



# Department of Building & Fire Prevention

4701 W. Russell Road • Las Vegas, NV 89118  
(702) 455-3000 • Fax (702) 221-0630

Ronald L. Lynn, Director/Building & Fire Official  
Samuel D. Palmer, P.E., Assistant Director \* Girard Page, Sr. Deputy Fire Chief

**SUBJECT: TG-702/2014 CUSTOMER DRIVEN CONSULTANT SERVICES PLAN REVIEW PROGRAM**

**1.0 PURPOSE:** The purpose of this technical guideline is to outline the requirements of the Customer Driven Consultant Services Plan Review Program. The Customer Driven Consultant Services Plan Review Program provides an alternate to the Clark County Department of Building & Fire Prevention (CCDBFP) building plan review process by allowing a CCDBFP approved plan review consultant to take responsibility for code compliance and certify that the approved construction documents comply with the Building Code of Clark County.

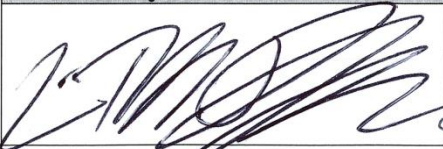
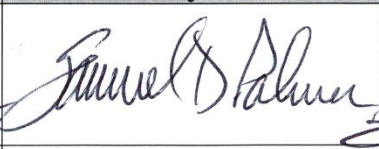
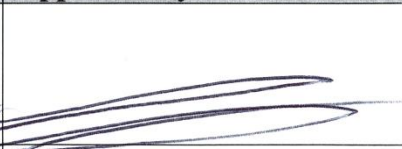
**2.0 SCOPE:** The scope of this technical guideline is to specify the eligibility requirements for projects and plan review consultants and outline the listing, project submittal, plan review, auditing requirements. Any reviews required by other Clark County Departments, including Fire Prevention, are not included within the scope of this program.

**3.0 ABBREVIATIONS & ACRONYMS:**

- ATS Amusement and Transportation System
- BAC: Building Administrative Code of Clark County
- CDSCP Customer Driven Consultant Services Program
- CCDBFP: Clark County Department of Building and Fire Prevention
- IBC: International Building Code
- IRC: International Residential Code
- NRS: Nevada Revised Statutes
- RDP: Registered Design Professional
- TG: Technical Guideline

**APPROVED DATE: SEPTEMBER 10, 2014**

**EFFECTIVE DATE: SEPTEMBER 10, 2014**

Written By:	Concurred By:	Approved By:
		
Kevin T. McOsker, P.E., C.B.O. Plans Examination Manager	Samuel D. Palmer, P.E. Assistant Director	Ronald L. Lynn, C.B.O. Director/Building Official



# CLARK COUNTY DEPARTMENT OF BUILDING & FIRE PREVENTION

4701 W. Russell Road • Las Vegas, NV 89118  
(702) 455-3000 • Fax (702) 221-0630

Ronald L. Lynn, Director/Building & Fire Official  
Samuel D. Palmer, P.E., Assistant Director • Girard W. Page, Fire Marshal

**4.0 DEFINITIONS:** For the purposes of this TG, certain terms, phrases, words and their derivatives shall be construed as specified in this section and the BAC.

**Amusement and Transportation System:** Any ride, device, building or structure which is used primarily for human entertainment and enjoyment, either moving or stationary. The final determination whether a ride, device, or structure shall be classified under this definition shall be made by the Building Official. For the purposes of this TG, slot machines, electronic gaming devices, pinball games, or electronic arcade games, and non-motorized playground equipment are not amusement and transportation systems.

**Applicant/Applicant's Agent:** The owner of the building or property, the tenant, or any individual who may be acting as an agent of the owner.

**Approved Construction Document:** Construction documents that have been reviewed and accepted for permit by the Building Official pursuant to the BAC.

