Clark County Building Department

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Division:	Engineering	**Policy & Procedure:**	TG-17-2024
Subject:	Minimum Approval Criteria for Quality Personnel	**Effective Date:**	February 8, 2024
Code:	BAC 22.02.520	**Revised Date:**	January 30, 2024

1.0 PURPOSE: 22.02.520 Approved Personnel: [IBC 1703.1.3, 1704.2.1] The purpose of this guideline is to provide the criteria to comply with 22.02.500 and 22.02.520 of the Building Administrative Code and the provisions of NRS 278.575.

Approved personnel must demonstrate competence to the satisfaction of the Building Official, achieve and maintain national certification(s), as required and meet the requirements of the Technical Guidelines. The Building Official shall maintain a list of approved personnel. Only approved personnel may perform inspections in this jurisdiction.

2.0 SCOPE: This guideline sets forth minimum approval criteria for inspectors, auditors, material testing technicians, Quality Control Managers, and Engineering Managers.

3.0 ACCREDITATION AGENCIES AND OTHER ABBREVIATIONS & ACRONYMS:

AABC:	Associated Air Balance Council
ACG:	AABC Commissioning Group
ACI:	American Concrete Institute
APM:	Automated People Mover
AWCI:	Association of the Wall and Ceiling Industry
AIMS:	Amusement Industry Manufacturers and Suppliers
ASNT:	The American Society for Nondestructive Testing
ASTM:	American Society for Testing and Materials
ASHRAE:	American Society of Heating, Refrigerating and Air-Conditioning Engineers
ATA:	American Translators Association
AWS:	American Welding Society
BAC:	Building Administrative Code of Clark County (Title 22, Chapter 2)
BCCB:	Building Commissioning Certification Board
CCBD:	Clark County Building Department
CRSI:	Concrete Reinforcing Steel Institute
CSA:	Canadian Standards Association
EM:	Engineering Manager
IBC:	International Building Code
IFC:	International Firestop Council
ICC:	International Code Council
NAARSO:	National Association of Amusement Ride Safety Officials
NCI:	National Comfort Institute
NCEES	National Council of Examiners for Engineering and Surveying
NDT:	Nondestructive Testing
NEBB:	National Environmental Balancing Bureau
NETA:	International Electrical Testing Association
NFPA:	National Fire Protection Association
NICET:	National Institute for Certification in Engineering Technologies
NRS:	Nevada Revised Statutes
PTI:	Post-Tensioning Institute

RESNET: Residential Energy Services Network
QAASIA: Quality Assurance Agency Special Inspection Agreement
QM: Quality Control Manager
TABB: Testing Adjusting and Balancing Bureau
TG: Technical Guideline

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

5.0 REFERENCES (Adopted Editions):
International Building Code (IBC)
Building Administrative Code (BAC)

6.0 RESPONSIBILITIES:

6.1 CCBD will review all approval requests in accordance with this document. To obtain approval, personnel shall meet the minimum criteria as outlined in Section 18.0, unless justification exists not to approve the request.

6.2 Approved agencies shall submit all requests online utilizing the Clark County Citizen Access Portal.

7.0 REVIEW PROCEDURE:

Initial Approval / Additional Approval / Inspector Transfer requests/ Inspector Certification Updates shall be submitted by the approved agency Quality Control Manager. Form 886-A shall be provided to confirm that the individual meets the minimum required work and educational experience outlined herein. Form 886-A shall be accompanied by copies of current relevant certifications. The request shall be signed by the Quality Control Manager and Engineering Manager. All required documents shall be uploaded to the Citizen Access Portal. Incomplete requests will be rejected, and correction will be requested. The following minimum criteria will be used to evaluate requests. For more information, you may refer to Appendix A – Inspection Personnel Approval Process.

