



COUNTY OF NEVADA BUILDING DEPARTMENT POLICIES

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Policy Number: BD-PLC-07-003
Express Plan Check

- Section Index:**
- 1. Purpose**
 - 2. Policy**
 - 3. Definitions**
 - 4. Plan Checking Procedures**
 - 5. Plan Stamping Procedures**

1. Purpose

The purpose of this policy is to ensure Department consistency regarding the plan examination of plans submitted for single-family residential construction under 1000 square feet, also known as "Express" plan check.

2. Policy

It is the policy of the Building Department to protect and assist the community during the construction and development of property in an effort to achieve an acceptable living environment for the citizens of the county. It is also our policy to ensure that property is developed and maintained in a safe manner, by promoting excellence in design and building standards. Through wisdom the Building Department is built, and by understanding it is established.

3. Definition

- 3.1 **Architect** - A licensed professional who designs homes, buildings and other structures.
- 3.2 **Building Permit** - Written permission by a municipal government to construct a new building or other improvement to install prefabricated housing, or demolish, or substantially repair an existing structure. Building permits are obtained prior to the start of construction.
- 3.3 **Contractor** - In the construction industry, a contractor is one who contracts to erect buildings or portions of buildings. There are also contractors for each phase of construction: heating, electrical, plumbing, air conditioning, road building, bridge and dam erection, and others.
- 3.4 **Engineer** - Any registered engineer who designs all or a part of the Building Structural System and/or who produces all or a part of the Building Structural System Design Documents.
- 3.5 **Plans Examiner** – The Building Department personnel who plan checks construction plans and specifications to lend assurance that the plans are reasonably free of errors and reflects compliance of current adopted codes, and ordinances of the County.



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4 Plan Checking Procedures

- 4.1 The Plans Examiner shall first ensure that the construction plans and building permit application are in agreement with each for the following information:
 - 4.1.1 Occupancy
 - 4.1.2 Type of Construction
 - 4.1.3 Square Footage
 - 4.1.4 Project Address
 - 4.1.5 APN
 - 4.1.6 Work Description
- 4.2 If any information listed in 4.1 is missing or incorrect, the Plans Examiner shall identify the deficiencies in writing by preparing a plan review correction list, or by adding the information to the project plans. The Plans Examiner shall insure that items 4.1.1 through 4.1.5 are indicated on plan set coversheet.
- 4.3 The Plans Examiner shall review the plans and supporting documentation to insure that the major life safety code items are being met. If they are not then the Plans Examiner shall identify the deficiencies in writing in a plan review correction list, or if the item is minor in nature he/she can place a note on the plans to satisfy the requirement.
- 4.4 When the Plans Examiner determines that the plans and supporting documentation sufficiently demonstrate conformance with major life safety code items he/she shall stamp the plans with the stamp stating "PLANS APPROVED SUBJECT TO FIELD INSPECTION" and attach the "Express Plan Review Supplement" to "Job Set" of plans.
- 4.5 If requested by the permit applicant, the Plans Examiner shall meet with the applicant to discuss questions of the permit applicant regarding the plan review correction list.
- 4.6 The Plans Examiner shall complete the data entry within the computer permitting software, for incomplete or inaccurate information such as the items listed in above 4.1
- 4.7 Prior to issuance of a building permit the Plans Examiner (when applicable) shall insure that the construction documents and all supporting documentation bear the wet stamp and signature, date of expiration of the stamp, and the date in which the plans were stamped and signed.

5. Plan Stamping Procedures

- 5.1 The "Job Set" of the construction plans shall have the following stamps located at the bottom right corner:
 - 5.1.1 The "Approval" stamp with the appropriate departmental signatures of approval shall be on the cover page and the "Approval" stamp shall be on each page of the construction plans.
 - 5.1.2 The "Site Plan Approval" stamp with the appropriate signatures shall be on the cover page and the site plan sheets of the construction plans.
 - 5.1.3 The "Job Set" stamp shall be placed on the cover page of the construction plans.
 - 5.1.4 The "Job Set" stamp shall be placed on the cover sheet of the supporting documentation.

- 5.1.5 The "Approval" stamp with a signature shall be placed on the cover sheet of the supporting documentation.
- 5.1.6 The "Plans Approved Subject To Field Inspection" stamp shall be placed on the cover sheet, adjacent to the "Approval" stamp.
- 5.2 The "Office Set" of the construction plans shall have the following stamps located at the bottom right corner:
 - 5.2.1 The "Approval" stamp with the appropriate departmental signatures of approval shall be on the cover page and the "Approval" stamp shall be on each page of the construction plans.
 - 5.2.2 The "Site Plan Approval" stamp with the appropriate signatures shall be on the cover page and the site plan sheets of the construction plans.
 - 5.2.3 The "Office Set" stamp shall be placed on the cover page of the construction plans.
 - 5.2.4 The "Office Set" stamp shall be placed on the cover sheet of the supporting documentation.
 - 5.2.5 The "Approval" stamp with a signature shall be placed on the cover sheet of the supporting documentation.
 - 5.2.6 The "Plans Approved Subject To Field Inspection" stamp shall be placed on the cover sheet, adjacent to the "Approval" stamp.

Policy Initiated By: Brian Washko

Policy Approved: _____
Brian Washko, C.B.O.
Chief Building Official

Date: _____