**Auditor:** Any person designated by the Building Official to perform an audit.

**Building Official:** The designated Clark County official who is charged with the administration and enforcement of the BAC and the technical guidelines. The term "Building Official" may also mean the employees who are appointed and authorized by the Building Official pursuant to NRS 278.570(2) to assist in the performance of the duties of his position.

**Certificate of Compliance:** A certificate from a Clark County approved plan review consultant stating that the approved construction documents are in compliance with the BAC, IBC, IRC, Southern Nevada Amendments to the IBC, technical codes, and technical standards.

**High-Rise Buildings:** A building with an occupied floor located more than 55 feet above the lowest level of Fire Department vehicle access.

**Plan Review Consulting Firm:** A firm meeting the listing requirements of this Technical Guideline whose primary business practice is professional plan review services. Those firms who practice architecture, engineering, construction, or other services directly related to design or construction are not included eligible under this program.

**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.

**Technical Codes:** Those codes adopted in Titles 22, 24, and 25 of the Clark County Code. Technical codes currently governed by this Chapter include the Building Code of Clark County (22.04), the Residential Code of Clark County (22.05), the Safety Standards for Existing Buildings (22.10), the Abatement of Dangerous Building Code of Clark County (22.12), the Amusement and Transportation Systems Code (22.16), the Swimming Pool, Spa, and Water Feature Code (22.20), Noise Attenuation Construction Standards (22.22), Water,

Sewage and Other Utilities (Title 24), the Electrical Code of Clark County (25.04), the Plumbing Code of Clark County (25.08), the Building Water Conservation Code of Clark County (25.10), the Solar Energy Code (25.12), the Mechanical Code of Clark County (25.16), and the Energy Conservation Code of Clark County (25.20).

**Townhomes:** A single family dwelling unit constructed in a group of three or more attached units in which each unit extends from foundation to roof and with a yard or public way on at least two sides.

## 5.0 REFERENCES:

BAC	Clark County Building Administrative Code
IBC	International Building Code
SNA-IBC	Southern Nevada Amendments to the International Building Code
TG-10	Clark County Technical Guide 10 – Structural Observation
TG-100	Clark County Technical Guideline 100 – Conflict of Interest
TG-200	Clark County Technical Guideline 200 – Peer Reviews
TG – 400	Clark County Technical Guideline – Contractor Quality Control
TG-703	Clark County Technical Guideline 703 - Audits
BD-PP-55	Clark County Department of Building & Fire Prevention Policy and Procedure 55 – Deferred Submittals.
BD-PP-60	Clark County Department of Building & Fire Prevention Policy and Procedure 60 Engineered Wood Truss

## 6.0 RESPONSIBILITIES:

### 6.1 CCDBFP:

CCDBFP shall review applications from plan review consultant firms and personnel, develop and maintain a list of approved plan review consultant firms and personnel, verify projects submitted under this program meet the minimum eligibility requirements, verify projects submitted under this program have been approved by a listed plan review consultant firm and the plan reviews were performed by appropriately approved personnel, and perform audits of projects approved under this program.

### 6.2 Applicant:

The applicant shall employ a consultant firm approved by CCDBFP and obtain the necessary documentation in order to obtain a building permit. This review is a building code plan review only and does not include zoning, fire, or civil engineering reviews, etc. Plans being submitted for building code review are in conformance with all other County ordinances, state statutes, etc. Failure to coordinate may result in delays or additional fees.

**6.3 Plan Review Consultant Firm:**

The CCDBFP approved and listed plan review consultant firm shall ensure that the plans submitted to CCDBFP for a building permit under the Customer Driven Consultant Services Plan Review Program comply with the BAC, IBC, IRC, Southern Nevada Amendments to the IBC, IRC, technical codes, and technical standards and submit all required documentation as required in this TG. The Plans Review Manager for the Plan Review Consultant firm is responsible for ensuring that only qualified, listed personnel perform reviews on behalf of CCDBFP.