7.1 LISTING FEES: All fees shall be per the Building Administrative Code (22.02.385 Table 2-A).

- Fees will be assessed during the review process, for processing of requests, interviews, and audits.
  - Fees shall be paid no later than 7 days from the date fees were assessed. Failure to pay will result in a disapproved submittal.
  - Fees shall be paid prior to the interview date. Failure to pay will result in a canceled interview.
  - Refunds or transfers will not be processed or issued.

8.0 RECOGNIZED CERTIFICATIONS:

The following certifications and organizations are recognized for special inspection personnel approval request:

Name of Certification Issuing Organization	Item	Name of Certification
AABC	Air Balance Testing	AABC-CTBT Certified Test and Balance Technician AABC-TBE Test and Balance Engineer
AIMS	Amusement Rides and Transportation Systems	AIMS-CRI-II Certified Ride Inspector Level II AIMS-PRI-III Professional Ride Inspector Level III
ACI	Concrete and Masonry	ACI-CCSI Concrete Construction Special Inspector ACI-F-I Field Testing Technician Grade I ACI-M-F Masonry Field Testing Technician ACI-M-L Masonry Laboratory Testing Technician ACI-CLTT-I Concrete Laboratory Testing Technician - Level 1 ACI-CSTT Concrete Strength Testing Technician

Name of Certification Issuing Organization	Item	Name of Certification
ACI	Anchors	ACI/PICAII Post-Installed Concrete Anchor Installation Inspector ACI/CRSI-AAI Adhesive Anchor Installer ACI/CRSI-AAII Adhesive Anchor Installer Inspector
ACG	Air Balance Testing & System Commissioning	ACG-CxT Certified Commissioning Technician ACG-CxA Certified Commissioning Authority
ASHRAE	System Commissioning	ASHRAE- BCxP Building Commissioning Professional Certification
ASNT	Steel NDT	SNT-TC-1A Recommended Practice for Personnel Qualification and Certification in Nondestructive Testing. This document provides guidelines for employers to establish in-house certification programs for the qualification and certification of nondestructive testing personnel.
		NDT-RT- II Radiographic Testing Level II NDT-MT-II Magnetic Particle Testing Level II NDT-UT-II Ultrasonic Testing Level II NDT-PT-II Ultrasonic Testing Level II NDT-RT-III Radiographic Testing Level III NDT-MT-III Magnetic Particle Testing Level III NDT-UT-III Ultrasonic Testing Level III NDT-PT-III Ultrasonic Testing Level II
FAB Agency In-house certification	FAB-Shop Inspections	NDT-RT-II Radiographic Testing Level II NDT-MT-II Magnetic Particle Testing Level II NDT-UT-II Ultrasonic Testing Level II
ATA	Certified Translation	ATA-CT Certified Translator
AWCI	Exterior Wall System	EIFS-I Exterior Insulated Finish System Inspector
AWS	Structural Steel Welding	AWS-CWI Certified Welding Inspector AWS-SCWI Senior Certified Welding Inspector
CSA		CSA-W178.2 Welding Inspector Certification
BCCB	System Commissioning	BCCB-CCP Certified Commissioning Professional
ICC	Various	ICC-MSI Master of Special Inspection ICC-R Reinforced Concrete Special Inspector ICC-P Pre-stressed Concrete Special Inspector ICC-M Structural Masonry Special Inspector ICC-S1 Structural Steel and Bolting Special Inspector ICC-S2 Structural Steel and Welding Special Inspector ICC-F Spray-applied Fireproofing Special Inspector ICC-RBI Residential Building Inspector ICC-CBI Commercial Building Inspector ICC-BPE Building Plans Examiner ICC-G Soils Special Inspector
IFC	Firestopping	IFC-TPI International Fire Council for Third Party Firestop Inspectors
NCI	Air Balance Testing	NCI-CABC Commercial Air Balancing Certification
NAARSO	Amusement Rides and Transportation Systems	NAARSO-I Amusement Ride Safety Inspector Level I NAARSO-II Amusement Ride Safety Inspector Level II NAARSO-III Amusement Ride Safety Inspector Level III

