



Clark County Building Department

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Division:	Plans Examination	Policy & Procedure	BP-PP-062
Subject:	EXPRESS PLAN REVIEW	Effective Date:	05/01/2007
Code:	N/A	Revised Date:	03/31/2014

A. POLICY

The following procedures shall be used when processing applications for Express Plan Review.

B. PROCEDURE

1. Approval of an Express Plan Review is contingent upon the following conditions:
 - a. Qualification from the Zoning and Civil Division
 - b. Staff availability
 - c. Workload
 - d. Commercial short log plans would not qualify for express plans review.

2. Fees
 - a. A fee of four (4) times the Building Plans Examination fee is charged for all Express Plan Reviews.
 - b. One half of the Express Plan Review fee is due at the time the project is submitted to the Department or when the project has been submitted and pulled out of line for Express Plan Review. The balance of the Express Plan Review fee is collected upon permit issuance.
 - c. The applicant shall pay the entire Express Plan Review fee if the project requires plan review by only one ~~division~~ discipline.

3. A customer requesting an Express Plan Review shall complete a "Express Plan Review Program Application" form (i.e. Express Application form).
 - a. The Express Application form is forwarded to Zoning Plans Examination for confirmation of completion of land use applications for Current Planning and off-site/on-site plans for Civil Engineering.
 - b. Zoning Plans Examination will return the checklist which will state whether or not the project has passed the Current Planning and Civil Engineering qualifications.
 - c. If Current Planning and Civil Engineering qualifications are not met, inform the customer and keep the application in case the project is qualified in the future.
 - d. For minor TI projects, which plans are reviewed and approved by Zoning Plans Examination over the counter, the applicant shall submit the Express Application form directly to the designated Express Plan Review Supervisor/Manager.

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4. When a project is qualified for Express Plan Review or the application is approved by Zoning Plans Examination, the Express Plan Review Supervisor/Manager will check the Building Plans Examination workload to determine if the project can be approved for the Express program. If approved:
 - a. The plans examiner(s) determine if the plans are substantially complete and all the necessary documents are submitted for a complete review. If the plans are incomplete or items are missing, the Express Plan Examiner(s) identify those items to the applicant. When those items are provided, the process may continue. An estimated time for completing the Express Plan Review will be determined by the plan examiner(s).
 - b. The Express Plan Review Supervisor/Manager shall coordinate the departments' time commitment for plan review services. An estimated time frame for completing the Express Plan Review is agreed upon by the department and the applicant.
 - c. If the Express Plan Review Application forms have not been signed by the applicant's representative indicating the plan review time commitment, they should be completed at this time.
 - d. Distribute copies of the Express Plan Review Application to the following staff members, as applicable:
 - 1) Applicant
 - 2) Architectural Plans Examiner
 - 3) Structural Plans Examiner
 - 4) Plumbing/Mechanical Plans Examiner
 - 5) Electrical Plans Examiner
 - 6) Zoning Plans Examiner
 - 7) PAC
 - 8) Express Plan Review Supervisor/Manager
 - e. For complex project, the department may require a Express Plan Review meeting to address the terms and conditions of the express plan review.

5. Correction Letters
 - a. The plans examiner faxes or emails the letter to the contact person and the design professional for the specific discipline. A "CLS" code is used to identify that a correction letter has been sent via fax to the parties noted above, for the discipline under review.
 - b. When the applicant submits express correction plans, the building plans examination counter staff shall attach an orange sticker with the express correction plans and hand carry the plans to the assigned plans Examiner.

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6. If the plans examiner does not meet the agreed express plan review time frame, the plans examiner shall inform, in writing his/her supervisor and the Express Plan Review Supervisor/Manager with a justification why the express review has not been completed on time. The Building Department will waive the balance (i.e. one-half) of the Express Plan Review fee for not meeting the agreed upon express plan review time frame.

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
PE-PP-OPS-004	Express Plan Review	May 1, 2007		
BP-PP-062	Express Plan Review			August 15, 2008
BP-PP-062	Express Plan Review		March 31, 2014	

Approved by:

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