



# Department of Building & Fire Prevention

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**SUBJECT: TG-200-2016 PEER REVIEW OF CONSTRUCTION DOCUMENTS & AS-BUILT CONDITIONS**

**1.0 PURPOSE:** This guideline addresses how the Department of Building & Fire Prevention will identify the need and apply the requirement for a Peer Review of construction documents. This authority is granted to the Building Official under the Clark County Building Administrative Code. The process may be applied to engineering design, testing protocols, as-built construction, and materials or methods intended as an alternate to those provisions specified in the technical codes where technical review by either the department staff or retained consultants is not available. A Peer Review is intended to provide a second opinion and achieve professional consensus on the soundness and of the underlying assumptions, approach, and completeness of the design under review.

**2.0 SCOPE:** The Building Official will determine the scope of the Peer Review. It may involve a complete examination of the entire proposal or it may be limited to specific aspects of the proposal as required by the Building Official. The Peer Review shall include the complete examination of construction documents for compliance with applicable codes and standards, appropriateness of design assumptions, engineering methods and/or models and all data used to support the proposal. Where the design uses a methodology outside an adopted code or reference standard, the Peer Review shall address the applicability of the methodology, or design standard, to the project under review.

### **3.0 ABBREVIATIONS & ACRONYMS**

**TG:** Technical Guideline

**4.0 DEFINITIONS:** For the purposes of this technical guideline certain terms, phrases, words and their derivatives shall be construed as specified in this section and the Clark County Building Administrative Code.

**Revision Date: July 7, 2016**  
**Effective Date: July 11, 2016**  
**Original Approved Date: May 31, 2005**

Written By:	Concurred By:	Approved By:
<i>Theodore L. Droessler</i>	<i>Kevin McOsker</i>	<i>Ronald L. Lynn</i>
Theodore L. Droessler, P.E. Manager of Engineering	Kevin McOsker Plan Examination Manager	Ronald L. Lynn Director/Building Official

**Peer Review** is the evaluation of analysis, design, specifications, recommendations, and/or as-built conditions by individuals qualified by their education, training and experience as appropriate to the situation. It is not an alternative or supplemental design.

## **5.0 REFERENCES**

Clark County Building Administrative Code  
International Building Code (IBC) – Current adopted edition as amended

## **6.0 RESPONSIBILITIES**

- 6.1 Owner.** The project owner shall contract with the peer reviewer or peer review team as approved by the Building Official. The project owner is responsible for all costs associated with the peer review including any requested overtime required of Building Division personnel. A peer review candidate pool shall be established by the owner based on qualifications and the minimum number of candidates specified in Section 7.
- 6.2 Peer Reviewer.** The Peer Reviewer shall comply with the qualifications specified and documentation requirements in Section 7.1 and the quality assurance issues in Section 7.4.
- 6.3 Building Official.** The Building Official shall review the owners' preliminary proposal and the qualifications of the peer review pool of candidates. The Building Official shall notify the owner of any additional information required and specify the peer review members.

## **7.0 PROCEDURE**

- 7.1 Qualifications.** The peer reviewer must be qualified to the level specified or required of the registered design professional of record that produced the project documents that are the subject of peer review. In all cases the peer reviewer or a member of the peer review team must comply with state registration or licensing regulations required of the registered design professional of record. When only portions of a proposal are the subject of a peer review, the peer reviewer or peer review team need only comply with the qualification criteria below.
- 7.2 Candidate Pool.** The applicant must submit at least three qualified candidates. The Building Official, at his sole discretion, will select a peer reviewer or peer review team as appropriate to the proposal under consideration.
- 7.3 Selection.** The Building Official shall approve the peer reviewer. The peer review process shall be approved only on an individual project basis and shall occur prior to the owner contracting for this service. The importance of a peer reviewer's independence and technical expertise cannot be overemphasized. The peer reviewer must be objective and have no conflict of interest in the project. Any candidate being considered as a peer reviewer must disclose any potential conflict of interest or technical bias to the Building Official (Attachment C). A peer reviewer must demonstrate, through documented education and experience that he (she) has the necessary knowledge and expertise to understand and evaluate the proposal. Please see attachment "A" for information necessary to the selection process.

**7.4 Quality Assurance.** The peer reviewer shall supply with their recommendations and conclusions the following, at a minimum, for the proposal being examined.

- Compliance to applicable law, ordinances, building codes, and standards.
- Equivalency to the standards prescribed in terms of suitability, quality, strength, effectiveness, fire resistance, durability, safety, and sanitation.
- Submittal of sufficient evidence to substantiate any proposed alternate material, design, or construction method.
- Design objectives, assumptions and technical approach.
- The proper execution of the design approach.
- Recommendation on the approval or denial with justifications when the peer review is intended to provide a second opinion.