**7.0 PROCEDURE:**

**7.1 Eligible Projects:** The table below outlines the projects eligible to be submitted under the CDCSP. Any project that exceeds the limitations of the “Eligible Projects” or has any of the “Not Eligible” components shall not be permitted to be submitted under this program.

<b>Eligible Projects</b>
<ul style="list-style-type: none"><li>• Commercial Projects constructed under IBC</li><li>• Multi-Family residential projects constructed under the IRC</li><li>• R3 single family homes and residential standard plans (Fire Flow Submittal required)</li></ul>

<b>Projects Not Eligible</b>
<ul style="list-style-type: none"><li>• Educational, Institutional, and/or Hazardous occupancies</li><li>• High-Rise Buildings</li><li>• Work without permit</li><li>• Townhouses</li><li>• Medical Marijuana Establishments</li><li>• Membrane structures</li><li>• Temporary structures</li><li>• Amusement and/or Transportation System</li><li>• Projects located in a FEMA Special Floodplain Hazard Area</li><li>• Projects which require grease interceptors</li><li>• Projects which require a Fire Protection Report or a Tenant Improvement Fire Protection Report by CCDBFP established standards.</li><li>• Stand Alone Alternate Methods and Material submittals.</li><li>• Grading Only Permits</li></ul>

**7.2 Minimum Requirements for Plan Review Consultant Firms:** The following requirements must be met and verification submitted to the Building Official in order to become a CCDBFP listed plan review consultant firm.

7.2.1 Employ a Nevada registered Architect or Professional Engineer to act as the Plan Review Manager.

7.2.2 Employ appropriately licensed and/or certified plan review personnel.

- 7.2.2.1 Commercial Architectural: Licensed architect/engineer or ICC Commercial Building Plans Examiner certifications
  - 7.2.2.2 Commercial Electrical: Licensed architect/engineer or ICC Electrical Plans Examiner certifications
  - 7.2.2.3 Commercial Plumbing: Licensed architect/engineer or ICC or IAPMO Plumbing Plans Examiner certifications
  - 7.2.2.4 Commercial Mechanical: Licensed architect/engineer or ICC or IAPMO Mechanical Plans Examiner certifications
  - 7.2.2.5 Residential Architectural/Electrical/Plumbing/Mechanical: licensed architect, residential designer or ICC Residential Plans Examiner certifications
  - 7.2.2.6 Structural (Commercial or Residential): Licensed Engineer
  - 7.2.2.7 Grading: Licensed Engineer
  - 7.2.2.8 Geotechnical: Licensed Engineer
- 7.2.3 Maintain a certificate of professional liability insurance issued by an insurer authorized to insure in the State of Nevada with limits not less than \$1,000,000 per claim and \$2,000,000 in aggregate for all claims made during the policy period.
- 7.2.4 Conform to the Conflict of Interest Technical Guideline TG-100.
- 7.2.5 Firms shall obtain International Code Council – International Accreditation Service certification as a Building Department Service Provider no later than Jan 1, 2018 to remain eligible for this program.
- 7.3 **Listing of CCDBFP Approved Plan Review Consultant Firms:** Plan Review Consultant firms that are approved to provide contract services through CCDBFP or successfully demonstrate that the minimum requirements of section 7.2 have been met are eligible to be listed as a CCBD approved Plan Review Consultant firm under the Customer Driven Consultant Services Plan Review Program.
- 7.3.1 The initial listing fee per the BAC must be submitted at the time of application.
  - 7.3.2 The listing is valid for one (1) year.
    - 7.3.2.1 Plan Review Consultant firm must submit for an annual renewal thirty (30) days prior to the expiration of the listing.
    - 7.3.2.2 The Plan Review Consultant firm shall submit any required documentation to demonstrate that the licensing and insurance requirements of section 7.2 have been met.
    - 7.3.2.3 The annual renewal fee shall be per the BAC.

