





<b>CITY OF LAS VEGAS</b>	<u><b>DEPARTMENT of BUILDING and SAFETY</b></u> <b>OFFSITE INSPECTION and TESTING SECTION</b> <u><b>Materials Testing Laboratory</b></u>			Procedure No.: <u><b>101</b></u>
	Procedure: <b>Submittal of <u>Construction Phase</u> Reports</b>			Page 1 of 5
Revision Number	Prepared By	Reviewed By	Approved By	Date Issued
<b>0</b>	<b>GGJ</b>	<b>GGJ</b>	<b>DM</b>	<b>GGJ</b>
Date	11-5-01	8-25-02	1-3-03	1-3-03
<b>1</b>	<b>GGJ</b>	<b>GGJ</b>	<b>DM</b>	<b>GGJ</b>
Date	2-3-03	4-10-03	1-13-04	1-13-04
<b>2</b>	<b>GGJ</b>	<b>GGJ</b>	<b>TEH</b>	<b>GGJ</b>
Date	11-8-05	11-29-05	11-29-05	11-29-05
<b>3</b>	<b>GGJ</b>	<b>GGJ</b>	<b>TEH</b>	<b>GGJ</b>
Date	3-7-07	3-8-07	3-8-07	3-8-07
<b>4</b>	<b>GGJ</b>	<b>GGJ</b>	<b>TEH</b>	<b>GGJ</b>
Date	7-16-08	9-24-08	10-13-08	10-13-08
<b>5</b>	<b>GGJ</b>	<b>GGJ</b>	<b>TEH</b>	<b>GGJ</b>
Date	3-8-10	6-22-10	6-28-10	6-28-10
<b>6</b>				
Date	6-6-11	1-15-13	1-24-13	1-24-13
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DEPARTMENT of BUILDING and SAFETY

OFFSITE INSPECTION and TESTING SECTION

Materials Testing Laboratory

City of Las Vegas  
Submission of Report  
Procedure No. 101 Revision 6

*The italicized and underlined sections of this policy note Revision 6 changes.*

1.0 PURPOSE:

1.1 This policy establishes the guidelines for the submission and review of a Construction Phase Report by the project developer or their representative, the project Quality Control Company (QC). *The Construction Phase Reports to be submitted shall be as indicated on the project Scope of Work. A Construction Phase Report* is defined as a recommendation and / or verification from a Professional Engineer to the City of Las Vegas (CLV), Offsite Inspection and Testing Section (OIT), which verifies / modifies previously approved plans or reports and / or is required by the approved Project Documents and current City of Las Vegas, OIT policies / procedures.

2.0 REFERENCE CODES AND STANDARDS:

2.1 Associated CLV Procedures:

- 2.1.1 102 - Type III Pipe Zone Backfill Material Report.
- 2.1.2 103 - Utility Trench Backfill Material Report.
- 2.1.3 104 - Trench Backfill Operation Report.
- 2.1.4 105 - Pavement Section Design Verification Report
- 2.1.5 106 - Native Soil-In-Lieu of (NILO) Imported Aggregate Subbase Material Report.
- 2.1.6 107 - Offsite Grading Report.

3.0 STATEMENT OF POLICY:

3.1 Submittal:

3.1.1 All submittals should be sent to the attention of the Materials Testing Supervisor at:

*City of Las Vegas  
Department of Building and Safety  
Offsite Inspection and Testing  
Materials Testing Laboratory  
333 No. Rancho Drive (2<sup>nd</sup> Floor)  
Las Vegas, NV 89106*

*NOTE 1: The physical location of the laboratory is still at 3001 Ronemus Drive. Reports may be hand delivered, however, mail sent to this address will not be received.*



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PERMITS  
702-229-6251

INSPECTIONS  
702-229-6914

OFF-SITE INSPECTIONS  
702-229-6337

CODE ENFORCEMENT  
702-229-6615

LAND DEVELOPMENT  
702-229-6371

- 3.1.2 A completed Report Submittal form shall accompany each *type of* report submittal.
- 3.1.3 Only reports for one (1) project can submitted per submittal form.
- 3.1.4 Different report types cannot be combined into one (1) report.
- 3.1.5 Two (2) copies of the report shall be included at the time of submission. The reports shall consist of a minimum of one (1) original document “Wet Stamped” by the Engineer of record and the second copy may be an original document or “photo-copy” of the original document.
- 3.1.6 The developer information required is for the developer of the project. That may or may not be the QC company client.
- 3.1.7 Incomplete or incorrect information on the submittal form and / or report may delay the review / approval process.
- 3.1.8 *All of the Project Developers and Quality Control Company’s contact information is required to be completed on the form (Attachment 1) for the report to be accepted.*
- 3.1.9 *The project permit number and project plan number shall be the same as noted on the report being submitted.*
- 3.1.10 Form Attachment 1 has the general format to be used for a submittal sheet with the minimum required information.

### 3.2 **REVIEW:**

#### 3.2.1 **Submittal/Report Receipt:**

- 3.2.1.1 When the submittal, with the report, has been received and logged into the tracking system, the report should be reviewed within three (3) working days from the time the reviewer receives the submittal and report. If the submittal and / or the report have missing information, incorrect information, or information that is in question, the time frame for the review and approval process may be longer than the three (3) working days.

