

CITY OF LAS VEGAS EXPRESS PLAN REVIEW

A premium plan review service offered by the City of Las Vegas Building
and Safety Department

*City of Las Vegas
Building and Safety
Department*

Welcome to the City of Las Vegas Express Plan Review!

This is the only plan review process in Nevada, where plan reviews are conducted in person with real live Plans Examiners! It is our goal to provide you, our customer, with a building plans examination experience that is unique, professional, efficient and economical. Due to time issues, many of our customers use our Express Plan Review service to receive same-day plan reviews for the first or second review of the plans for proposed construction projects. Other customers welcome the one-on-one interaction with the Plans Examination staff that enable customers and their design team to ask plan review questions in person, and get immediate answers and possible solutions. Whatever your reason for utilizing our Express Plan Review service, we are ready to provide you with a high-quality customer-friendly service to help you accomplish your project goals while achieving a code compliant development. So, how do you get started?

STEP 1 – Schedule Your Express Plan Review Appointment

The first step of the Express Plan Review process is to schedule your Express Plan Review appointment. There are several options for scheduling your appointment. If your plans aren't quite complete but you'd like to go ahead and schedule an Express Plan Review, you may call the City of Las Vegas Building & Safety Department at 702-229-6251 and speak with one of our Permit Technicians to schedule your Express Plan Review appointment date and time. Or you may e-mail our Plans and Permits Supervisor Rod Clark at rclark@lasvegasnevada.gov to schedule an Express Plan Review appointment. If your plans are complete and you wish to schedule your Express Plan Review appointment, you may do so in person at the front counter located at the City of Las Vegas Development Services Center located at 333 North Rancho Road, 1st floor. At that time, you may submit your plans for Express Plan Review. By doing this, you shorten the length of time for your Express Plan Review appointment.

At the time you make an appointment for an Express Plan Review, you will be required to pay a \$550 Express appointment reservation fee. This fee guarantees the date and time of your Express Review, and the availability of the Express Plan Review room for your review.

A note of caution here, the Express Plan Review service is very popular with our customers and the demand for Express Plan Review services is quite high. Once the \$550 appointment reservation fee is paid, the date, time and Express Room are no longer available for booking by other customers. Accordingly, if you have an Express Plan Review appointment scheduled and are not ready on the appointed date, or need to cancel your Express Review for other reasons, you must cancel your appointment no later than 7 calendar days prior to the date of your appointment in order to receive a refund of the \$550 appointment reservation fee.

STEP 2 – Submit Your Plans 1 Week Prior to Express Review Appointment

The second step of the Express Plan Review process is to submit your plans at least one (1) week prior to your scheduled express plan review appointment. This submittal allows staff time to process the application and plans in preparation of your Express Plan Review appointment. Often our Plans Examination staff can “look over” the plans in advance and be prepared to discuss higher level issues with you which can decrease the Express review time therefore reducing your Express review costs.

For those customers who have submitted plans for a given project through the normal plan review process and would now like to utilize the Express Plan Review Service for that project, you may request the project to be moved to the Express Plan Review Service provided the plans have not yet been reviewed, or sent to one of our consulting firms for review. Please contact our Permit Technicians at 702-229-6251 to see if your project can be moved to the Express Plan Review process.

STEP 3 – Attend Your Express Plan Review Session

The third step of the Express Plan Review process is to attend the scheduled Express Plan Review appointment. At your appointment, Plans Examiners from various disciplines (architectural, electrical, plumbing/mechanical and structural) will be in attendance to meet with your design team to review your project plans. Who should attend the Express Plan Review? You are strongly encouraged to bring your project design team to the Express Plan Review appointment. Typically, design team members include the project architect, the structural engineer, the design professionals that prepared the electrical, plumbing and mechanical plans, and the owner and/or agent of the owner that is capable of answering project questions and making design decisions. The construction contractor may attend to answer questions as well.

In addition to normal Plan Review fees, the rate for Express Plan Review services is \$660 per hour. Express Plan Reviews can take two (2) to four (4) hours on an average. Reviews for larger projects can take a day or more days depending on the size and complexity of the project. Our staff is unable to give you an estimate of time required for an Express Plan Review, until we actually begin to look at the plans. We are unable to provide you with the exact amount of time that your Express Review will take to complete until we view the level of detail that the designer has put into the plans and the level of code-compliance reflected in those plans. Accordingly, the better that the plans reflect compliance with the adopted technical codes, the less time that is needed to complete your Express Review.

STEP 4 – Receive Your Express Plan Review Correction Letters and Correct Your Plans

The fourth step of the Express Plan Review process is for our Plans Examination staff to prepare Correction Letters based upon their review of the plans. The Correction Letters are provided to the owner and appropriate design professionals required to make needed changes to the plans to reflect code compliance. The preparation of Correction Letters typically requires 1-4 days, depending on the size and complexity of the project, and any research required to identify code sections applicable to the identified corrections.

STEP 5 – If Desired, Schedule an Express Plan Review Re-Check Appointment

The fifth step of the Express Plan Review process is to schedule an Express Plan Review re-check appointment, if desired. It is often assumed by first time customers and those not familiar with our process that if you use the Express Plan Review service for the first review, you automatically qualify for and are assigned an appointment for an Express Review for the second review. **AUTOMATIC SCHEDULING OF SECOND AND SUBSEQUENT REVIEWS IS NOT A PART OF OUR EXPRESS PLAN REVIEW PROCESS.** Many times, the level of corrections needed for the second review or “back check” are not significant enough to warrant the expense of scheduling a second Express Plan Review. However, if a customer wishes to have the back check completed through the Express Plan Review process, they must schedule second and subsequent reviews. Second and subsequent review may be scheduled immediately after the completion of the first Express Plan Review, or the customer may choose to wait until required changes to the plans have been completed and then schedule the second Express Plan Review. The cost for a second and subsequent Express Plan Review are the same as the first Express Plan Review i.e. \$550 appointment/reservation charge, plus \$660 per hour of staff review time. For second and subsequent reviews, the revised plans can be brought in on the same day the second and subsequent Express Plan Review is scheduled. Also, if you have gone through the first review using the normal plan review process and now wish to use the Express Plan Review service for the second review, you may follow these same scheduling procedures, and you will be subject to the same Express Plan Review fees.

STEP 6– Complete the Remainder of the Plan Review Process and Obtain Your Permit

The sixth and last step of the Express Plan Review process is to process your Building & Safety Department approved plans to other affected City departments for their review and approval. Accordingly, we provide your project plans to other City Departments such as Planning, Fire, and Public Works for both a first review and any required subsequent reviews. *Note: As part of the first review of an Express Plan Review, these Departments (particularly the Fire Department) may be consulted.* If separate fire system plans are required, you will be notified as part of your first Express Plan Review so that you can get you started in that process concurrently with the Express Plan Review process.

Upon approval of your plans by all affected City departments, the Permit Technician staff will “price out” your building permit fees, development fees, sewer fees, and other regional fees (such as Multi-Species Habitat Fees) that are to be paid at the time that the building permit is obtained. The permit applicant or individual obtaining the building permit is then notified of the full amount of fees to be paid to obtain the permit. Permit fees may be paid in person at the Building & Safety Department at 333 North Rancho Drive or on-line at www.lasvegasnevada.gov. However permits are only issued to Nevada licensed contractors, and anyone wishing to pay for a building permit on line would need a “key number” from their contractor to make payment. The completion of this step typically takes about 7 business days. Most City departments are open four (4) days of each week, so seven (7) business days equates to almost two (2) weeks for the issuance of the permit after receiving all required plan approval.

We have provided a process flow chart with this document to help you understand the previously described Express Plan Review steps. Also included are some “Frequently Asked Questions” and answers. If you wish to speak directly with someone in our Department about our Express Plan Review services, you may call our main line at 702-229-6251 and speak with a Permit Technician who will be able to help you and answer your questions.

We look forward to working in partnership with you to help you achieve our shared goal making you project a success in a code-compliant manner as we collaborate “to build community to make life better”!

Express Plan Review Frequently Asked Questions

1. What is express plan review?
 - A. Express Plan review is a premium service offered by the City of Las Vegas Building and Safety Department that provides a one on one, same day review with our Department Plans Examiners and often staff from other departments as needed. This review will provide the customer with a personal interaction opportunity with the plans examiners as they review the plans submitted. A major benefit of the express plan review is that customers often gain a better understanding of any issues that are identified in the review in comparison to just receiving a plan check correction letter that is provided at the end of the normal plan review.

2. What is the timeframe for paying for the express?
 - A. The \$550 Administrative Fee to reserve the Express Plan Review Appointment must be paid at the time appointment is scheduled. The hourly rate of \$660 is paid on the day the review is completed. No permits will be issued until all fees are paid associated with the permit. These fees are in addition to the normal plan review fees charged by the Department.

3. How are comments/corrections handled?
 - A. Comments are provided in person at the meeting and designers/owners are welcome to take notes during the one on one review. However, the official notice letter of the comments are prepared after the express within 1 to 4 days and provided to all parties concerned.

4. Does having an express guarantee a permit?
 - A. No, however on rare occasions there are no corrections needed and a permit may be issued following the review if all other agencies approve the plans as well. This is not typical and usually at least two reviews are required prior to the issuance of a permit.

5. Can I redline my plans during the express?
 - A. Yes, some minor corrections can be redlined on the plans during the express review at the discretion of the plans examiner. The design professional must provide a letter to the examiner permitting redlines on the plan to enable redlining. However, major code violations (such as handicap access or bathroom fixture counts) or life safety (fire exiting or electrical code) issues will require revised plans.

6. What consultants/design professionals need to be there?
 - A. The design professionals for each of the disciplines required for your project (architectural, plumbing/mechanical, electrical, structural, etc.) should be present to answer questions. It is preferable, but not required, to have the contractor and owner present in order to better understand any major issues with the design of the building or if there are no issues to obtain a permit.

7. Who can I speak with regarding scheduling an express?
 - A. To schedule an Express Plan Review you may call the City of Las Vegas Building and Safety Department main line at 702-229-6251 and ask to speak with a Permit Technician.

8. If I have to reschedule my express, will I lose my admin fee?
 - A. No, if you reschedule prior to 7 days before your scheduled appointment. If you must reschedule 7 days or later prior to your appointment your administrative fee will be subject for forfeiture. Please keep in mind that this is a premium service that is in high demand and if we are not able to replace your project with another project you will lose your administrative fee as others were delayed to make the time available to you. However if we can schedule a replacement project we will refund your administrative fee. **To guarantee a refund you must reschedule prior to 7 days before your scheduled appointment.**

9. Can I submit building plans if my civils aren't approved?
 - A. Yes, we will schedule your building plans for an express plan review prior to civil plans being approved. However, no final approval of the plans will be provided or any permit issued until the civil plans are approved. Please note, the Civil Division of the Building Department also offers an express plan review process.

10. What time does the express begin, and how long will it take?
 - A. Express Plan Reviews are scheduled during the Department's normal working hours and begin at 9:00 A.M., unless our customer needs special arrangements made in advance and take as long as needed. The typical express review lasts from 2-4 hours but large scale projects can take from 1 to multiple days.

11. Will there be other departments (Fire Department, Planning, and Land Dev) available for review and approval during the express?
- A. Typically if needed other Departments are present or may be consulted during the express review. For instance if Fire is not present but is required staff will take the plans to Fire for their review during the express. Planning and Land Development are present when needed.
12. What is the difference between expedited plan review and express?
- A. Expedited plan review is not a one on one plan review. It is a premium service that costs \$200 per hour in addition to the normal plan review fees. The expedited plan review service gives priority to plans submitted through this program but does not require an appointment. The expedited plan review process guarantees a 4 working day review turnaround on the plans submitted. This service is offered by the Department when staffing levels permit. Express is a priority premium service and is offered on a regular basis. Express plan review has little to no scope limits; expedited reviews are limited in scope. A handout addressing expedited review requirements is available on our website at www.lasvegasnevada.gov.
13. How long after final approval will it take to get a permit?
- A. Typically after the plans have been approved through the express plan review, approximately 7 working days are needed to process your plans and permits. In that time, we to coordinate the permit with other City Divisions, Departments and outside agencies to price-out the project for the Building Permit Inspection Fees and other fees such as sewer connection fees, Multi-species Habitat fees, Transportation fees, etc. which are paid at the time the permit is picked up. This 7 working day process is about 2 weeks as our Department is only open 4 days a week.
14. What are the submittal requirements (number of plans, signatures, code requirements, etc.)?
- A. Normally the number of plans required for submittal is two (2). The exception of 3 plans submitted would be required if special inspections are identified by the design professional or the Department. This 3rd set would include structural plans and calculations only. Also, there are often times that the Planning Department may request an additional landscape plan, building elevations, and a site plan for their records. Plans must be stamped and signed in accordance with Nevada State Law. Plans should always include a complete

