LETTER TO INDUSTRY

The Clark County website has been updated. Instructions to request a change of agencies from the Citizen Access Portal has been incorporated as Appendix A.

Appendix A - Inspection Agency Agreement Change Instructions

If you have any questions, you may contact Engineering at dsengineer@clarkcountynv.gov

Werner Hellmer  Carla R. Palma
Werner Hellmer, P.E.   Carla R. Palma
Engineering Manager   Associate Examiner
SUBJECT:  TG-80-2015 INSPECTION AGENCY AGREEMENT CHANGE

1.0 PURPOSE:  The purpose of this Technical Guideline is to give general direction regarding the requirements to change the prime quality agency for quality assurance and quality control inspection activities, split the required special inspection items between multiple firms, or add/remove special inspection items. An agreement is required under section 22.02.506 of the Clark County Building Administrative Code.

2.0 SCOPE:  When inspections by an approved quality agency are required, the owner, design professional acting as the owner’s agent, and/or contractor shall employ a Prime Agency. The Prime Agency shall provide inspections in accordance with the inspection or quality control agreement and as required by the technical codes. No changes of the Prime Agency shall be made without approval of the Building Official.

3.0 ABBREVIATIONS & ACRONYMS
BAC: Building Administrative Code
CCBD Clark County Department of Building and Fire Prevention
IBC: International Building Code
TG: Technical Guideline
SNA-IBC Southern Nevada Amendments to the International Building Code

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.

Construction Documents: Plans, specifications, supporting calculations and other data prepared to describe the design, materials, physical characteristics, location, orientation, and scope of a proposed project necessary to obtain a permit.
Prime Agency: An agency that maintains employment of a qualified engineering manager.
Registered Design Professional: An individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state or jurisdiction in which the project is to be constructed.

5.0 REFERENCES:
Clark County Building Administrative Code

APPROVED DATE: 01/01/2015
EFFECTIVE DATE: 01/01/2015
6.0 RESPONSIBILITIES:

6.1 Prime Agency

6.1.1 The agency shall not perform inspection activities on a project without being designated on the inspection agency agreement.

6.1.2 The agency shall assist the owner/representative to the best of their abilities to facilitate a change in the inspection agency agreement.

6.2 Subcontracted Agency

6.2.1 It is the responsibility of the Subcontracted Agency to submit a copy of all records of inspection activities to the Prime Agency.

6.3 Owner

6.3.1 The owner/representative must submit a request to CCBD to change the inspection agency agreement.

6.4 Contractor

6.4.1 Shall cease all construction work that requires special inspection until the inspection agency agreement change has been accepted by CCBD staff.

6.4.2 The contractor/representative must submit a request to CCBD to change the quality control agreement.

6.5 CCBD Engineering Group

6.5.1 CCBD staff shall review all inspection agency agreement change requests.

7.0 PROCEDURE: Inspection agreement change request shall be submitted to CCBD at 4701 W. Russell Road, Las Vegas, Nevada.

7.1 Owner

7.1.1 The owner/representative must submit a request to CCBD to change the inspection agency agreement containing:

- A letter stating who will be performing the inspection activities, the current status of the project, and when the change will occur.

- If the original prime agency has not performed any inspections. The new prime agency must provide a letter detailing the current status of the project, the inspection services to be performed, and the projected project start date.

- When the owner wishes to change prime agencies during the course of construction all construction work requiring inspection must cease until the agency change has been accepted by CCBD staff. A partial final inspection report must be submitted to the CCBD office. The new prime agency must provide a letter detailing the extent of the work inspected by the original prime agency and which portions of the project the new prime agency will perform inspection services for.

