

**REVISIONS TO QAA AGREEMENTS - (QAA-4)**www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251

CHANGE OF AGENCY PROCESS:

- If the QAA items remain the same, no work has begun and only the agency is changing (using multiple firms or adding/removing firms), email the name of the new agency and the permit number(s) to QAA@lasvegasnevada.gov include your contact name and number if there are any questions. Once the changes for the QAA is updated an email is sent to the contacts. It is also available at: <http://www.lasvegasnevada.gov/checkstatus>

NOTE: An Administrative fee will be added to your permit prior to being released.

- If the QAA remains the same, but agency is changing after permit is issued or work started the Owner/representative must submit a request to change QAA special inspection agreement containing:
 - A letter stating who is now doing the special inspection, status of the project, and when the change will occur.
 - If the original prime agency has not performed any inspections. The new agency must provide a letter detailing the status of the project, the special inspection services to be performed, and the projected start date.
 - If the original prime agency has performed inspections, two copies of a report with exhibits and relevant information must be submitted on completed inspections and any outstanding NCR's. The new agency must also submit two copies of a report outlining which portions of the project they are responsible for performing special inspection services.
 - When the owner changes the agency during the projects construction, all work requiring special inspection must cease until the updated changes are completed.
 - Once completed, the "QAA Ready" notice is sent to the project contacts for signatures. The "notice" will also be available at <http://www.lasvegasnevada.gov/checkstatus>. Please note that there is an administrative fee charged for this request and it will be added to the permit.

CHANGE OF SCOPE OR QAA ITEMS:

- Changes to the scope of the project or QAA items are submitted as a revision. Please submit a [Revision Submittal Application](#) with all exhibits and relevant documents online. Standard Revision fees will apply as listed in the Building & Safety Fee schedule. To submit plans electronically for review, go to LasVegasNevada.gov/Dashboard
- **OWNER:** To change the QAA items and special inspection agreement must submit a request including the following:
 - A letter stating who will be performing the inspections, status of the project, and when the changes will occur.
 - When the QAA agreement has multiple agencies and no inspections completed, the owner/representative must submit a letter stating who will be performing the special inspection activities and the status of the project.
- **ORIGINAL PRIME AGENCY:** The agency provides the owner with a letter describing the extent of the special inspection for the work performed.
- **CITY OF LAS VEGAS STRUCTURAL PLANS EXAMINER:** Reviews the changes in scope and disposition the request after receipt.
 - A QAA Ready notice is sent to the project contacts for signatures once update of changes are entered. The notice is also available at <http://www.lasvegasnevada.gov/checkstatus>. No work can be done by the inspections agency until the QAA agreement is signed and received by the Building & Safety.
- A final inspection report must be submitted for review once the project is complete. Completed Special Inspection Reports can now be email to SIReports@lasvegasnevada.gov in lieu of submitting a hard copy at the Development Services Center.
- The Inspections Supervisor will review the report and once approved, the final inspection hold on the project will be removed. The review fee is \$204.00 per hour with a one-hour minimum.
- **RECORDS:** The QAA agreement change request is a permanent record maintained by Building & Safety.