Name of Certification Issuing Organization	Item	Name of Certification
NEBB	Air Balance Testing & System Commissioning	NEBB-BSC-CxCT Building System Commissioning Certified Technician NEBB-BSC-CP Building System Commissioning Certified Professional NEBB-CxPP Commissioning Process Professional
NETA	Electrical Testing	NETA Level 2 NETA Level 3 NETA Level 4
NFPA	Smoke Control	NFPA-CFPS Certified Fire Protection Specialist NFPA- CFI Certified Fire Inspector
NICET	Various	Civil Engineering Technology: N-S-II Construction Materials Testing Soils Level II
NICET	Various	Fire Protection: N-FAS-II Fire Alarm Systems Level II N-ITFAS-S-II Inspection and Testing of Fire Alarm Systems Level II N-ITWBS-II Inspection and Testing of Water-Based Systems Level II N-SHS-II Special Hazards Systems Level II N-WBSL-II Water-Based Systems Layout Level II
PTI	Concrete	PTI-L2 Unbonded Post-Tensioning Inspector Level 2
Other States Licensing Board	Various	EI Engineer Intern Certificate
State of Nevada Licensing Board	Various	EI Engineer Intern Certificate CE Licensed Civil Engineer SE Licensed Structural Engineer ME Licensed Mechanical Engineer EE Licensed Electrical Engineer FPE Licensed Fire Protection Engineer CHE Licensed Chemical Engineer ARCH Licensed Architect
TABB	Air Balance Testing	TABB-CT Certified Technician TABB-S Certified Supervisor
United States Department of Education	Various	BCH-Eng. Bachelor's Degree - Engineering BCH-Geo. Bachelor's Degree - Geology BCH-Chem. Bachelor's Degree - Chemistry BCH-Other Bachelor's Degree - Other MS-Eng. Master's Degree - Engineering MS-Chem. Master's Degree - Chemistry MS-Geo. Master's Degree - Geology MS-Other Master's Degree - Other PhD-Eng. Doctoral Degree - Engineering PhD -Geo. Doctoral Degree - Geology PhD -Chem. Doctoral Degree - Chemistry PhD -Other Doctoral Degree – Other

9.0 RECOGNIZED EDUCATION:

All foreign university degrees shall be translated to English by an ATA certified translator. To demonstrate their validity in the United States, the degree must be evaluated by a credential evaluation service in the United States.

- **Engineering Degree:** An engineering degree, from a curriculum listed as accredited by the United States Department of Education, resulting in issuance of a diploma of at least the Bachelor of Science designation.
- **Other Applicable Degrees:** A degree related to the specific categories of special inspectors and appropriate to the service provided, from a curriculum listed as accredited by the United States Department of Education, resulting in issuance of a diploma of at least the associate degree.

10.0 PROFESSIONAL LICENSURE: A professional engineer or architecture license issued by the State of Nevada Licensing Boards is recognized as provided in this TG.

11.0 EVALUATION OF EXPERIENCE: The Quality Control Manager and Engineering Manager shall evaluate the experience of the proposed personnel and previously approved personnel requesting additional items to verify conformance with this guideline and the requirements of the applicable certifications, agency codes, and standards, prior to submitting a request to CCBD. Two or more failed interviews or audits are grounds for enforcement actions. If the approved agency is not required to have an Engineering Manager, the Quality Control Manager shall perform this task.

12.0 DOCUMENTED TRAINING: Documented in-house training will be considered in evaluation of approval requests for an inspector or material testing technician. Documented In-house training must include class instruction, field instruction, and hands-on training by approved inspectors. Documentation must include project or location of training, type of training, name and signature of approved inspector who provided such training, topics discussed, areas inspected, and other necessary information. The documentation of the in-house training shall be signed by the Quality Control Manager and concurred by the Engineering Manager. A maximum of 50% of the required experience may be credited from documented in-house training program. (4) four hrs. per day (including office and field training) will be consider a full day of documented training. Documented in-house training may also be required prior to a re-interview. Documented training shall be presented using form Documented Training Form 886-B, located in Appendix E.

