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. Energy efficiency testing is required in the International Energy Conservation Code.

2.0 SCOPE: This guideline provides information for the listing of approved quality agencies for energy efficiency testing and approved energy efficiency testing technicians. This guideline also provides information for the testing, reporting, submittal, review and acceptance of certain energy efficiency testing services performed by the approved energy efficiency testing agencies.

3.0 ABBREVIATIONS & ACRONYMS:

- **BAC:** Building Administrative Code of Clark County
- **CCBDCCDBFP:** Clark County Department of Building and Fire Prevention
- **EETA:** Energy Efficiency Testing Agency
- **FIG:** Field Inspection Guideline
- **HERS:** Home Energy Rating System
- **IECC:** International Energy Conservation Code
- **LEED:** Leadership in Energy and Environmental Design
- **QA:** Quality Agency
- **QSM:** Quality Systems Manual
- **RESNET:** Residential Energy Services Network
- **USGBC:** United States Green Building Council
- **TG:** Technical Guideline

**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.

**Rating Provider:** Accredited rating providers have the responsibility of ensuring the quality of rating services. Rating providers are responsible for administering rating programs. These responsibilities include certification of raters, selection of accredited rating software programs, rating quality assurance and marketing of rating services. Rating providers shall be accredited by RESNET as required by program protocol.

4.0 REFERENCES:

- Building Administrative Code of Clark County, Latest Adopted Edition
- Southern Nevada Amendments to the International Energy Code, Latest Adopted Edition
- International Building Code, Latest Adopted Edition
- International Residential Code, Latest Adopted Edition

5.0 RESPONSIBILITIES:

5.1 Design Professional

5.1.1 Designate on the plans the method used to demonstrate compliance with the above referenced codes: visual inspection option per Section 402.4.2.2 or testing option per Section 402.4.2.1—**per the IECC.**
5.2 Permit Holder

5.2.1 The permit holder shall engage an approved listed Quality Energy Efficiency Testing Agency (EETA) approved for Energy Efficiency Testing, to perform all required energy efficiency testing services where the testing option is selected and third party inspection activities listed on the approved construction documents and the inspection agency agreement.

5.2.2 The permit holder shall cause the EETA to provide an Energy Rating Certificate for submission to the Building Official for approval.

5.2.3 The permit holder shall coordinate energy efficiency testing services with the approved EETA quality agency.

5.2.4 The permit holder shall schedule required inspections with CCBD/CCDBFP.

5.3 Approved Agency

5.3.1 The agency designated to perform energy efficiency testing services shall be approved by Clark County.

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

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

o The agency shall create an account.

o The agency account shall utilize agency email address.

  ▪ The email shall not contain an individual’s name.

o The name of the quality agency shall be the name as listed on the incorporation documents and Clark County Business License.

5.3.2.2 Fees are listed in the Building Administrative Code.

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

5.3.3 In order to obtain approval, an agency must submit to CCDBFP for review and approval a Quality Systems Manual and other information as required in this guideline.

5.3.4 Inspector and project audit forms are included in TG-15.

5.3.5 The approved system commissioning personnel employed by the approved agency shall perform all required testing and other services as required in the BAC, IBC, IECC, and this guideline.

5.3.6 The approved agency shall submit all required reports to CCDBFP.

5.4 Clark County Department of Building & Fire Prevention

5.4.1 Review the agency’s initial application package for compliance to this guideline and referenced codes and standards.

5.4.2 Review the agency’s annual renewal package for compliance to this guideline and referenced codes and standards.

5.4.3 Create project specific Building Inspection Agency Permits (BDIA) for the agency that are related to the primary permit at the time of permit issuance.

