16-2004</td>
<td>November 16, 2004</td>
<td>November 18, 2004</td>
</tr>
</tbody>
</table>
APPENDIX A

(TG-16)

Form 806 Quality Assurance Agency Application
Form 862 Technical Services Acknowledgement Statement
Form 863 Calibration Program and Testing Methods Acknowledgement Statement
Form 872 Quality Manager Declaration Letter.
Form 871 Engineering Manager Declaration Letter.
Form 870 ASNT Level III Examiner Declaration Letter.
Form 822 Technical Guideline Acknowledgements
COMPANY LETTERHEAD
ADDRESS, TELEPHONE, EMAIL

TECHNICAL SERVICES ACKNOWLEDGMENT

DATE

COMPANY NAME will perform the inspection and testing services for the following inspection categories as listed below:

- Amusement Transportation Systems
- Concrete
- Post Installed Anchor
- Concrete Laboratory Testing
- Fireproofing
- Fireproofing Laboratory Testing
- Exterior Wall System
- Grading
- Grading Laboratory Testing
- Chemical Laboratory Testing
- Masonry
- Masonry Laboratory Testing
- Wood
- 5/12 Roof Pitch
- Electrical Testing
- Special Cases
- Cast-In-Place Foundations
- Drilled Deep Foundation Elements Steel
- Helical Piles
- Fire-Resistant Penetration and Joint
- Smoke Control
- Testing and Air Balance
- Garage Ventilation
- System Commissioning
- Energy Efficiency Testing
- FAB Steel
- FAB Wood
- FAB Concrete
- Ultrasonic Testing
- Magnetic Particle Testing
- Penetrant Testing
- Radiographic Testing

We acknowledge that inspection and testing services for all projects shall be performed per the Clark County Building Administrative Code, International Building Code, technical guidelines, technical codes, and any applicable referenced standards for the code year in which projects were approved. The quality assurance agency shall perform their services in compliance with codes, policies, and guidelines adopted by Clark County and the jurisdictions that utilize the Clark County approved listings.

QUALITY CONTROL MANAGER SIGNATURE

ENGINEERING MANAGER SIGNATURE
CALIBRATION PROGRAM & TESTING METHODS
ACKNOWLEDGMENT

DATE

COMPANY NAME acknowledges that all testing services shall be performed using the current applicable referenced standards, for all projects governed by Clark County and the municipalities that utilize the Clark County approved listings.

COMPANY NAME acknowledges that all of the equipment used in the performance of inspection activities and testing services, shall be calibrated to the applicable referenced standards for all projects governed by Clark County and the municipalities that utilize the Clark County approved listings. The calibration of the equipment have been performed and documented by an outside party or staff using traceable methods as defined within ISO 9000, ISO 17025, and ASTM standards.

QUALITY CONTROL MANAGER

SIGNATURE

ENGINEERING MANAGER

SIGNATURE
DECLARATION OF QUALITY CONTROL MANAGER

DATE

I, (printed name of QCM), hereby declare the following:

1. I am the Quality Control Manager of QUALITY AGENCY.

2. As Quality Control Manager I am responsible to the Building Official for:
   (1) Hiring and training of qualified inspectors and testing technicians;
   (2) Supervision of inspectors;
   (3) The filing of accurate and complete reports based upon actual inspection and testing results;
   (4) In-house distribution and application of technical guidelines;
   (5) Supervising and documenting the internal audit and in-house training program.

QUALITY CONTROL MANAGER
SIGNATURE
DECLARATION OF ENGINEERING MANAGER

DATE

I, (printed name of EM), hereby declare the following:

1. I am the Engineering Manager of QUALITY AGENCY.
2. I am a Nevada Licensed Professional Engineer or Registered Architect in good standing.
3. I am in responsible charge of the quality personnel of QUALITY AGENCY and accountable to the Building Official for technical processes used to verify compliance with approved construction documents and the technical codes.
4. As Engineering Manager I am responsible to the Building Official for:
   (1) Directing the operations of testing and inspections;
   (2) Certifying the inspection and testing process for all projects which require inspections;
   (3) Supervision and performing a review that inspections are performed pursuant to the approved construction documents and the technical codes and within the scope of the permit;
   (4) Directing and reviewing the internal audit and in-house training program.

