1.0 PURPOSE: BAC 22.02.530(A) - To perform special inspections as set forth in the technical codes, a Quality Agency must be approved by the Building Official, who shall maintain a list of approved 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>
</tr>
</thead>
<tbody>
<tr>
<td>AASHTO</td>
<td>American Association of State Highway and Transportation Officials</td>
</tr>
<tr>
<td>AMRL</td>
<td>AASHTO Materials Reference Laboratory</td>
</tr>
<tr>
<td>ASNT</td>
<td>American Society for Nondestructive Testing</td>
</tr>
<tr>
<td>A2LA</td>
<td>American Association for Laboratory Accreditation</td>
</tr>
<tr>
<td>BAC</td>
<td>Building Administrative Code</td>
</tr>
<tr>
<td>CCDBFP</td>
<td>Clark County Department of Building</td>
</tr>
<tr>
<td>CCRL</td>
<td>Cement and Concrete Reference Laboratory</td>
</tr>
<tr>
<td>EM</td>
<td>Engineering Manager</td>
</tr>
<tr>
<td>IAS</td>
<td>International Accreditation Service</td>
</tr>
<tr>
<td>ISO</td>
<td>International Standards Organization</td>
</tr>
<tr>
<td>LAB</td>
<td>Laboratory Accreditation Bureau</td>
</tr>
<tr>
<td>NIST</td>
<td>National Institute of Standards and Technology</td>
</tr>
<tr>
<td>NVLAP</td>
<td>National Voluntary Laboratory Accreditation Program</td>
</tr>
<tr>
<td>QCM</td>
<td>Quality Control Manager</td>
</tr>
<tr>
<td>QSM</td>
<td>System Manual</td>
</tr>
<tr>
<td>TG</td>
<td>Technical Guideline</td>
</tr>
</tbody>
</table>

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.

5.0 REFERENCES:
- Clark County Building Administrative Code
- Technical Guideline 15
- Technical Guideline 17
7.06.0 RESPONSIBILITIES:

7.16.1 Initial Approval:

7.1.16.1.1 The Agency shall provide the information required in Section 7.1.

7.1.26.1.2 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 listed under the agency, to be listed on the special inspection agreement.

7.1.2.16.1.2.1 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

7.26.2 Agency Annual Renewal Process:

7.2.16.2.1 The Quality Agency shall provide the information required in Section 7.2.

7.2.26.2 Quality Control Manager Responsibilities

7.2.2.16.2.2.1 The quality control manager shall ensure all inspectors have completed the required quarterly training.

7.2.2.26.2.2.2 The quality control manager or the designated auditor shall perform an audit of all personnel on a semi-annual basis.

7.2.2.36.2.2.3 The quality control manager shall keep a current yearly summary of the audits and provide all audit records within 24 hours upon CCDBFP request.

7.2.2.46.2.2.4 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 Clark County 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.

7.2.2.56.2.2.5 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.

7.2.2.66.2.2.6 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 Clark County CCDBFP for review and approval prior to use.

7.2.36.2 Engineering Manager Responsibilities

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

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

7.2.3.36.2.3.3 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.

7.2.4

7.2.6.3 Field Audits/Performance Evaluations:
To verify compliance with technical guidelines quality agencies and their personnel are subject to audits/performances evaluations. Clark County staff shall perform audits/performances evaluations of approved agencies and their personnel. CCDBFP Clark County shall specify audit/performances evaluation scope and procedures.

8.07.0 PROCEDURE:
8.1.7.1 Initial Application Process:
Application shall be made in accordance with this procedure.
8.1.7.1.1 Application
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.
8.1.7.1.2 Fees. Fees are detailed in the Clark County Building Administrative Code.
8.1.7.1.3 Required Information.
- Provide the completed Technical Services Acknowledgement Statement form and Calibration Program and Testing Methods Acknowledgement Statement form forms 862 and 863. The forms are contained in Appendix A.
  - The items listed on Technical Services Acknowledgement Statement must correspond to the approvals of the agency listed special inspectors, with the exclusion of Steel and Non-Destructive Testing items.
  - Agencies will be evaluated monthly to verify compliance.
8.1.7.1.4 Agencies will be evaluated monthly to verify compliance.
8.1.7.1.5 Incorporation documents
8.1.7.1.6 List of current corporate directors.
8.1.7.1.7 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.
8.1.7.1.8 Current errors and omission insurance policy.
8.1.7.1.9 Not required unless agency is required to have an Engineering Manager.
8.1.7.1.10 Current Clark County business license.
  - Not required when quality agencies are performing inspections outside of Clark County geographical limits.
8.1.7.1.11 Quality control manager declaration letter per Completed Quality Control Manager Declaration LetterForm 872.
8.1.7.1.12 Engineering manager declaration letter per Completed Engineering Manager Declaration LetterForm 871, when applicable.
8.1.3.97.1.3.9 ASNT Level III examiner declaration letter per Completed ASNT Level III Examiner Declaration Letter Form 870, when applicable.