5.4.4 Staff shall review the Energy Rating Certificate and disposition the clearance.

6.0 PROCEDURES:

6.1 Initial and Annual Approval Requirements

An agency seeking approval to perform system commissioning services shall comply with Technical Guideline 17. The following must be uploaded:

6.1.1 Agencies that are approved for only system commissioning are required to have an engineering manager.

6.1.2 Copies of incorporation documents

6.1.3 List of current corporate directors.

6.1.4 Current Clark County business license.

6.1.5 Agency certification with expiration date (ie: Resnet)

6.1.6 Serialized Equipment List and Calibration summary

6.1.7 Provide the completed form 862 and 863.

6.1.8 Quality control manager declaration letter per Form 872.
• Lists of inspection personnel.
• The agency shall add personnel through the Clark County Citizen Access Portal when directed.
  o Inspectors shall comply with the requirements of Technical Guideline 17.
  o Inspector certification records shall be uploaded to each inspector’s record.
  o Training Verification Form shall be uploaded to each inspector’s record. A sample form is provided in Appendix B.
  o Inspectors shall be updated per Technical Guidelines 17.

• The quality system manual shall contain:
  o Description of the organization including complete legal name and address.
  o Names and positions of the principal owners, officers, and directors.
  o Agency's managerial structure and principal personnel.
  o Personnel audit form included in TG-15. The quality control manager shall perform audits of all personnel twice a year.
  o Project audit form included in TG-15. The quality control manager shall perform two photo documented project audits each year.

6.2 Testing Procedures
6.2.1 All testing procedures shall comply with requirements and guidelines in the BAC, IECC, and IBC.

6.3 Base Code - Energy Efficiency Testing
6.3.1 Agency shall perform duct leakage and building thermal envelope testing.
6.3.2 Test results shall be either dropped off at CCDBFP Field Services or uploaded on the Citizen Access Portal under the specific Building Inspection Agency Permits (BDIA).

6.4 Above Code - Energy Efficiency Rating Certificate
6.4.1 The Energy Rating Certificate shall demonstrate compliance with the IECC current adopted edition.
6.4.2 Test results shall be either dropped off at CCDBFP Field Services or uploaded on the Citizen Access Portal under the specific Building Inspection Agency Permits (BDIA).

6.5 Review and Approval of Electrical Testing Results
6.5.1 Acceptance of the report by the staff will result in an approved entry of the required clearance.

7.0 RECORDS:

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

7.3 Agency Annual Renewal Process:
7.3.1 Completed application forms shall be maintained for two years after receipt.
7.3.2 Correspondence generated during the review process shall be maintained for a minimum of one year from the issue date.

8.0 ATTACHMENTS:
Appendix A: Form 889 Energy Efficiency Testing Certificate of Compliance
Appendix B: Training Verification Record
Appendix C: Form 862, 863, 872
Appendix DE: Clark County Citizen Access Portal How-To-Guide
**Prepared By:** Brian Lenihan, P.E.  
**Date Prepared:**

**Revision History:**

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<th>Revision/Approved Date</th>
<th>Effective Date</th>
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**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*
- Girard Page  
  *Fire Marshal*
- 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:
Energy Efficiency Testing Certificate of Compliance
Energy Efficiency Testing Certificate of Compliance

<table>
<thead>
<tr>
<th>Project Address:</th>
<th>Permit No.</th>
</tr>
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<tbody>
<tr>
<td>Development Name:</td>
<td>Owner/Agent:</td>
</tr>
<tr>
<td>Inspection Agency:</td>
<td>Inspector Name:</td>
</tr>
<tr>
<td>Inspection Date</td>
<td></td>
</tr>
</tbody>
</table>

Our firm performed the energy efficiency testing services for the above listed project. This form is an area acceptance report. All items requiring the energy efficiency testing have been reviewed to the Clark County Department of Building & Fire Prevention approved construction documents and the inspection agency agreement.

### 2018 IECC

| Air Leakage Rate Not Exceeding | Air Changes per Hour |

#### DUCT TIGHTNESS TESTING (DUCT BLASTER) R403.3.4 (Prescriptive)

<table>
<thead>
<tr>
<th>Date</th>
<th>Construction Phase</th>
<th>Conditioned Floor Area (sf)</th>
<th>Requirement</th>
<th>Required cfm100</th>
<th>Actual cfm100</th>
<th>Pass / Fail</th>
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<tr>
<td>Rough-In</td>
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<td>Total Leakage ≤ 4 cfm/100 sf CFA (4 x CFA ÷ 100)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rough – no AHU</td>
<td></td>
<td></td>
<td>Total Leakage ≤ 3 cfm/100 sf CFA (3 x CFA ÷ 100)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Post Construction</td>
<td></td>
<td></td>
<td>Total Leakage ≤ 4 cfm100 sf CFA (4 x CFA ÷ 100)</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ All work is in compliance with the IECC requirements

Only Clark County approved inspectors were utilized to perform those specific inspections as required by the Inspection Agency Agreement.