ENGINEERING MANAGER
SIGNATURE
DECLARATION OF ASNT Level III Examiner

DATE

I, (printed name), hereby declare the following:

1. I am the ASNT Level III Examiner of QUALITY AGENCY.
2. I am an ASNT Level III certified examiner.
3. I am responsible to ensure that the quality personnel that perform nondestructive testing for QUALITY AGENCY are performing in compliance with approved construction documents and the technical codes.
4. I am responsible to perform at least one audit of the quality personnel that perform nondestructive testing per year.

ASNT Level III Examiner

SIGNATURE
Pursuant to the Clark County Building Administrative Code (BAC), the Quality Assurance Agency (QA), through its Quality Control Manager, is responsible to the Building Official for in-house distribution and application of technical guidelines. Each special inspector is required to maintain a current copy of Technical Guidelines (TGs) applicable to his/her approvals. This form shall be filled and signed by the special inspector.

<table>
<thead>
<tr>
<th>TG</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>TG-1</td>
<td>Preparation of a Quality Systems Manual for a Structural Steel Fabricators</td>
</tr>
<tr>
<td>TG-2</td>
<td>Requirements for Approval as a Clark County Department of Building Structural Steel Fabricator/Manufacturer</td>
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<tr>
<td>TG-3</td>
<td>Requirements for Performing Clark County Department of Building Required Fabrication Facility Audits, Inspections and Nondestructive Testing of Structural Steel</td>
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<td>TG-5</td>
<td>Requirements for Approval as a Clark County Department of Building Amusement and/or Transportation System Fabricator/Manufacturer</td>
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<td>Structural Observation</td>
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<td>TG-11</td>
<td>Approval Process For Engineered Wood Products</td>
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<td>TG-12</td>
<td>Manufactured Engineered Metal Plate Connected Wood Truss Submittal and Review Requirements for Structures that have a Licensed Building Designer</td>
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<tr>
<td>TG-12H</td>
<td>Manufactured Engineered Metal Plate Connected Wood Truss Submittal and Review Requirements for Homeowner-Permittee Structures</td>
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<td>TG-16</td>
<td>Quality Assurance Agency Obligations</td>
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<td>TG-17</td>
<td>Minimum Approval Criteria for Special Inspectors and Other Personnel</td>
</tr>
<tr>
<td>TG-19</td>
<td>Approved Chemical Test Methods of Soils and Reporting Criteria</td>
</tr>
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<td>TG-20</td>
<td>Quality Assurance Agency Responsibilities</td>
</tr>
<tr>
<td>TG-22</td>
<td>Procedure to Condition, Suspend, Revoke, or Restore Approval of Special Inspection Personnel, Quality Assurance Agency, and Fabricator/Manufacturer</td>
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<tr>
<td>TG-25</td>
<td>Listing of Landscape Aggregate Supplier</td>
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<td>TG-30</td>
<td>Life Safety Systems Testing</td>
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<td>TG-42</td>
<td>Approved Concrete Suppliers</td>
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<td>TG-50</td>
<td>Final Report Requirements</td>
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<td>Verification &amp; Daily Reporting Requirements</td>
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<td>Smoke-Control and Related Topics</td>
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<td>Quality Assurance Agency Conflict of Interest Provisions</td>
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<td>Peer Review of Construction Documents and As-Built Conditions</td>
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<td>Adhesive Anchor Special Inspection</td>
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<td>Contractor Quality Control</td>
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I acknowledge that I received copies of the above-checked Technical Guidelines.

Inspector's Name __________________________ Inspector's Signature __________________________ Date __________

Must be submitted with CCDBFP with the QA’s Annual Renewal Submittal
APPENDIX B
(TG-16)
Agency Accreditation Requirements
Agency Requirements

Quality assurance agencies must show competence to the Building Official per 22.02.520. Quality agencies have two options for compliance. They can be accredited by an approved accreditation program or be evaluated by Clark County.

Accreditation

The following table lists the implementation timeline and accreditation requirements when agencies select the accreditation program.

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<thead>
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<th>EFFECTIVE YEAR</th>
<th>MAXIMUM NUMBER OF APPROVED PERSONNEL</th>
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<td>2018</td>
<td>2</td>
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1 The effective year is the year starting on January 1st that the requirement will be enforced.
2 An agency that employs more than the maximum number of approved personnel must be accredited by a nationally recognized accreditation agency. The maximum number is the number of listed personnel who is approved to perform special inspection activities for the approved agency.
3 The Agency must be accredited for all special inspection items they are requesting approval to perform.
4 The accreditation certification must contain the name and the address of the agency that matches the approved listing.