#### 3.2.2 **Report Review Categories:**

- 3.2.2.1 Acceptance or rejection of the report will be based on the report content and on the Engineer’s recommendation. The results of the review will initiate one to the following actions:

##### 3.2.2.1.1 **Conditional Approval:**

The report has been accepted by the City of Las Vegas. An acceptance letter will be generated. All construction materials are still subject to inspection and / or testing by the City of Las Vegas or their designee. Any material encountered that does not conform to the engineering characteristics of those materials / processes recommended or required for use shall be removed and replaced with acceptable material / processes at no cost to the City of Las Vegas.

**3.2.2.1.2 Amend / Resubmit:**

The submittal / report do not meet the requirements or the materials are substantially non-compliant for their proposed use; or more information is required. The work scope that is pertinent to the submitted report cannot proceed for the project until the report is amended, resubmitted and conditional approval granted.

When a report requires amendment and resubmittal, the general item(s) to be amended or in question may be noted on the Construction Phase Report Review Sheet faxed to the developer and Quality Control Company. Specific questions on correction requirements can be addressed over the phone, or by email, with the reviewer prior to resubmittal of the report.


**3.2.2.1.3 Resubmittals Not Required:**

The submittal / report did not meet the requirements or the materials are non-compliant for their proposed use; however, the submittal / report is accepted by the CLV. The general items in question are noted on the Construction Phase Report Review Sheet. This information is faxed / emailed to the developer and Quality Control Company. These items are to be addressed in subsequent submittals / Reports or it will be returned for amendment / resubmittals.

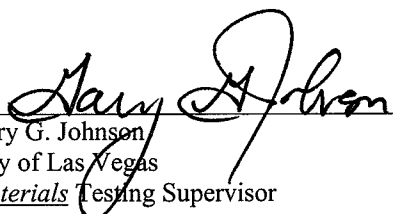
**3.2.2.2** Acceptance Letters and Amend / Resubmit Notices will be issued as appropriate. Copies of the Acceptance Letter and / or Amend Resubmit Notice will be sent via fax (if email is not possible) or email, if email addresses are included on the Submittal Form (Attachment 1).

**4.0 EFFECTIVE DATE AND APPROVALS:**

EFFECTIVE DATE: February 1, 2013

  
\_\_\_\_\_  
Thomas E. Hayes, P.E.  
City of Las Vegas  
Inspections Manager

1/24/13  
Date

  
\_\_\_\_\_  
Gary G. Johnson  
City of Las Vegas  
Materials Testing Supervisor

1-24-13  
Date

# REPORT SUBMITTAL FORM

CLV Project Name: \_\_\_\_\_ \*

Submittal Date: \_\_\_\_\_

CLV Project / Permit Number: \_\_\_\_\_ \*

CLV Plan Number: \_\_\_\_\_ \*

CLV Offsite Inspector's Name: \_\_\_\_\_ \*

Project Location: \_\_\_\_\_

<b>Project Developer / <u>Representative</u> Contact Information</b>	<b>Approved Project Geotechnical Investigation Report</b>
Name: _____	Firm Name: _____
Company: _____	Report Name: _____
Address: _____ _____	Report Number: _____
Zip Code: _____	Report Date: _____
Fax Number: _____	<i>QC Company Name:</i> _____
<i>Developer Email:</i> _____	<i>QC Contact Name:</i> _____
	<i>QC Contact Email:</i> _____

<b>REPORT TYPE</b>	
<p style="text-align: center;"><b><u>UTILITY TRENCHES</u></b></p> <p><b>Type 3 Pipe Zone Backfill <u>Material Report</u></b></p> <p>__ a. Interim Type 3 Pipe Zone Backfill <u>Material</u></p> <p>__ b. Final Type 3 Pipe Zone Backfill <u>Material</u></p> <p><b>Utility Trench Backfill Material <u>Report</u></b></p> <p>__ a. Interim Utility Trench Backfill Material</p> <p>__ b. Final Utility Trench Backfill Material</p> <p><b>Trench Backfill <u>Operation</u> Verification <u>Report</u></b></p> <p>__ a. Interim Trench Backfill <u>Operation</u></p> <p>__ b. Final Trench Backfill <u>Operation</u></p>	<p style="text-align: center;"><b><u>PAVEMENT DESIGN</u></b></p> <p><b>Pavement Section Design Verification <u>Report</u></b></p> <p>__ a. Interim Pavement Section Design Verification</p> <p>__ b. Final Pavement Section Design Verification</p> <p style="text-align: center;"><b><u>OFFSITE GRADING REPORT</u></b></p> <p>__ a. Interim Subgrade Verification Report – <u>Curb and Gutter ONLY</u></p> <p>__ b. Interim Subgrade Verification Report – <u>Street ONLY</u></p> <p>__ c. Interim Subgrade Verification Report – <u>Curb / Gutter AND Street</u></p> <p>__ d. Interim Offsite Grading Report</p> <p>__ e. Final Offsite Grading Report</p>

**\*As shown on the CLV Off-Site Construction Permit Hard Card**

Attachment No. 1