8.1.3.107.1.3.10 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.

8.1.47.1.3.11 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.

8.1.4.127.1.3.12 A quality systems manual shall be prepared in accordance with TG-15.
- Forms must be submitted to Clark County CCDBFP for review and approval prior to use.

8.27.2 Annual Renewal Process.

8.2.17.2.1 Application
8.2.1.17.2.1.1 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-XXXX).
- The name of the quality assurance agency, shall be the same as listed on the incorporation documents.

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

8.2.37.2.3 Required Information.
7.2.3.1 Provide the completed Technical Services Acknowledgement Statement Form 862 and Calibration Program and Testing Methods Acknowledgement Statement Form 864.
- New agency item requests shall be requested separately. The items listed on the forms must correspond to the approvals of the agency’s listed special inspectors.
- The agencies inspection items will be adjusted based on the approved listings of the personnel.
- New agency inspection item requests shall be submitted separately.

8.2.3.27.3.2 List of current corporate directors.
8.2.3.37.3.3 Agency Requirements per Appendix B
- The accreditation certification shall be included with the application.
  - The accreditation certification shall list the special inspection areas of inspections that the agency is accredited for.
  - Accreditation agency audit results and correspondences shall be included with the annual renewal.
  - All audits must be resolved prior to the annual renewal.
  - Home energy rating software accreditation, shall be provided when applicable.

8.2.3.47.3.4 Current Clark County business license.
- Not required when quality agencies are performing inspections outside of Clark County geographical limits. (unincorporated cities)

8.2.3.57.3.5 Current certificate of Error and Omissions Insurance as required in the BAC.
8.2.3.67.3.6 A quality control manager declaration letter per Completed Quality Control Manager Declaration Letter Form 872.
8.2.3.7 An engineering manager declaration letter per Completed Engineering Manager Declaration Letter Form 871, when applicable.

8.2.3.8 An ASNT Level III examiner declaration letter per Completed ASNT Level III Examiner Declaration Letter, when applicable Form 870.

8.2.3.9 A summary report containing: listed personnel name, current approvals, certification type, and certifications expiration date for each listed approval. Agencies are required to remove personnel through the Clark County Citizen Access Portal prior to renewing. Agencies are responsible for keeping their inspection personnel certifications up to date. Agencies and the inspector listing will be adjusted during annual renewal to match the current valid certifications.

8.2.3.10 Serialized 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.

8.2.3.11 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.

8.2.3.12 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 CCDEEP Clark County are in addition to the two required project audits in the renewal period.

8.2.3.13 Internal office audit

8.3.1 Application Form. The Agency shall apply online for an Agency Update through the Clark County Citizen Access Portal.

8.3.2 Fees. Fees are detailed in the Building Administrative Code of Clark County.

8.3.3 Type of Change.

8.3.3.1 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.

8.3.3.2 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.

8.3.3.3.3.3 Change of Address – An agency revision for revised address is required. Agencies with laboratory testing will require a site audit.

8.3.3.4.3.4 Change of Contact Information – An agency revision with the revised email, telephone number, or fax number is required.

8.3.3.5.3.5 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.

8.4.7.4 Agency Project Specific Approval.
8.4.1.1.1 Application Process.

8.4.2.3.3 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.

9.0.8.0 RECORDS:
9.1.8.1 Initial application process.

Correspondence and documents issued in accordance with Section 7.1

9.1.8.1.1 Completed application forms shall be maintained for two years after receipt.
9.1.8.1.2 Approved Quality Systems Manual shall be maintained for the life of the agency.
9.1.8.1.3 Correspondence generated during review process shall be kept for a minimum of one year from the issue date.

9.2.8.2 Agency Annual Renewal Process:

Correspondence and documents issued in accordance with Section 7.2.

9.2.8.2.1 Completed application forms shall be maintained for two years after receipt.
9.2.8.2.2 Correspondence generated during the review process shall be maintained for a minimum of one year from the issue date.