Evaluation

Quality agencies who have selected the evaluation program shall comply with the following:

1 Evaluation fees will be charged to the agency at the hourly rate per Clark County Building Administrative Code. The maximum duration of an evaluation or project review will be eight hours.
2 An annual evaluation of the office, laboratory, and records is required.
   a. Annual evaluation will be scheduled with Clark County 45 days prior to the yearly expiration date of the agency.
   b. Agencies that are accredited by a nationally recognized accreditation program (AASHTO, AMRL, CCRL) are exempted from the required annual laboratory evaluation.
3 Project Review.
   a. Clark County staff will contact the agency during business hours and request scheduling information on the day of the review.
   b. Clark County staff will determine the person and project to be reviewed.
   c. The agency will be informed of the results and findings.
   d. The following table lists the number of required project reviews per year.

<table>
<thead>
<tr>
<th>MINIMUM NUMBER OF PROJECT REVIEWS PER YEAR</th>
<th>NUMBER OF APPROVED PERSONNEL</th>
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<tr>
<td>6</td>
<td>40+</td>
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</tbody>
</table>
APPENDIX C
(TG-16)

Citizen Access Portal
New Agency Listing Instructions
Register, and create an Account

**Welcome to Clark County's Accela Citizen Access Portal**

We are pleased to offer our citizens, businesses, and visitors conducting business in Clark County access to government services online, 24 hours a day, 7 days a week.

To use all the services we provide you must register and create a user account. You can view information, find answers to questions and have limited services as an anonymous user.

**Fire Prevention**

We currently offer the below services online:

- Land Use Application Submittal
- Schedule or Request Inspections
- Check Status on Submitted Requests
- Pay Fees

Logging into the system

Press and then , to access all the records linked to your account. Records will include your agency (IA), inspectors (IA), and building/fire permits (BD).
Apply for Inspection Agency Approval/Fabricator approval

Building Department

Clark County Building Department is dedicated to providing our construction and development customers with state-of-the-art permit management, plan review, and inspection services to enhance the built environment.

The Clark County Department of Building is an IAS accredited building department. IAS accreditation provides a trusted, independent assessment and verification that the Clark County Department of Building is operating at the highest legal, ethical, and technical standards.

Fire Permit Applicants - 3rd Party Checks - Effective January 1, 2017

The Clark County Department of Building & Fire Prevention will no longer accept 3rd party checks. The check must be issued by the submitting company as listed on the Fire Prevention application form(s). There will be no exceptions. Thank you for your cooperation.

Services

- Apply for Permits / Approved Listings
- Search Permits / Complaints
- Schedule an Inspection

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While Clark County attempts to keep its Web information accurate and timely, Clark County neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from Clark County as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »
Select a Permit / Approved Listing Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

---Select a Category---

Continue Application »
Step 1: Select from Account

Select Contact from Account

Select Contact from Account

Inspection Agency Information

Agency Information

* Agency Type: --Select--
Accreditation Agency: --Select--
Accreditation Expiration Date: 
Agency Website: 

Inspection Items

Internal Use: 
Field Listing: 
Field Listing Description: 
Internal Use Special Cases: 
Field Listing Agency: 
Internal Use - Field Listing: 

* indicates a required field.
### Inspection Agency Information

**Agency Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Agency Type</td>
<td>Prime</td>
</tr>
<tr>
<td>Accreditation Agency</td>
<td></td>
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<tr>
<td>Accreditation Expiration Date</td>
<td></td>
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<tr>
<td>Agency Website</td>
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</table>

**Inspection Items**

<table>
<thead>
<tr>
<th>Inspection Item</th>
<th>Available Options</th>
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<tbody>
<tr>
<td>Concrete</td>
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<tr>
<td>Masonry</td>
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<tr>
<td>Steel</td>
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<tr>
<td>Fireproofing</td>
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<tr>
<td>Wood</td>
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<tr>
<td>Special Case Anchors</td>
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<tr>
<td>Fire Penetration and Joint</td>
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<tr>
<td>Cast-In-Place Deep Foundation</td>
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<tr>
<td>Grading</td>
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<tr>
<td>Driven Deep Foundation</td>
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<tr>
<td>Helical Pile Foundation</td>
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<tr>
<td>System Commissioning</td>
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<tr>
<td>Exterior Wall System</td>
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<tr>
<td>Test and Air Balance</td>
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<tr>
<td>Smoke Control</td>
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<tr>
<td>Energy Efficiency Testing</td>
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<tr>
<td>Garage Ventilation</td>
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<tr>
<td>FAB Concrete</td>
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<tr>
<td>ATS</td>
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<tr>
<td>FAB Wood</td>
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<td>Internal Use</td>
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<td>Nondestructive Testing</td>
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<tr>
<td>Special Cases Other Description</td>
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<td>Internal Use Special Cases</td>
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<td>Electrical Testing</td>
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<td>Storm Water</td>
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<td>QC</td>
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<tr>
<td>Field Listing Description</td>
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<td>Field Listing Agency</td>
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<td>Field Listing</td>
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<td>Laboratory Approvals</td>
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<tr>
<td>Internal Use - Field Listing</td>
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</tbody>
</table>