- 7.3.3 The Plan Review Manager shall submit a list of all personnel at the Plan Review Consultant firm that are eligible to perform plan reviews by discipline.
  - 7.3.3.1 The initial listing fee for personnel per listed plan reviewer in accordance with the BAC must be submitted.
  - 7.3.3.2 Copies of current professional license(s) and/or certifications that demonstrate compliance to section 7.2.2 shall be submitted.
  - 7.3.3.3 Demonstrate that the continuing education requirements for plan review personnel have been met in accordance with NRS 278.577.
  - 7.3.3.4 The annual renewal fee per listed plan reviewer is per the BAC.
- 7.3.4 The Plan Review Manager may submit updated plan reviewer credentials or new plans examination staff to CCBD at any time during their listing. Listing update fees are per BAC.
- 7.3.5 If CCDBFP becomes aware that a plan reviewer is no longer certified in accordance with section 7.2, the plan reviewer may be removed from the listing and any plan reviews performed without the required certification will void the plan review approval. The firm may be suspended from the program for a period of up to one (1) year.
- 7.3.6 CCDBFP shall review all applications and maintain the approved listing on the CCDBFP website.
- 7.4 **Pre-Submittal Process:** The submittal process is outlined below.
  - 7.4.1 The Applicant shall contact CCDBFP to prequalify project specific eligibility.
    - 7.4.1.1 Project eligibility and verification of the approval status of the selected Plan Review Consultant Firm shall be verified.
    - 7.4.1.2 CCDBFP shall issue a Permit Application Number (PAC#). The department shall record project eligibility and the name of the Plan Review Consulting Firm in the project file.
    - 7.4.1.3 If all requirements are met at the pre-submittal meeting, then the Owner/Tenant can submit the plans for review under the Customer Driven Consultant Services Plan Review Program.
- 7.5 **Permitting Process:** The permitting process is outlined below.
  - 7.5.1 The applicant may, at their discretion, submit two set of drawings to Zoning and Public Works for review.

- 7.5.2 Two sets of final reviewed and accepted plans and documentation shall be returned directly to CCDBFP by the reviewing firm.
  - 7.5.2.1 All sheets within the plan set must include a code compliance stamp that is signed and dated by the Plan Review Consultant firm Plan Review Manager. The stamp shall indicate the minimum information listed below:
    - 7.5.2.1.1 Name of Firm
    - 7.5.2.1.2 Date of Review and Acceptance
    - 7.5.2.1.3 Statement “Reviewed and Accepted”
  - 7.5.2.2 The Plan Review Consultant firm shall submit a list of all personnel that performed reviews for each discipline for the project being submitted. This list shall be signed and dated by the Consultant’s Plan Review Manager.
  - 7.5.2.3 The Plan Review Consulting Firm shall provide the code/analysis project data form (see Appendix B)
- 7.5.3 The applicant shall submit the Owner/Tenant Certification Statement (see Appendix A).
- 7.5.4 CCDBFP shall route the plans in accordance with CCDBFP policy depending on the type of permit that is submitted for Zoning, Public Works, or any other agency requiring approval prior to permit issuance.
  - 7.5.4.1 CCDBFP may require the Plan Review Consulting Firm to re-review any modified drawings required for compliance to Zoning, Public Work, or any other agency requiring approval.
- 7.5.5 The plans shall be routed to CCDBFP Plans Examination after all required Clark County Departments have approved the plans.
  - 7.5.5.1 CCDBFP Plans Examination shall enter any required information into Naviline.
  - 7.5.5.2 CCDBFP Plans Examination shall verify the special inspection requirements and ensure they are entered in Naviline correctly.
  - 7.5.5.3 Identification of Structural Observation (TG-10) and Contractor Quality Control (TG-400), if applicable.
  - 7.5.5.4 CCDBFP Plans Examination shall verify the project valuation.
  - 7.5.5.5 CCDBFP Plans Examination shall verify the plans are complete and

that each sheet has been stamped by the Plan Review Consultant Firm.

