



## DEPARTMENT OF BUILDING AND SAFETY

333 N. Rancho Drive, Las Vegas, Nevada 89106-3703

### Counter Review Guidelines

The City of Las Vegas Building and Safety Department has defined counter reviews as projects of a minor nature. Our goal is to provide our customer with an expedited service for these projects by reviewing them within one business day following their submission. The Building Department Permits and Plan Review services operate from Monday through Thursday, 6:30 AM-5:30 PM. Electronic submissions may be made 7 days a week, 24 hours a day. They will be processed the following business day. No paper submissions will be accepted. You may request counter review if the project meets the guidelines provided below. Structural components of your submission must be performed by a Nevada licensed engineer.

The scope of work shall be considered when determining counter review eligibility. In addition, to qualify for counter review a licensed contractor must be selected at time of application. For residential construction, an owner-builder may also submit for permits in counter review for minor work at their private residence that they own and occupy.

For questions regarding Counter Review, contact a Permit Technician at 702-229-6251.

#### Minimum Guidelines:

- Tenant Improvement of business or retail occupancies of 1,500 square feet including minor structural improvements.
- State approved modular and/or manufactured buildings on existing graded sites.
- Cellular Communication Tower co-locations to existing sites.
- Residential Garage Conversions, including model home conversion to a sales office.
- Residential Room Additions/modifications less than 600 SF.
- Engineered Residential Patio Covers, balconies, casitas, and Carports.
- Residential Swimming Pools (Owner/ Builder or contractor).
- All Disaster permits where the extent of damage is noted as 25% or less and requiring plan review that may include structural designs.
- Emergency repair to existing building service electrical, mechanical, and plumbing equipment to maintain essential service for the occupants, not including the replacement of Type I hoods with engineering by a registered Nevada engineer and mechanical plans and calculations.
- Storage sheds and Gazebos with engineering.
- Demolition Permits. **\*\*NOTE\*\***If the demolition involves pedestrian protection or routing of pedestrians through specific areas in an occupied building then these come in for review and are NOT counter review.
- Wall and pole signs, flagpoles and statues not exceeding 12 feet high.
- Trash enclosures.
- Individual masonry walls, retaining walls, masonry stack walls (keystone, Windsor, etc.).
- Standard designs for pools, walls, retaining walls, signs, etc.
- Amusement ride re-certifications.

#### Minor Individual Work Regardless of Occupancy or Type of Construction:

- Architectural:
  - Adding walls to subdivide existing offices.
  - Enclosing doorways to separate offices.
  - New or replacement of suspended ceiling grid, acoustic or gypsum board and accompanied with engineering by a Nevada licensed engineer or a listing reference number.

- Plumbing:
  - Minor plumbing repairs.
  - Relocation of fixtures.
  - New fixtures not associated with a TI.
  - All dedicated Gas lines with up to three (3) associated fixtures or appliances. (BBQ, Fire Pit, Pool Heater, Water Heaters, Fireplaces, any indoor appliances).
- Electrical:
  - New or relocation of electrical devices, lighting fixtures, and receptacles.
- Mechanical:
  - Replace a maximum of 3 HVAC units of different type (if over 400 lbs. with engineering performed by a Nevada licensed engineer).
  - Relocating or adding diffusers and ductwork within the same space (ductwork cannot be associated with a smoke management system).
  - Minor mechanical changes.
  - Revisions.
  - Minor revisions. This does not apply to code analysis issues or major changes.

**Submissions Not Acceptable As Counter Review:**

- Tenant Improvements in major projects (Ex. Hotel/Casinos, Hospitals, Malls, and High Rise Buildings).
- Projects where a Grease Interceptor may be required. Such as restaurants, coffee and smoothie shops, Bars, and grocery stores.
- Medical Marijuana Facilities.
- Dry Cleaning Businesses with dry cleaning equipment.
- Special Amusement Buildings per Section 411, International Building Code.
- Fire Rated Assemblies.
- Nail and/or Hair Salons that are adding or modifying pedicure/shampoo bowls and chairs. Barber shops may also fall into this category depending on shampoo bowls and chairs.
- Projects that require a commercial kitchen.