*Fill in the fields and check the inspection items the agency is requesting approval for.*

---

**Buttons**

- **Continue Application**
- **Save the application to finish later**

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*Clark County Accela Citizen Access | Copyright 2010*
Required Documents

Attached the required documents for your agency per TX-15 and 16.

The maximum file size allowed is 800 MB.

Add, see, save, and upload files that are text, image, mime, pdf, ppt, prf, prg, rar, reg, txt, scr, shb, xls, txt, txt, txt, txt, txt, txt, txt, txt, txt, txt, txt, txt, zip, are disallowed file types to upload.

Name | Type | Size | Latest Update | Action
-----|------|------|--------------|------
No records found.

Add Attachment

Continue Application »

Save and resume later

File Upload

The maximum file size allowed is 500 MB.

Add, see, save, and upload files that are text, image, mime, pdf, ppt, prf, prg, rar, reg, txt, scr, shb, xls, txt, txt, txt, txt, txt, txt, txt, txt, txt, txt, txt, zip, are disallowed file types to upload.

Add Attachment

Continue

Remove All

Cancel
Select the file to upload.
Required Documents

Attached the required documents for your agency per TG-15 and 16.

The maximum file size allowed is 500 MB.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
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<tbody>
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</tbody>
</table>

No records found.

- Type:
  --Select--

File:
E&O Insurance.pdf

* Description:

Save  Add Attachment  Remove All

Continue Application »

* Type:

Accreditation Documentation
Calibration Documentation
Correspondences
Declaration Letters
Engineering Manager Audit
Error and Omission Insurance Certificate
Inspector Report Forms
Internal Project Audit
List of Corporate Directors
Serialized Equipment List
Inspection Agency New Listing

Step 2: Review

Continue Application »

Scroll to the bottom

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Permit / Approved Listing Type

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 10/30/2017

Continue Application »

Building

Step 3: Receipt/Record issuance

Thank You

If you made a payment your receipt is being emailed to you.
Please print a copy of the receipt for your records.
Once your application has been accepted Clark County will review the application and documents. Clark County will send your agency an email stating to add your personnel.
Log into the Clark County Citizen Access Portal, and search for your agency.

Press [Search Permits / Complaints] and then , to access all the records linked to your account.
Records will include your agency (IA), inspectors (IA), and building/fire permits (BD).

The option “Renew Application” shall show by your IA-XXXX record, under the action column, if so select that option. If the option doesn’t show next to your name and you received a renewal reminder CCDBFP, please contact Brian or Carla to start the renewal process.

Once you press on the “renew application” selection, the renewal record will open. Verify that the agency contact information is correct and then scroll down. If the option doesn’t show next to your agency name, and the agency received a renewal reminder please contact CCDBFP.
Read the listed information and update agency information as needed.

Update any information needed and scroll down. Select "Continue Application" when done.

If your agency is not renewing, please click the "Remove from Program" Box. then "Continue Application".
After choosing the option “continue application”, the system will give you a chance to upload renewal documents.

A file upload box will open up when “Add Attachment” is selected.
Select Continue

Select the type of document

Continue the application
Review your application information, and verify that information provided/updated is correct. Complete the application.

Scroll to bottom and check the box.
Step 3: Receipt/Record issuance

Thank You

If you made a payment your receipt is being emailed to you. Please print a copy of the receipt for your records.

All Done. Fees will be assessed during the review and an invoice will be emailed to your agency email.

No Address

IA18-00076-RN
Inspector Certification Update:

1) When updating inspector certification information please include the certification type, number, and expiration date in the field. Select the item, the item approval type, and enter their certification information.

2) Add a description note to the attachment as follows: