



# COUNTY OF NEVADA BUILDING DEPARTMENT POLICIES

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Revised:

**Policy Number: BD-PLC-07-001**  
**Plans Examiner Procedures**

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## **1. Purpose**

The purpose of this policy is to ensure Department consistency regarding the plan examination of plans submitted for new single-family residential construction.

## **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, 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** - 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.

#### **4. 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 on the “Residential Plan Check Correction” list. The plans examiner shall insure that items 4.1.1 through 4.1.5 are indicated on construction plans coversheet.
- 4.3 The plans examiner shall use the “Residential Plan Correction list” and perform the plan review. See attachment. The “Residential Plan Correction list” is not all-inclusive and it is expected that plans examiner look beyond the “Residential Plan Correction list” for errors or omissions that are not expressed on the “Residential Plan Correction list” and note them under the additional corrections section of the “Residential Plan Correction list”.
- 4.4 After completion of the plan review, (if applicable) the plans examiner shall electronically forward the “Residential Plan Correction list” to the permit coordinator for processing and attach the “Residential Plan Correction list” to the permit application number.
- 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 “Residential Plan 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 shall insure that the construction documents and all supporting documentation bear the appropriate California licensed professional 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.
- 5.2 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.
  - 5.2.2 The "Site Plan Approval" stamp with the appropriate signatures.
  - 5.2.3 The "Office Set" stamp.

Policy Initiated By: Brian Washko

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

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