10.9.0 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
APPENDIX A

(TG-16)

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
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
- Steel
- Special Cases
- Electrical Testing
- Cast-In-Place Foundations
- Drilled Deep Foundation Elements
- Helical Piles
- Fire-Resistant Penetration and Joint
- Smoke Control
- Testing and Air Balance
- Garage Ventilation
- System Commissioning
- Energy Efficiency Testing
- FAB Concrete
- FAB Wood
- FAB Steel
- Ultrasonic Testing
- Ultrasonic Seismic 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 its 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 COMPANY NAME ______________________________.

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 COMPANY NAME ______________________________.
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 COMPANY NAME ______________________________ 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 ASNT III), hereby declare the following:

1. I am the ASNT Level III Examiner of COMPANY NAME ______________________________.
2. I am an ASNT Level III certified examiner.
3. I am responsible to ensure that the quality personnel that perform nondestructive testing for COMPANY NAME ______________________________ 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
APPENDIX B
(TG-16)
Agency Accreditation Requirements
Agency Accreditation Requirements

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

Accreditation

1. The Agency must be accredited for all special inspection items they are requesting approval to perform.
2. The accreditation certification must contain the name and the address of the agency that matches the approved listing.

Evaluation

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>1</td>
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<tr>
<td>2</td>
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<td>5</td>
<td>33-40</td>
</tr>
<tr>
<td>6</td>
<td>40+</td>
</tr>
</tbody>
</table>
APPENDIX C
(TG-16)
Citizen Access Portal
New Agency Listing Instructions
Register, and create an Account

https://citizenaccess.clarkcountynv.gov/CitizenAccess/Splash.html

When creating your agency account, comply with Section 7.1.1.1, The agency account shall utilize agency email address. The email shall not contain an individual’s name.

Logging into the system
Press and then **Apply for Permits**, to start the new agency listing application process.

Check the General Disclaimer **Checkbox**, and then **Continue Application**
Check **Myself**, do not check **Another Person**, and then **Continue Application**

- **Building**

Create this application as
- Myself
- Another person

**Continue Application**

Choose the **Inspection Agency Records** , then **Inspection Agency New Listing**, and then **Continue Application**

- **Building**

**Select a Permit / Approved Listing Type**

Choose one of the following available record types. For assistance or to apply for a record type not list

- Search

- Building
- Commercial Building Permits - Plans Required
- Fabricator Records
- Inspection Agency Records
- Inspection Agency New Listing
- Life Safety Systems/Alternate Methods
- Online Solar - Field Review
- Residential Building Permits (Plans Required)
- Simple Online Permits
- STANDARD PLANS
- Sub-Trade Permits (Stand alone Plans Required)
- Trade Records

**Continue Application**
For the Inspection Agency info choose **Select from Account**.
Select the **Agency Type**.

The type will hide or show different inspection items that relate to the agencies.
Check only the items that are applicable, then select **Continue Application**

<table>
<thead>
<tr>
<th>Inspection Agency Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Agency Information</strong></td>
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<td>Exterior Wall System:</td>
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<td>Smoke Control:</td>
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<td>System Commissioning:</td>
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<td>Test and Air Balance:</td>
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<td>QC:</td>
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<td>Field Listing Agency:</td>
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<td>Internal Use - Field Listing:</td>
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</table>
Add the documents that are required per TG-15 and TG-16.

(Please note that numbers are off due to the reuse of the photos from another guide)
Select the file to upload.

File name: E&O Insurance

Open

Continue  Add Attachment  Remove All  Cancel
Attached the required documents for your agency per TG-15 and 16.

The maximum file size allowed is 500 MB.

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<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
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</table>

No records found.

* Type:
  --Select--

File:
E&O Insurance.pdf

* Description:

Save   Add Attachment   Remove All   

Continue Application »
Description is a required field

Required Documents

Attached the required documents for your agency per TG-16 and 18.

The maximum file size allowed is 500 MB.

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<thead>
<tr>
<th>Name</th>
<th>Type</th>
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<td>25.80 KB</td>
<td>10/03/2017</td>
<td>Actions</td>
</tr>
</tbody>
</table>

Add Attachment

Continue Application »
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.
APPENDIX D
(TG-16)
Agency Renewal Instructions
Log into the Clark County Citizen Access Portal, and search for your agency.

https://citizenaccess.clarkcountynv.gov/CitizenAccess/Splash.html

Press  and then Search Permits, to access all the records linked to your account. Records will include your inspection agency (IA), inspectors (IA), and building/fire permits (BD).
When in the search screen agencies can search for the exact IA number in the search bar, or sort the records by Inspection Agency, or scroll down till you find your record.

