



DEPARTMENT OF BUILDING & SAFETY

# PRE-REVIEW AND PLAN REVIEW MEETING REQUEST FORM

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251 Fax: (702) 382-1240

Project Name: \_\_\_\_\_ Project Address: \_\_\_\_\_

### Pre-Review Appointments

The City of Las Vegas Building & Safety Department offers pre-review appointments at which time we will evaluate your plans in the design stage and point out potential problem areas. This will assist you in understanding our requirements for a complete submittal. To make an appointment, please call Building & Safety Information at (702) 229-6251.

### Pre-Review Meeting Agreement

I understand that I am responsible for ensuring the attendance of design staff, contractors, owners and anyone else (other than city staff) that may be required to facilitate the discussion regarding the project.

I also understand that if the project is moving forward, it must follow the standard procedures within the Development Review Process at the City of Las Vegas Development Services Center (DSC). Please note that before Building Permits are issued, civil drawings shall be submitted to the Land Development Division, submit two sets (3 sets if Special Inspections are required) of drawings to Building & Safety for a complete plan review, including reviews from Planning, Land Development and Fire Engineering. Depending on the project, other requirements may apply for separate submittals to Planning and/or Fire Engineering. *\*Please note: Pre-Review Meetings are cursory reviews and all projects must still be submitted to the Building & Safety Department for a complete plan check before any permits are issued (full plan check fees will be charged when the plans are formally submitted for review).*

### Review

The City of Las Vegas Building & Safety Department offers pre-review plan review meetings to evaluate your plans, discuss correction notices and conflicts with the existing codes. The meeting between the designer, contractor and plans examiner is by appointment only. This is not an Express Review and intended only as an overview meeting.

Applicant Signature, Printed Name \_\_\_\_\_ Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-mail \_\_\_\_\_

Owner/Developer \_\_\_\_\_ Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-mail \_\_\_\_\_

Staff Present at Meeting \_\_\_\_\_

**Meeting Fee: \$176.00** hour per or any part thereof per staff member present. (City of Las Vegas Administrative Code, Bill No. 2014-59, Table No.3-E Item #74.) There is a 1-hour minimum charge

Meeting Date \_\_\_\_\_ B&S Staff Participation \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL DUE** \_\_\_\_\_ **External Charge AP#** \_\_\_\_\_ **Date Paid** \_\_\_\_\_