__________________________
Quality Manager

Form 899
ENERGY EFFICIENCY TESTING SERVICES REPORT PROCEDURE

THIS FORM IS AVAILABLE AT THE CLARK COUNTY - ENGINEERING DIVISION WEB SITE

1. The Certificate of Compliance report shall be used for energy efficiency testing as identified in the approved construction documents.

2. The green construction group will review and disposition the energy efficiency testing report.

3. The report form shall be sent to Clark County records by the Clark County staff.

SNA IECC 2018

R402.4.1.2 Testing. The building or dwelling unit shall be tested and verified as having an air leakage rate not exceeding five air changes per hour in Climate Zones 1 and 2, and four air changes per hour when nonsprinklered, or 4.5 air changes per hour when sprinklered or attached, in Climate Zones 3 through 8. (…)

Exception: For residential tract developments using an approved above code program, testing shall be allowed to conform to the program requirements when the following documentation is submitted to the jurisdiction by the developer:

1. Approved software per Section R406.6.1.
2. A copy of the contractual agreement between the developer and a certified HERS rater to perform all mandatory field testing, sampling protocols and program verifications.
3. Additional documentation as may be deemed necessary by the jurisdiction.
Appendix C:

Training Verification Record
# Training Verification Record

**Energy Efficiency Testing Agency**

**Employee Name**: ______________________

**Date of Hire**: ______________________

**Certification No.**: _____________________  **Expiration Date**: _________________

<table>
<thead>
<tr>
<th>Type Test</th>
<th>Initial Training Date</th>
<th>Follow-up Training Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Training Provided By**

(Quality Manager)  
Print Name  
Signature

**Training Provided By**

(Manufacturer)  
Print Name/Manufacturer

( ) I acknowledge the above training and a current copy of TG-95.

**Employee Signature**: ______________________  **Date**: _________________

---

**This Form Must be Submitted for Each Technician Approval/Renewal Request**
Appendix C:
Form 862, 863, 872
TECHNICAL SERVICES ACKNOWLEDGMENT

DATE _________________

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

Energy Efficiency 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
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
Appendix C:
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 **Building** 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 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

[Search]

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

**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**

- Email: clarkcounty_nv.gov
- Home Phone:
- Mobile Phone: (702) 555-5555
- Work Phone: (702) 555-5555
- Fax:

**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></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**
- **Agency Type:** Prime
- **Accreditation Expiration Date:**
- **Accreditation Agency:** Select
- **Agency Website:**

**Inspection Items**
- Concrete: 
- Masonry: 
- Fireproofing: 
- >5/12 Pitch Roof: 
- Special Case Anchors: 
- Cast-In-Place Deep Foundation: 
- Driven Deep Foundation: 
- System Commissioning: 
- Test and Air Balance: 
- Energy Efficiency Testing: 
- FAB Concrete: 
- FAB Wood: 
- Nondestructive Testing: 
- Special Cases Other Description: 
- Internal Use: 
- Electrical Testing: 
- QC: 
- Field Listing Agency: 
- Field Listing: 
- Internal Use - Field Listing:
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.

Open the file.

File name: E&O Insurance

Continue
Add Attachment
Remove All
Cancel
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>
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<tbody>
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<td></td>
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</table>

**Type:**

---Select--

File:

E&O Insurance.pdf

100%  

**Description:**


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.

<table>
<thead>
<tr>
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<th>Type</th>
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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.
Log into the Clark County Citizen Access Portal, and search for your agency.

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

Press **Login** 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.

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.

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

**Inspection Agency Renewal**

| 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 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>
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</thead>
<tbody>
<tr>
<td>No records found.</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Add Attachment**

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.

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**Add Attachment**

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

**Inspection Agency Renewal**

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

**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
Gr Inspections and Testing
Gsr

**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.

**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. An invoice will be emailed to your agency email.

**No Address**

IA-000856
RNGB252020