### 1.0 PURPOSE:  **22.02.500 Other Inspections.** The Building Official may require other inspections of any work to ascertain compliance with this Chapter and the technical codes. These inspections and tests are required in the International Building Code, American Welding Society and the American Institute of Steel Construction.

### 2.0 SCOPE:  This guideline provides information for the listing of approved Fab Shop inspection agencies and approved inspectors. This guideline also provides information for the testing, reporting, submittal, review and acceptance of services performed by the approved FAB Shop inspection agencies.

### 3.0 ABBREVIATIONS & ACRONYMS:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>ASNT</td>
<td>American Society for Nondestructive Testing</td>
</tr>
<tr>
<td>AWS</td>
<td>American Welding Society</td>
</tr>
<tr>
<td>BAC</td>
<td>Building Administrative Code of Clark County</td>
</tr>
<tr>
<td>RDP</td>
<td>Registered Design Professional</td>
</tr>
</tbody>
</table>

### 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.

#### Quality Systems Manual:  A quality systems manual is composed of a series of documents that contain policy statements, procedures, reporting requirements and personnel qualifications. The quality systems manual defines the procedural responsibilities to ensure the operations are completed, reviewed and documented.

### 4.0 REFERENCES:

- International Building Code
- American Welding Society
- American Institute of Steel Construction
- American Society for Nondestructive Testing
- Building Administrative Code of Clark County
- Southern Nevada Building Code Amendments

### 5.0 RESPONSIBILITIES:

#### 5.1 FAB Shop Inspection Agency:

5.1.1 The agency designated to perform FAB Shop inspection services shall be approved by Clark County.

5.1.2 An agency seeking approval status shall apply for approval online.

5.1.2.1 **Agency shall apply online to request a new agency listing, on the 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.

5.1.2.2 Fees are listed in the Building Administrative Code.

5.1.2.3 A Clark County Citizen Access Portal How-To-Guide is in Appendix E.

5.1.3 In order to obtain approval, an agency must submit to Clark County for review and approval a Quality Systems Manual other information as required in this guideline and the listing fees.
5.1.4 Agencies that are approved for only FAB Shop inspection are not required to have an engineering manager.
5.1.5 The quality control manager shall perform audits of all personnel per the certification requirements.
5.1.6 The approved FAB Shop inspection personnel employed by the approved agency shall perform all required testing and other services as required in the BAC and this guideline.
5.1.7 The approved agency shall submit all required reports to Clark County

5.2 Clark County Department of Building & Fire Prevention
5.2.1 Engineering will review the agency’s initial application package for compliance to this guideline and referenced codes and standards.
5.2.2 Review the agency’s annual renewal package for compliance to this guideline and referenced codes and standards.
5.2.3 Review FAB Shop inspection reports in accordance with Section 6.4.

6.0 PROCEDURES:
6.1 Initial and Annual Approval Requirements
An agency seeking approval to perform FAB Shop inspection services shall comply with Technical Guideline 17. The following must be uploaded.
6.1.1 Incorporation documents
6.1.2 List of current corporate directors.
6.1.3 Current Clark County business license (when located in Clark County).
6.1.4 Completed Technical Services Acknowledgment
6.1.5 Completed Calibration Program & Testing Methods Acknowledgment
6.1.6 Completed Declaration of ASNT Level III Examiner (when applicable)
6.1.7 Completed Declaration of Quality Control Manager.
6.1.8 Lists of inspection personnel.
6.1.9 The agency shall add personnel through the Clark County Citizen Access Portal when directed.
   • Inspectors shall comply with the requirements of Technical Guideline 17.
   • Inspector certification records shall be uploaded to each inspector’s record.
   • For each inspector a Training Verification Form is required for initial approval and annually. A sample form is provided in Appendix B.
   • Inspectors shall be updated per the Technical Guidelines 17.

6.2 Fabricator Inspection Authorization Letter
6.2.1 Inspection Procedures
6.2.1.1 All inspection of fabricator facilities shall comply with the requirements of the technical guidelines and the BAC.
6.2.1.2 All Seismic Force-Resisting Structural Components must be inspected per AWS D1.8.
6.2.2 Reporting & Submittal of FAB Shop Inspection Results
6.2.2.1 Upon completion of inspection results shall be submitted to the project Registered Design Professional (RDP) in Responsible Charge for review and final approval.
6.2.2.2 The RDP shall return a reviewed stamped document to the agency.
6.2.2.3 The inspection results shall be submitted electronically via email to Clark County.
6.2.3 Review and Approval of FAB Shop Inspection Results
6.2.3.1 Acceptance of the report by the staff will review and disposition the inspection results.