7.5.5.6 CCDBFP Plans Examination shall route the plans to the Permit Application Center.

7.5.6 The Permit Application Center shall calculate the required fees, determine any remaining documentation that must be submitted to obtain the permit(s) and notify the Applicant.

7.6 Revisions/Deferred Submittals:

7.6.1 The Applicant shall submit all revisions and deferred submittals to Plan Review Consulting Firm for plan review.

7.6.1.1 CCDBFP may review minor revisions and/or modifications at their discretion.

7.6.1.2 Upon written notification to the Applicant and the Plan Review Consulting Agency, the Building Official may elect to review all subsequent revision, deferred submittals, or any other required documentation required to complete the project.

7.6.2 Policies BD-PP-55 and BD-PP-60 for deferred submittals shall be adhered to by the Consulting Firm.

7.6.3 Plan modifications that add square footage, plumbing fixture units, and/or change use that would otherwise exempt the project from eligibility shall not be reviewed as a revision. Any plan alteration of this nature shall be processed as a supplemental permit. CCDBFP Plans Examination shall be contacted to determine extent and scope for the work identified.

7.6.4 Mandatory Field Changes and Revisions:

7.6.4.1 If a Department inspector determines that the review and accepted plans contain code violations or missing critical information, the inspector may get a second opinion from his or her supervisor prior to requiring the customer to make changes. The inspector/supervisor shall identify the issues in writing to the Plan Examination Manager.

7.6.4.2 If the item noted above is confirmed to be a code violation or if the plans are missing critical information to perform inspections, the department's Plan Examination Manager will inform the Contractor, Applicant, and the Plan Review Consulting Firm in writing (e-mail is considered sufficient) that corrections and/or additional information will be required to reach a resolution.



- 7.6.4.3 If plan revisions are required, the Plan Review Consulting Firm will be directed to coordinate the preparation of the revision with the design firm(s) and the Applicant. The firm shall resubmit the required documentation as noted above.
- 7.6.4.4 When determined by the department's Plan Examination Manager as a code violation, an audit of the project will be required as noted in section 7.7.
- 7.6.5 The Applicant shall provide the department with at least two copies of the Plan Review Consultant revision, marked as noted in section 7.5.2.1 above. The Department shall assess a minimum 1 hour charge to the revision for additional required processing.
- 7.7 **Audits:** All plans submitted under the Customer Driven Consultant Services Program are subject to an audit by CCDBFP to determine if the plans are in compliance with the Clark County Building Code. CCDBFP shall perform audits in accordance with TG-703. Audits are not considered random. The Building Official may select any project for an audit.
- 7.7.1 **Selective Audit Process:** The Department will perform audits on selected new construction or renovation projects that are allowed in the Customer Driven Consultant Services Program as listed under "Selective Audit" on the Audit Chart contained in TG-703. The audits may be conducted prior to or after the issuance of the permit.
- 7.7.2 **Automatic Audit Process:** The Department will perform audits on all new construction or renovation projects that are allowed in the Customer Driven Consultant Services Program and listed under "Automatic Audit" on the Audit Chart contained in TG-703. The audits will be conducted prior to or after the issuance of the permit. An Automatic Audit will be completed within third (30) days of permit issuance.
- 7.7.3 **Review Criteria:** Each project selected for an audit, whether selective or automatic, will be audited in accordance with the scoring system described Audit TG-703.
- 7.7.4 **Audit Results:** The Department shall notify the Plan Review Consulting Firm and the Permit Applicant in writing of the results of any audit conducted. The notification will provide a summary of the audit results and will direct the Plan Review Consulting Firm to address audit findings. Failure to submit the required corrections by the date identified in the notification may result in the revocation of the Plan Review Consulting Firm's approval and listing.
- 7.7.5 **Appeal Procedures:** If the Plan Review Consulting Firm of an audited project disputes the result of the audit findings or disputes the accuracy or applicability of any code correction comment entered in connection with such audit, the Plan Review Consulting Firm has the right to request an appeal in accordance with Audit, TG-703.