7.1.2 When the inspection agency agreement is to be split between multiple

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7.2 Contractor

7.2.1 The contractor/representative must submit a request to CCBD to change the quality control agreement containing:

- A letter stating who will be performing the inspection activities, the current status of the project, and when the change will occur.
- If the original prime agency has not performed any inspections. The new prime agency must provide a letter detailing the current status of the project, the inspection services to be performed, and the projected project start date.
- When the contractor wishes to change prime agencies during the course of construction all construction work requiring inspection must cease until the agency change has been accepted by CCBD staff. A partial final inspection report must be submitted to the CCBD office. The new prime agency must provide a letter detailing the extent of the work inspected by the original prime agency and which portions of the project the new prime agency will perform inspection services for.

7.3 Original Prime Agency

7.3.1 The agency shall provide the owner or contractor with a letter describing the extent of their inspection activities for the work performed.

7.3.2 A partial final inspection report must be submitted to the CCBD office.

7.4 New Prime Agency

7.4.1 The new prime agency must provide a letter detailing the extent of the work inspected by the original prime agency and which portions of the project the new prime agency will perform inspection services for.

7.5 CCBD Engineering Group

7.3.1 The CCBD shall review and disposition the request within 7 working days after the receipt of the request.

7.3.2 CCBD shall review the partial final reports for compliance with the BAC, Technical Guidelines, IBC, and the approved construction documents, when required. The CCBD structural group shall review and disposition the partial final report within 7 working days after the receipt

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of the report.

7.3.3 Deficiencies in the partial final report requiring correction shall be sent to the original prime agency. When all deficiencies are corrected the inspection agreement change request will be processed.

7.3.4 CCBD shall review the new prime agency letter detailing the extent of the work inspected by the original prime agency and which portions of the project the new prime agency will perform inspection services for. The CCBD structural group shall review and disposition the letter within 7 working days after the receipt of the letter.

7.3.5 Deficiencies in the letter requiring correction shall be sent to the new prime agency. When all deficiencies are corrected the inspection agreement change request will be processed.

8.0 RECORDS: The inspection agreement change request is a permanent record maintained by CCBD.

9.0 ATTACHMENTS:

10.0 REVISION HISTORY:

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<tr>
<td>Brian Lenihan</td>
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<tr>
<td>Brian Lenihan, P.E. Senior Engineer</td>
<td>David Durkee, P.E. Principal Engineer</td>
<td>Theodore L. Droessler, P.E. Manager of Engineering</td>
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TG-80
Appendix A

Inspection Agency Agreement Change Instructions
Log into the Accela Citizen Access Portal and select Building, then Search Permits.

As part of the greyscale table, locate the standalone agency BD permit number under the Record Number column, and select the BD permit number. If the BD permit number does not show under the Record Number column, you can also use the search bar on the top right side of the table.

To submit a QAA, select Amendment under the Action column.

Select the BD permit number
Select the **Create Amendment** option

Select the amendment type **Agency Selection Change** and click on **Continue Application**

Scroll down, until the **Inspection Agency Selection** blue bar. Now you should be able to change the existing agency currently listed for the new agency you would like to replace it with, for each individual item of inspection marked with a checkbox. Once you are done with your selection, click on **Continue Application**.
After clicking on **Continue Application**. Upload the (3) three letters required per TG-80 and any other information required applicable to your agency change request. Click on **Continue**

Choose the document type, enter each document description, and then Click on **Save**. Click on **Continue Application** when you have uploaded all of the files.
Click on **Continue Application**.

**Attachment**

Add Attachments for New Submittals or Inspection Documents only. For Revisions to approved plans, use the Create Amendment option on the Record Info screen. To submit Requested Plan Corrections, use the Reissue option in the Action Items on this screen.

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 .PDFs with a maximum file size of (500 MB) where no document security is applied. Make sure to "Rettten" your document before exporting.

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**Add Attachment**

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Review your application and new agency selection, ensure all your selections are accurate, and check the box at the bottom of the application. Click on **Continue Application**

I certify that I am the owner or the owner’s agent. I further 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: 09/01/2020

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**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.

**2302 BRIDLEWOOD DR**

BD1520-03022

Clark County staff will review the application, assess fees, and be in contact with your agency.