The option **Renew Application** shall show by your IA-XXXXX 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.

**Inspection Agency Information**

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</tr>
<tr>
<td>Business License #: 2846540</td>
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</tr>
<tr>
<td>Accreditation Agency:</td>
<td>Not Required</td>
</tr>
<tr>
<td>Remove from Program:</td>
<td></td>
</tr>
</tbody>
</table>

**Inspection Items**

- Concrete: [ ]
- Steel: [ ]
- Wood: [ ]
- Fire Penetration and Jobs: [ ]
- Grading: [ ]
- Helical Pile Foundation: [ ]
- Exterior Wall System: [ ]
- Smoke Control: [ ]
- Garage Ventilation: [ ]
- ATS: [ ]
- FAB Steel: [ ]
- Internal Use: [ ]
- Special Cases Other: [ ]
- Internal Use Special Cases: [ ]
- Storm Water: [ ]
- Field Listing: [ ]

**Field Listing Description:**

- Laboratory Approval: [ ]

**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".

Select **Continue Application**
The system will give you a chance to upload renewal documents. Select Add Attachment to start the process.

**Required Documents**

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

Only use the Amendment button to submit Revisions. Only use the Resubmit option to submit Corrections Requested.

The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner/builder and the form required under NRS 278 and NRS 624 must accompany this information.

Note: We only accept (.PDF) with a maximum file size of 500 MB where no document security is applied. Make sure to “flatten” your document before exporting.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records found.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A file upload box will open up select Add Attachment again.
Choose the file you wish to upload. Upload only one file at a time. Select **Continue**.

Select the **Type** of document and enter a **Description**.

Add more documents or select **Continue Application**.
Review your application information, and verify that information provided/updated is correct. Complete the application.

**Step 2: Review**

- Continue Application
- Save and resume later

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

**Permit / Approved Listing Type**

**Inspection Agency**

- Organization: [Organization Name]
- Gru inspections and Testing
- Gru

**Add Attachment**

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:

**Step 3: Receipt/Record issuance**

- Continue Application
- Save and resume later

**Thank You**

Fees will be assessed during the review. An invoice will be emailed to your agency email.

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

**No Address**

IA-000885- RNB852020
Log into the Clark County Citizen Access Portal, and search for your agency.

https://citizenaccess.clarkcountynv.gov/CitizenAccess/Splash.html

Press  and then **Search Permits**, to access all the records linked to your account.
Records will include your inspection agency (IA), inspectors (IA), and building/fire permits (BD).
When in the search screen agencies can search for the exact IA number in the search bar, or sort the records by Inspection Agency, or scroll down till you find your record.

The option **Renew Application** shall show by your IA-XXXXX 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.

Select Continue Application

If your agency is not renewing, please click the "Remove from Program" Box.
then "Continue Application".

Update any information needed and scroll down.
Select "Continue Application" when done.
The system will give you a chance to upload renewal documents. Select **Add Attachment** to start the process.

**Required Documents**

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

Only use the Amendment button to submit Revisions. Only use the Resubmit option to submit Corrections Requested.

The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner-builder and the form required under NRS 278 and NRS 624 must accompany this information.

**Note:** We only accept (.PDF) with a maximum file size of 500 MB where no document security is applied. Make sure to "flatten" your document before exporting.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records found.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A file upload box will open up, select **Add Attachment** again.
Choose the file you wish to upload. Upload only one file at a time. Select Continue.

Select the Type of document and enter a Description.

Add more documents or select Continue Application.

**Step 1:**

1. **File Upload**
   - Choose the file you wish to upload. Upload only one file at a time. Select Continue.

2. **Select the Type of document and enter a Description.**

   - Add more documents or select Continue Application.

**Required Documents**

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

Only use the Amendment button to submit Revisions. Only use the Resubmit option to submit Corrections Requested.

The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner/builder and the form required under NRS 278 and NRS 524 must accompany this information.

Note: We only accept (.PDF) with a maximum file size of (500 MB) where no document security is applied. Make sure to “flatten” your document before exporting.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>NV State Bus Lic.pdf</td>
<td>Correspondences</td>
<td>670.33 KB</td>
<td>08/25/2020</td>
<td>Actions</td>
</tr>
</tbody>
</table>

Add Attachment

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

Scroll to bottom and check the box

Add Attachment

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.