7.8 **Suspension and Revocation:** Referencing the Audit results above and CCDBFP BAC Section 22.02.540, if the Plan Review Consulting Firm fails three (3) audits within a one year period, the Plan Review Consulting Firm may be subject to suspension and/or revocation.

7.8.1 If a Plan Review Consulting Firm's privileges are subject to suspension or revocation for any reason, the Department shall cause a dated notice to be mailed by first class mail to such firm at their listed business address. Such dated notice shall inform the firm of the reasons for such revocation.

7.8.1.1 If the Department suspends the Plan Review Consulting Firm's privileges, the firm must reapply for the program and pay full fees as a new application pursuant to the BAC.

7.8.1.2 If the Plan Review Consulting Firm has reason to believe that suspension or revocation of their firms' privileges is not warranted, the firm has the right to request in writing, within ten (10) business days of the date on which notice is mailed, to the department's Manager of the Plans Examination.

7.8.13 The sole administrative recourse for suspension or revocation of a Plan Review Consulting firms' approval to provide service under this program is contained in 22.02.560 of the BAC.

8.0 The Building Official may revoke any permit issued under this Program if any audit or inspection indicates that the permitted project or any portion thereof poses a threat to the public health, safety, or welfare.

## 9.0 RECORDS:

All documents associated with the Customer Driven Consultant Services Plan Review Program shall be sent to the Records Division.

## 10.0 ATTACHMENTS:

Appendix A: Owner/Tenant Certification Statement form

Appendix B: Code Analysis/Project Data form

## 11.0 REVISION HISTORY:

Title	Revision/Approved Date	Effective Date
TG-702-2014	September 10, 2014	September 10, 2014

## APPENDIX A

### Owner/Tenant Certification Statement Form

#### Owner/Tenant Certification Statement

This statement shall be signed by the Owner or Authorized Tenant responsible for the project work

PAC # \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address/APN: \_\_\_\_\_

Name of Plan Review Consulting Firm \_\_\_\_\_

I have authorized the above-named Consulting Firm to review the construction plans referenced in the PAC # above for compliance to the adopted construction codes of Clark County. I understand that project is being approved for a building permit based on the review from the above-named Consulting Firm and is subject to audit and/or field inspection by the CCDBFP. I agree to take any remedial measures, disclosed by the CCDBFP that are necessary to bring the attached plans and any completed construction into conformity with all applicable provisions of the Building Codes of Clark County and other related state and federal laws and regulations. I agree to take the necessary measures to correct any misrepresentation or falsification of facts made knowingly, unknowingly or negligently by my agents, contractors, employees, or me.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## APPENDIX B

### BUILDING DEPARTMENT CUSTOMER DRIVEN PROGRAM BUILDING CODE ANALYSIS - PROJECT DATA

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Project Location: \_\_\_\_\_ PAC No. \_\_\_\_\_

#### ANALYSIS ITEMS

Code Year/Discipline \_\_\_\_\_

Occupancy classification(s) \_\_\_\_\_

Occupant Load: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Fire Sprinklers: Yes \_\_\_\_\_ No \_\_\_\_\_

Height: Actual \_\_\_\_\_ Allowable \_\_\_\_\_

Stories: Actual \_\_\_\_\_ Allowable \_\_\_\_\_

Area: Actual \_\_\_\_\_ Allowable \_\_\_\_\_

(Include allowable area calculations per Chapter 5)  
(Include mixed occupancy calculations -if applicable)

Type I Hood: Yes \_\_\_\_\_ No \_\_\_\_\_

List of required Special Inspections: \_\_\_\_\_

Structural Observation Yes \_\_\_\_\_ No \_\_\_\_\_

Seismic Design Category \_\_\_\_\_

H/C parking Provide \_\_\_\_\_ Required \_\_\_\_\_

List of Deferred Submittal Items \_\_\_\_\_