13.0 INTERVIEW: Pursuant to BAC 22.02.520 Approved Personnel (A) Qualification, personnel must demonstrate competence to the satisfaction of the Building Official. Pre-approval interviews may be required to verify competence. Section 18.0 states the inspection categories that require an interview. Interviews, when required, are for all inspectors that request a new item, any person that has not been on the CCBD list within the last 3 years, when a CCBD adopted code or ordinance change has occurred while the personnel has not been on the approved listing, or when enforcement actions have been issued to or concerning the approved personnel. The interview process is outlined in Appendix B - Interview Procedures.

14.0 FIELD AUDITS: Auditing of approved personnel may be performed to evaluate personnel performance. Fees are listed in the hourly rate as listed in the BAC, and will be charged to the agency. CCBD personnel may perform random unscheduled field audits at any project under its jurisdiction at any time.

15.0 GROUNDS FOR DISAPPROVAL: Current or prospective approved personnel, may be disapproved to perform special inspection and other related activities due to a lack of stated experience, national certification, failure to successfully complete the required interview, or based on past or pending enforcement actions. Enforcement actions are defined as one or more documented violation(s) of the technical codes, BAC, or the TGs issued within two years from the date of the approval request.

16.0 PERSONNEL REQUEST APPLICATION EXPIRATION DATE: Personnel requests and interview outcomes, including documented training, field audits or missing documents, will expire within 30 days from last correspondence.

17.0 ADJUSTMENT OF APPROVALS: Approved personnel shall have their approvals automatically revoked for failure to maintain national certification, and/or not complying with conditions placed on their approval.

18.0 MINIMUM APPROVAL CRITERIA

A comma (,) in the required certification(s) column is intended to separate certification options. A plus sign (+) is intended to designate multiple certifications acquired as an approval qualification requirement.

18.1 Fabricator Personnel Approval – (IBC-1704.2.5)

FAB auditors can perform all of the functions of an inspector at the Fabrication Shop only.

FAB Concrete

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ICC-P	2 years	No
Registered Design Professional	CE, SE	3 years	No

FAB Wood

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ICC-CBI, ICC-RBI	2 years	No
Registered Design Professional	CE, SE, ARCH	3 years	No

FAB Steel

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	AWS-CWI+ICC-S1, AWS-SCWI+ICC-S1, CSA-W178.2+ICC-S1	3 years	No
Registered Design Professional	CE, SE, ME	3 years	No

FAB Shop UT, FAB Shop MT, FAB Shop RT, and FAB Shop PT

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	NDT-RT- II, NDT-MT-II NDT-UT-II, NDT-PT-II	Per SNT-TC-1A guidelines	No

18.2 Steel Construction (IBC 1705.2, 1705.12, 1705.13)

All Steel

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	AWS-CWI+ ICC-S1+ICC-S2, AWS-SCWI+ ICC-S1+ICC-S2, CSA-W178.2+ ICC-S1 +ICC-S2	3 years	Yes
Registered Design Professional	CE, SE, ME, ARCH	3 years	Yes

Structural Steel - Welding

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	AWS-CWI+ ICC-S2, AWS-SCWI+ICC-S2, CSA-W178.2+ICC-S2	3 years	Yes
Registered Design Professional	CE, SE, ME, ARCH	3 years	Yes

Structural Steel - High Strength Bolting

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ICC-S1	2 years	Yes
Registered Design Professional	CE, SE, ME, ARCH	2 years	Yes

Structural Steel – Snug Tight Bolting

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ICC-S1	1 year	Yes
Registered Design Professional	CE, SE, ME, ARCH	1 year	Yes

Snug Tight Bolting approval is only applicable snug tight bolted connections.

