



DEPARTMENT OF BUILDING & SAFETY

## QAA-4 REVISIONS TO AGREEMENTS

495 S. Main Street, Las Vegas, NV 89101

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

### 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), please email the change with the name of the new agency and the permit number(s) affected to [QAA@lasvegasnevada.gov](mailto:QAA@lasvegasnevada.gov). Please include your contact name and phone number in case there are any questions. Changes to the QAA items will be updated by the Permit Technician and an email will be sent when it's completed and the new agency selection can be viewed on our website. Please note that there is an administrative fee (\$55.00) charged for this request and it will be added to the permit.
  
- If the QAA items remain the same and agency is changing after the permit has been issued and/or work has begun then the following is required:
  1. **Owner:** The owner/representative must submit a request to Building & Safety (B&S) to change the QAA special inspection agreement containing:
    - ❖ A letter stating who will be performing the special inspection activities, the current status of the project, and when the change will occur.
    - ❖ If the original prime agency has not performed any inspections. The new prime agency must provide a letter detailing the current 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 what inspections were conducted and any outstanding NCR's. The new prime 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 wishes to change prime agencies during the course of construction all construction work requiring special inspection must cease until the QAA agency change has been accepted by B&S staff.

2. Once all steps have been completed, the customer will be contacted to sign and complete the new agreement. The "QAA Ready" notice will be sent to the project contacts for the QAA Agreement to be signed and the notice will also be shown on our website under Plan Check status. Please note that there is an administrative fee (\$55.00) 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 the QAA items are considered a Revision and require a submittal for review. Please submit a Permit/Revision Application with all exhibits and relevant documents online:

- To submit plans electronically for review, go to [LasVegasNevada.gov/Dashboard](http://LasVegasNevada.gov/Dashboard)

Standard Revision fees will apply as listed in the Building & Safety Fee schedule.

**Owner:** The owner/representative must submit a request to Building & Safety (B&S) to change the QAA items and special inspection agreement containing:

- A letter stating who will be performing the special inspection activities, the current status of the project, and when the change will occur in the QAA items.
- When the QAA agreement is to be split between multiple QAA agencies and there have been no inspections performed to date on the items to be split, the owner/representative must submit a letter stating who will be performing the special inspection activities and the current status of the project.

**Original Prime Agency:**

The agency shall provide the owner with a letter describing the extent of their special inspection activities for the work performed.

**City of Las Vegas Structural Plans Examiner:**

The B&S shall review the changes in scope and disposition the request within 8 working days after the receipt of the request.

Update of changes by the Structural Plans Examiner will entered into our system and a "QAA Ready" notice will be sent to the project contacts for the QAA Agreement to be signed. The QAA Ready notice will also be shown on our website under Plan Check status. No work can be done by the inspections agency until the QAA agreement is signed and received by the Building Department.

At the completion of the project, a final inspection report is required to be submitted (for review and approval) to the City of Las Vegas' area Inspection Supervisor at the City of Las Vegas Development Services Center, 3104 E. Bonanza Road. Completed Special Inspection Reports can now be email to [SIReports@lasvegasnevada.gov](mailto: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 two hundred four dollars (\$204.00) per hour with a one-hour minimum.

**RECORDS:** The QAA special inspection agreement change request is a permanent record maintained by B&S.