Continue Application »

Step 3: Receipt/Record Issuance

Thank You

All Done.

Fees will be assessed during the review. An invoice will be emailed to your agency email.

No Address

IA-00086-
RN8252020
Register, and create an Account

https://citizenaccess.clarkcountynv.gov/CitizenAccess/Splash.html

When creating your agency account, comply with Section 7.1.1.1. The agency account shall utilize agency email address. The email shall not contain an individual’s name.

Logging into the system
Press **Apply for Permits**, to start the new agency listing application process.

Check the General Disclaimer **Checkbox**, and then **Continue Application**

**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.
Check **Myself**, *do not check Another Person*, and then **Continue Application**

**Building**

Create this application as

- **Myself**
- **Another person**

Choose the **Inspection Agency Records**, then **Inspection Agency New Listing**, and then **Continue Application**

**Building**

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:

- Building
- Commercial Building Permits - Plans Required
- Fabricator Records
- Inspection Agency Records
- Inspection Agency New Listing
- Life Safety Systems/Alternate Methods
- Online Solar - Field Review
- Residential Building Permits (Plans Required)
- Simple Online Permits
- STANDARD PLANS
- Sub-Trade Permits (Stand alone Plans Required)
- Trade Records

**Continue Application »**
For the Inspection Agency info choose **Select from Account**

**Step 1: Step 1 -> Page 1**

**Inspection Agency**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

- Select from Account
- Add New

**Clark County Engineering Department**

tpt@clarkcounty.nv.gov
Home phone:
Mobile Phone:
Work Phone: (702) 555-5555
Fax:

**Contact Addresses**

**Add Address Information**

To edit a contact address, click the address link. Required contact address type(s): Business Address

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Recipient</th>
<th>Address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Address</td>
<td></td>
<td>4701 W Russell Road</td>
<td>Actions</td>
</tr>
</tbody>
</table>
Select the **Agency Type**.

The type will hide or show different inspection items that relate to the agencies.
Check only the items that are applicable, then select **Continue Application**

### Inspection Agency Information

#### Agency Information

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Type</td>
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<tr>
<td>Accreditation Agency</td>
<td>--Select--&gt;</td>
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<tr>
<td>Accreditation Expiration Date</td>
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<tr>
<td>Agency Website</td>
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</table>

#### Inspection Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
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<tbody>
<tr>
<td>Concrete</td>
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<td>Masonry</td>
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<tr>
<td>Steel</td>
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<td>Fireproofing</td>
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<tr>
<td>Wood</td>
<td></td>
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<td>&gt;5/12 Pitch Roof</td>
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</tr>
<tr>
<td>Fire Penetration and Joint</td>
<td></td>
</tr>
<tr>
<td>Special Case Anchors</td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td></td>
</tr>
<tr>
<td>Cast-In-Place Deep Foundation</td>
<td></td>
</tr>
<tr>
<td>Helical Pile Foundation</td>
<td></td>
</tr>
<tr>
<td>Driven Deep Foundation</td>
<td></td>
</tr>
<tr>
<td>Exterior Wall System</td>
<td></td>
</tr>
<tr>
<td>System Commissioning</td>
<td></td>
</tr>
<tr>
<td>Smoke Control</td>
<td></td>
</tr>
<tr>
<td>Test and Air Balance</td>
<td></td>
</tr>
<tr>
<td>Garage Ventilation</td>
<td></td>
</tr>
<tr>
<td>Energy Efficiency Testing</td>
<td></td>
</tr>
<tr>
<td>ATS</td>
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<tr>
<td>FAB Concrete</td>
<td></td>
</tr>
<tr>
<td>Internal Use</td>
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</tr>
<tr>
<td>FAB Wood</td>
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<tr>
<td>Internal Use Special Cases</td>
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<td>Nondestructive Testing</td>
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<td>Special Cases Other</td>
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<tr>
<td>Special Cases Other Description</td>
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<td>Storm Water</td>
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<td>Field Listing Description</td>
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<td>Internal Use - Field Listing</td>
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</tbody>
</table>

### Laboratory Approvals

- [ ]
Add the document that are required per TG-15 and TG-16.

*(Please note that numbers are off due to the reuse of the photos from another guide)*
Required Documents

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

The maximum file size allowed is 500 MB.

<table>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

No records found.

Type: 

- Select -

File:
E&O Insurance.pdf

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
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.