



SPECIAL INSPECTION AGENCIES FOR AMUSEMENT AND TRANSPORTATION RIDES (AR-3)

Approval and Listing Requirements:

1. The Building Official shall establish rules and regulations setting forth conditions and provisions for approval and listing of the Special Inspection Agency.
2. The Agency shall be an engineering firm normally engaged in providing qualified inspection and engineering services for amusement and transportation rides.
3. Minimum Qualifications of Personnel:
 - a. Principal Engineer: Bachelors degree in mechanical or closely related engineering field, Nevada professional engineer's license and five years experience in inspection and/or operation and maintenance of amusement and transportation ride
 - b. Inspectors: Bachelors degree in mechanical or closely related engineering field, or NAARSO I, II, III plus 3 years experience in inspection and/or maintenance and operation of amusement and transportation rides.
4. Agencies seeking approval with the Building Official shall submit the following documents:
 - a. Organization of the Agency
 1. Description of the organization including legal name and address of main office
 2. Names and positions of the principal officers
 3. Names of inspectors
 4. Organization charts and functions
 - b. Detailed statement of qualifications of personnel who will perform special inspections and the principals overseeing the work. Work experience records may be audited by the City of Las Vegas prior to approval and listing. Written resumes detailing qualifications and work experience pertinent to the proposed service to be provided.
 1. Copies of professional engineer's license, NAARSO certifications and training certificates
 2. Continuing education/training programs for personnel
 - c. Names and addresses of amusement and transportation rides inspected
 - d. Quality Assurance Manual
 - e. Letter of Application, signed by the principal who is a Nevada licensed professional engineer

Approved agencies shall be responsible to supervise its inspectors and engineers and are responsible for all actions of their approved employees. Agencies that are approved and listed are subject to performance evaluation and audit by the City of Las Vegas. Evaluation may be performed at random, both in field and office. The agency shall notify the City of Las Vegas in writing of any change in personnel within 5 working days of employment termination or hiring.

Detailed Procedure:

1. Applicant shall submit a commercial permit application to the Permit Technician at the Dept. of Building & Safety located at 333 N. Rancho Dr., Las Vegas, NV 89106.
2. Submittal Documents for Initial Listing and Renewal:
 - Letter of application as described on page 1
 - Current Agency's Manual as described on page 1

Note: For renewals, if there is no change to the Agency's Manual, only the personnel qualifications and certifications are required to be submitted. The principal engineer shall include a statement in his application letter that nothing has changed in the Agency's Manual, other than the personnel.
3. Pay application fee (due at time of application). Make checks payable to "City of Las Vegas"
 - Initial Listing: \$300.00 **plus** \$50.00 per qualified person plus admin fee
 - Renewal: \$250.00 **plus** \$50.00 per qualified person plus admin fee
4. Upon approval, the Permit Technician will notify the applicant to pick up the documents. In the case of deletion of addition of personnel, the approval letter will be faxed to the principal engineer.
5. Submittal Documents for Addition and/or Deletion of Personnel
 - Letter of application with copies of certifications and resumes for new personnel
 - Application Fee: \$50.00 per person for addition of personnel only. There is no charge for deletion of personnel or additional qualifications for previously approved personnel

The Building Official reserves the right to revoke the approval of any firm or individual that is found to be violating the provisions of the City of Las Vegas Amusement and Transportation Rides Code and the current adopted Building Code. Agencies seeking renewal of listing shall follow the approval and listing procedures above.