**7.5 Certificate of Compliance.** The peer reviewer shall submit a Certificate of Compliance, found in Attachment B, to the Building Official upon completion of the review and after any necessary design changes have been made as a result of the peer review.

**8.0 RECORDS:** Documents approved in support of an Alternate Material or Method of Construction request are record documents and will be maintained with other permit documents in accordance with established policy and procedure. A letter documenting the approval and any limitations shall be maintained with the supporting documents.

**9.0 ATTACHMENTS**

- Attachment A: Summary Qualification Data
- Attachment B: Certificate of Compliance
- Attachment C: Conflict of Interest Affidavit

**10.0 REVISION HISTORY**

Title	Revision/Approved Date	Effective Date
TG-200-2016	July 7, 2016	July 11, 2016
TG-200-2008	February 1, 2008	March 1, 2008
TG-200-2005	May 31, 2005	June 6, 2005



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## ATTACHMENT A – PEER REVIEWER INFORMATION & EXPERIENCE SUMMARY

**[Your Name]**

<b>[Organization]</b>		
<b>[Street Address], [City, State ZIP Code]</b>		
<b>[phone]</b>		
<b>[e-mail]</b>		
<b>Executive Summary</b>		
<b>Areas of Expertise</b>		
<b>Experience</b>	<b>[Organization]</b>	<b>[DATES]</b>
	<b>[Title]</b> <i>[Provide Experience Summary]</i>	

**COMPANY LETTERHEAD  
ADDRESS, TELEPHONE & FAX #**

Attachment A – TG-200

-1-

<b>Experience</b>	[Organization]	[DATES]
	<b>[Title]</b> <i>[Provide Experience Summary]</i>	

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<b>Experience</b>	[Organization]	[DATES]
	<b>[Title]</b> <i>[Provide Experience Summary]</i>	

**[USE ADDITIONAL SHEETS AS NECESSARY]**

**COMPANY LETTERHEAD  
ADDRESS, TELEPHONE & FAX #**

ATTACHMENT B – CERTIFICATE OF COMPLIANCE

**CERTIFICATE OF COMPLIANCE**

CLIENT INFO

DATE

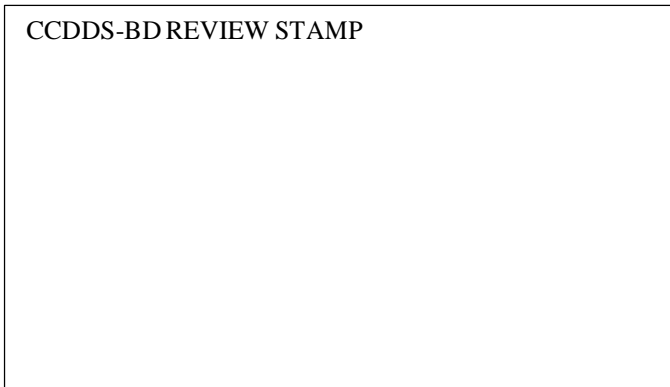
Project Name:  
Project Address:  
Permit Application No.

**COMPANY NAME** performed and completed the peer review services for the **PROJECT NAME** project in accordance with the scope determined by the Building Official. The scope of the peer review was **ENTER SCOPE**.

**SUBCONTRACTED COMPANY** performed the peer review of disciplines. All peer review services performed by **SUBCONTRACTED COMPANY** were reviewed and accepted by **COMPANY NAME**. (This paragraph may be deleted if there has been no subcontracting)

Attached for your review and ready for approval are the construction plans, reports, calculations and other documents required per code. Any items that were found to be in noncompliance with the adopted codes were identified and corrected.

CCDDS-BD REVIEW STAMP



REGISTERED DESIGN PROFESSIONALS  
SEAL HERE



# AFFIDAVIT

## POLICY UNDERSTANDING: Conflict of Interest

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

**Firm:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Project Owner:** \_\_\_\_\_

**Registered Design Professional of Record:** \_\_\_\_\_

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The importance of a peer reviewer's independence and technical expertise cannot be overemphasized. The peer reviewer must be objective and have no conflict of interest in the project. Any candidate being considered as a peer reviewer must disclose any potential conflict of interest or technical bias to the Building Official. A conflict of interest is any interest of the person (financial, personal, collaborative, or otherwise) that could reasonably impair, or that could be construed as impairing by a reasonable third party, his or her ability to act in the public's best interest in the matter. Potentially conflicting interests often arise from outside employment, debtor/creditor relationships, consulting arrangements, family or personal relationships, legal or fiduciary arrangements, and business investments.

**Describe here the relationship between the reviewer, reviewing firm, project owner and project design professional of record for this review discipline that may be considered a conflict of interest.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date