18.3 Structural Steel - Non-Destructive Testing (IBC 1705.2, 1705.12, 1705.13)

Steel NDT-UT, Steel NDT-MT, Steel NDT-UT-S, Steel NDT-RT, and Steel NDT-PT

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	NDT-MT- II, NDT-UT-II	Per SNT-TC-1A guidelines	Yes
Inspector	NDT-RT-II, NDT-PT-II, NDT-UT-Seismic-II	Per SNT-TC-1A guidelines	No

Level II Personnel shall be qualified in accordance with ASNT document SNT-TC-1A (current edition). Level II certification as determined by a Level III Examiner is required for each item. In-house designation of Level II NDT personnel is acceptable.
The personnel must be currently approved for NDT-UT-II prior applying for NDT-UT-Seismic-II approval.
For NDT-UT-Seismic, the individual shall have been qualified using D1.8 Annex E requirements.

18.4 NDT Level III (ASNT)

NDT Level III

An approved agency or fabricator, approved to perform Non-Destructive Testing, with NDT approved personnel shall have an approved ASNT level III examiner on staff. The agency shall not be approved for nondestructive testing items that exceed the scope of the ASNT level III examiner's certification.

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ASNT Level III	Per certification program	No

18.5 Exterior Wall Systems (IBC 1705.16)

Exterior Wall Systems

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	EIFS-I, ICC-CBI, ICC-S1, ICC-S2, AWS-CWI	6 months	Yes
Registered Design Professional	CE,SE,ARCH	6 months	Yes

18.6 Concrete (IBC 1705.3, 1705.12)

All Concrete

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	(ICC-R + ICC-P + ACI- F-I) (ACI-CCSI + PTI-L2)	2 years	Yes
Registered Design Professional	CE, SE, ARCH	6 months	Yes

Can inspect all concrete construction including pre-stressed concrete members, and elevated post tension decks.

Reinforced Concrete

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ICC-R+ACI- F-I, EI+ACI- F-I, ACI-CCSI+ACI- F-I	1 year	Yes
Registered Design Professional	CE, SE, ARCH	6 months	Yes

Reinforced concrete approved personnel are allowed to perform inspections of post tension slab on grade, walls, and foundations, and conventional reinforced decks for residential and commercial projects. When approved personnel cannot continuously observe the concrete truck and point of discharge, an additional concrete slab-on-grade approved personnel is required to monitor the concrete truck. Experience from masonry projects may be used to meet the minimum experience requirement.

Concrete Field Testing - Slab-On-Grade

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ACI- F-I, ACI-CCSI	2 months	No
Registered Design Professional	CE, SE, ARCH	None	No

Concrete slab-on-grade approved personnel are allowed to perform inspection of slab on grade for single family residences, high-strength grout under steel base plates, and perform concrete testing on any project. Experience from masonry projects may be used to meet the minimum requirements.

Concrete Laboratory

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ACI-CSTT, ACI-CLTT-I	Per ACI guidelines	No
Registered Design Professional	CE, SE	None	No

Concrete Laboratory Testing approved personnel are qualified and allowed to perform testing on Concrete specimens in the laboratory. At least one approved laboratory technician shall be at the testing laboratory premises at all times.

18.7 Masonry (IBC 1705.4)

All Masonry

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ICC-M+ACI-M-F, EI+ACI-M-F	1 year	Yes
Registered Design Professional	CE, SE, ARCH	6 months	Yes

All Masonry approved personnel can inspect all masonry construction. Experience from concrete projects may be used to meet the minimum experience requirement.

Masonry Inspector

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ICC-M, EI	1 year	Yes
Registered Design Professional	CE, SE, ARCH	6 months	Yes

Masonry Inspector approved personnel can inspect all masonry construction excluding observation and/or preparation of masonry prism, masonry grout, masonry block, and/or masonry mortar test specimens. Experience from concrete projects may be used to meet the minimum experience requirement.