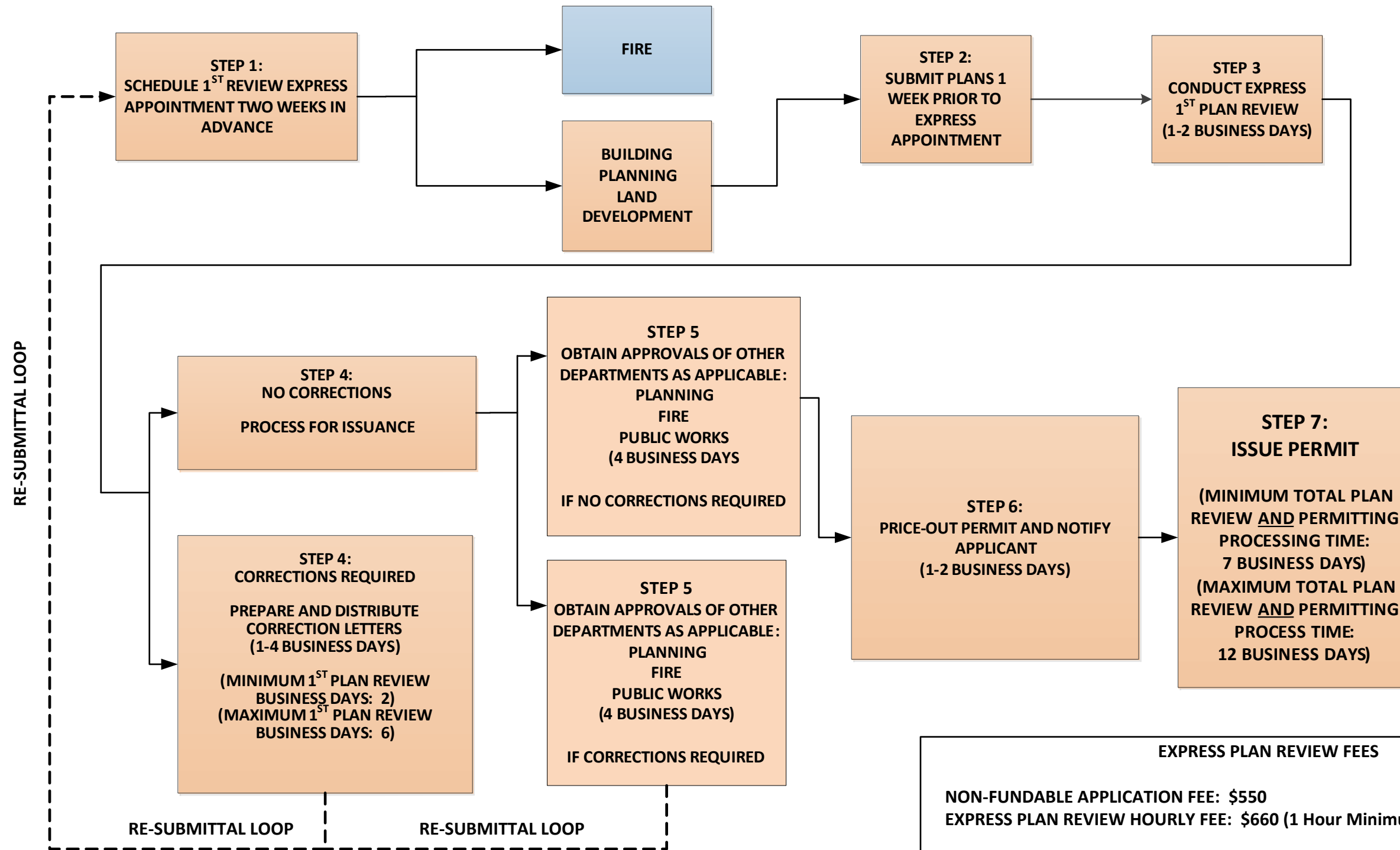
code analysis of the proposed project. A code analysis template is available on our website a www.lasvegasnevada.gov . Plans must be drawn in compliance with the City of Las Vegas current adopted technical building codes. Permits are issued to a properly State of Nevada Licensed Building Contractor. The Contractor must also have a City of Las Vegas Business License.

15. Do my express plan review fees include the second review or is that a separate and distinct review apart from the first express review?

A. The express plan review fees are for one appointment and one review only.

Many times the second review of a project does not warrant the expense of an express review and can be addressed through our normal plan review process. If the changes are significant and a second express review is desired by the applicant, separate fees must be paid. Second reviews may be scheduled at the time the first review is scheduled or may be scheduled at the time the first review is completed.

**BUILDING & SAFETY DEPARTMENT
 EXPRESS PLAN REVIEW AND PERMITTING PROCESS
 (BUSINESS DAYS AS OF MARCH 11, 2015)**



EXPRESS PLAN REVIEW FEES

NON-FUNDABLE APPLICATION FEE: \$550
 EXPRESS PLAN REVIEW HOURLY FEE: \$660 (1 Hour Minimum)

NOTE: The above fees are for initial (1st) plan review only. Subsequent Express plan review re-checks must be scheduled and additional non-refundable application fee (\$550) and Express plan review hourly fee (\$660) apply.