6.3 Fabricator Initial and Annual Audits
6.3.1 Audit Procedures
6.3.1.1 The fabricator facilities audit shall comply with the requirements of the technical guidelines and the BAC.
6.3.2 Reporting & Submittal of FAB Shop Audit Results
6.3.2.1 The audit results shall be submitted electronically via email to Clark County.
6.3.3 **Review and Approval of FAB Shop Inspection Results**
6.3.3.1 Acceptance of the report by the staff will review and disposition the audit results.

7.0 **RECORDS:**
All report forms that are planned for use in performing FAB Shop inspections shall be submitted with the Quality Systems Manual for review and approval. Sample report forms are provided in appendix A.

8.0 **ATTACHMENTS:**

**Appendix A:** Form 862 - Technical Services Acknowledgment
Form 863 - Calibration Program & Testing Methods Acknowledgment
Form 870 - Declaration of ASNT Level III Examiner
Form 872 - Declaration of Quality Control Manager

**Appendix B:** Clark County Citizen Access Portal How-To-Guide
### Revision History:

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<th>Title</th>
<th>Revision/Approved Date</th>
<th>Effective Date</th>
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<td>TG-4-2021</td>
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</tbody>
</table>

### Reviewed by:

- **Werner Hellmer, P.E.**
  - Engineering Manager
- **James Gerren, P.E.**
  - Plans Exam Manager
- **Zach Gharibian**
  - ACET Manager
- **Matthew Brewer**
  - Building Inspections Manager
- **Danny Horvat**
  - Assistant Fire Chief
- **Samuel D. Palmer, P.E.**
  - Assistant Director
- **Ron Taylor**
  - Principal Management Analyst
- **Lenora Soil-Ali**
  - Senior Management Analyst

### Approved by:

- **Jerome A. Stueve, P.E.**
  - Director/Building & Fire Official
Appendix A:

Form 862 - Technical Services Acknowledgment
Form 863 - Calibration Program & Testing Methods Acknowledgment
Form 870 - Declaration of ASNT III
Form 872 - Declaration of Quality Control Manager
TECHNICAL SERVICES ACKNOWLEDGMENT

DATE ______________________

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

☐ FAB Steel
☐ FAB Wood
☐ FAB Concrete

☐ 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
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 ASNT Level III Examiner

DATE _________________

I, ______________________ (printed name), 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
DECLARATION OF QUALITY CONTROL MANAGER

DATE _______________________

I, ______________________ (Printed Name), 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
Appendix B:
Clark County Citizen Access Portal
How-To-Guide
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.

Building

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

Create this application as

- **Myself**
- **Another person** — Select

**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 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 the Inspection Agency info choose **Select from Account**

**Inspection Agency New Listing**

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

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

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]

---

**Inspection Agency**

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

- Contact added successfully.

**Clark County Engineering Department**

bp@clarkcountrynv.gov
Home phone:
Mobile Phone: Work Phone: (702) 555-5555
Fax:
Edit Remove

**Contact Addresses**

- [Add Address Information]

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

Showing 1-1 of 1

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

No records found.

**Type:**

---Select--

File:
E&O Insurance.pdf

100%

**Description:**


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
Description is a required field

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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<tr>
<td>E&amp;O Insurance.pdf</td>
<td>Error and Omission Insurance Certificate</td>
<td>25.80 KB</td>
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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.

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

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

**Inspection Agency Renewal**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Step 1</td>
</tr>
<tr>
<td>2</td>
<td>Review</td>
</tr>
<tr>
<td>3</td>
<td>Pay Fees</td>
</tr>
<tr>
<td>4</td>
<td>Record Issuance</td>
</tr>
</tbody>
</table>

**Step 1: Step 1 > Page 2**

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>

Select **Add Attachment** again.

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**

---

**Inspection Agency Renewal**

1. Step 1
2. Review
3. Pay Fees
4. Record Issuance

---

**Step 1:** Step 1 > Page 2

**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.

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</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 »