



Industry Advisory from the Building & Safety Department

Reinstatement of Express Building Plan Review Initial Plans Submittal Requirement

Effective August 1, 2016

Please be advised that effective **Monday, August 1, 2016** plans for projects scheduled for Express Plan Review services must be submitted to the Building & Safety Department no later than one week prior to the date of the scheduled Express Plan Review.

The City of Las Vegas offers an Express Plan Review service whereby project design teams may schedule an appointment to meet with Department plans examiners to conduct “in-person” plan reviews. Department customers have found this one-on-one interactive plan review service with Department plans examiners enables project design team members to resolve plan review issues and questions quickly thereby leading to timely issuance of building permits.

When the Express Plan Review service was initially implemented, a requirement of this service was that complete plans for projects scheduled for Express Plan Review service were required to be submitted to the Building & Safety Department not later than one week prior to the date of the scheduled Express Plan Review. Early submission of plans scheduled for Express Plan Review provides an opportunity for Department plans examiners to become familiar with projects, identify potential plan deficiencies, and conduct research on related code issues prior to the actual Express Plan Review date. The ability to become familiar with projects and identify and research code issues ahead of scheduled Express Plan Reviews facilitates quicker reviews on the date of the Express Review thereby saving customers time and money. It should be noted that the current rate for Express Plan Review services is \$660 per hour plus a non-refundable one-time \$550 reservation fee that are in addition to normal plan review fees.

During the recent “Great Recession” and the resultant decrease in staffing and demand for Express Plan Review services, the Department suspended the requirement for plans to be submitted one week prior to the scheduled date of Express Plan Review appointments. However, in that permitting activity levels have recently been increasing, the Department is reinstating the initial plan submission requirement effective **Monday, August 1, 2016**. Failure to submit plans one week prior to the date of the scheduled Express Review may result in cancellation of the Express review appointment and forfeiture of the \$550 reservation fee. Should you have any questions or require additional information, please do not hesitate to contact Plans & Permits Supervisor Rod Clark at 702-229-6913.