Masonry Materials

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ACI-M-F	Per ACI guidelines	No
Registered Design Professional	CE, SE	None	No

Masonry Material Field Testing approved personnel are qualified and allowed to observe and/or prepare masonry prism, masonry grout, masonry block, and/or masonry mortar test specimens in the field.

Masonry Laboratory

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ACI-M-L	Per ACI guidelines	No
Registered Design Professional	CE, SE	None	No

Masonry Material Laboratory Testing approved personnel are qualified and allowed to perform testing on masonry prism, masonry grout, masonry block, and/or masonry mortar test specimens in the laboratory. At least one approved laboratory technician shall be at the testing laboratory premises at all times.

18.8 Wood (IBC 1705.10, 1705.11)

Wood

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ICC-RBI, ICC-CBI, EI	1 year	Yes
Registered Design Professional	CE, SE, ARCH	1 year	Yes

5/12 Roof Pitch

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ICC-RBI, ICC-CBI, EI	6 months	No
Registered Design Professional	CE, SE, ARCH	6 months	No

The 5/12 Roof Pitch item will sunset on 5/31/23. This item will not be required after 5/31/24.

18.9 Inspector of Sprayed Fire-Resistant Materials (IBC 1705.14)

Fireproofing

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ICC-F	1 year	No
Registered Design Professional	CE, SE, ME, ARCH, FPE	6 months	No

(Fireproofing, Mastic, and Intumescent Fire-Resistant Coatings)

18.10 Soils (IBC 1705.6)

All Grading

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	N-S-II, ICC-G, EI	3 years	Yes
Graduate Engineer	BCH-Eng	2 years	Yes
Graduate Geologist / Graduate Other	BCH-Geo BCH-Other	2 years	Yes
Registered Design Professional	CE	2 years	No

As defined in Southern Nevada IBC Amendments Table 1705.6 – 4b: Moderately, highly or critically expansive soils, hydrocollapsible soils, soluble soils, and/or soils requiring chemical, or mechanical (geosynthetics) stabilization are encountered. **This item includes Hillside** grading projects. Any site requiring that fill be placed on a natural slope, an existing slope, or an existing fill slope steeper than 5:1 when exceeding 5 feet in height. Rockery wall inspection may only be performed by personnel approved for All Grading.

Grading Level B

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	N-S-II, ICC-G, EI	2 year	Yes
Graduate Engineer	BCH-Eng	1 year	Yes
Graduate Geologist / Graduate Other	BCH-Geo BCH-Other	1 years	Yes
Registered Design Professional	CE	2 years	No

As defined in Southern Nevada IBC Amendments Table 1705.6 – 4b: Moderately, highly or critically expansive soils, hydrocollapsible soils, soluble soils, and/or soils requiring chemical or mechanical (geosynthetics) stabilization are encountered. **This item excludes Hillside** grading projects.

Grading Level A

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	N-S-II, ICC-G, EI	2 months	No
Graduate Engineer	BCH-Eng	2 months	No
Graduate Geologist / Graduate Other	BCH-Geo BCH-Other	2 months	No
Registered Design Professional	CE	2 months	No

As defined in Southern Nevada IBC Amendments Table 1705.6.– 4a: All soils not meeting the requirements of item 4b.

Laboratory – Soils Chemical Testing

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Graduate Chemist / Graduate Other	BCH-Chem BCH-Other	2 months	No
Registered Design Professional	PCE	1 months	No

18.11 Driven Deep Foundation (1705.7)

18.12 Cast-In-Place Foundation (1705.8)

18.13 Helical Pile Foundations (1705.9)

Driven Deep Foundation, Cast-In-Place Deep Foundation, and Helical Pile Foundations

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	N-S-II or ICC-G + Grading Level B	3 months	Yes
Graduate Engineer	BCH-Eng	3 months	Yes
Graduate Geologist / Graduate Other	BCH-Geo BCH-Other	3 months	Yes
Registered Design Professional	CE, SE	1 month	No

18.14 Firestopping (IBC 1705.17)

Firestopping

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ICC-CBI, ICC-BPE, IFC-TPI, NFPA-CFPS, NFPA-CFI	1 year	Yes
Registered Design Professional	ME, CE, SE, EE, ARCH	1 year	Yes
Registered Design Professional	FPE	1 year	No

18.15 Special Inspection for Smoke Control, Smoke Removal, Air Balance or Garage Ventilation (IBC 1705.18)

Approved personnel for smoke control or smoke removal systems shall have expertise in fire-protection engineering and/or mechanical engineering.

Smoke Control

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	N-FAS-II, N-ITFAS-S-II, N-ITWBS-II, N-SHS-II, N-WBSL-II, ICC-CBI, NFPA-CFPS, NFPA- CFI	1 year	Yes
Graduate Engineer	BCH-Eng	1 year	Yes
Registered Design Professional	FPE, ME, EE	6 months	Yes

Test and Air Balance

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	AABC-CTBT, AABC-TBE TABB-CT, TABB-S, NCI-CABC, NEBB-BSC-CxCT, NEBB-BSC-CP	6 months	No

Garage Ventilation Systems (Carbon Monoxide Sensors)

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	Inspector must have certification for *Smoke Control or Test and Air Balance* to be qualified for this item	6 months	No

18.16 System Commissioning (BAC 22.02.500)

System Commissioning

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ACG-CxT, ACG-CxA NEBB-BSC-CxCT, NEBB-BSC-CP, NEBB-CxPP, BCCB-CCP, ASHRAE-BCxP, NETA Level 4	Per the certification	No
Registered Design Professional	FPE, ME, EE	6 months	No

18.17 Energy Efficiency Testing Services (IECC)

Energy Efficiency Testing

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	R-CHER, R-HERS ACG-CxT, ACG CxA	6 months	No

18.18 Electrical Testing (NETA)

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	NETA Level 2, NETA Level 3, NETA Level 4	Most recent adpopted ANSI/NETA ETT Profile of Electrical Testing Technicians	No
Registered Design Professional	CE, SE, ME	6 months	Yes
Registered Design Professional	EE	6 months	No

18.19 Special Cases (IBC 1705.1.1)

Special Cases Anchors – All Anchors (Mechanical or Adhesive)

Personnel Type	Education, Certification(s), Licensure, and Experience	Minimum Required Experience	Interview
Inspector	ACI/CRSI-AAII (Until certification expires)	6 months	No
Inspector	ACI/PICAII	6 months	No
Registered Design Professional	CE, SE, ME, ARCH	6 months	No

Special Cases Anchors - Screw Anchors

Personnel Type	Education, Certification(s), Licensure, and Experience	Minimum Required Experience	Interview
Inspector	ACI-F-I, ICC-R, ICC-P, ICC-M, ICC-S1, ICC-S2, ICC-RBI, ICC-CBI, ACI/CRSI-AAI, EI, AWS-CWI	6 months	No
Registered Design Professional	CE, SE, ARCH	6 months	No

Special Case Wire Rope Inspection

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	ISO listed certification training program	3 years	Yes

Special Cases Other

Special Cases Other is a permit specific approval for unique items. Approvals shall be based on the required service and documented experience relevant to the request. The approval request must be granted prior to starting any inspection. The scope of the inspection is as listed in the Inspection Agreement and the approved construction documents. Inspector shall have the "Special Case Other" approval listed under their name prior to inspection commencement. This is not an agency approval. Interview may be required. In addition to submitting the standard approval request documentation, an agency requesting a Special Cases Other approval for an inspector shall also upload Special Cases Other – Request Form 886-C.

18.20 Amusement and Transportation Systems (ATS) - (SNBCA 1705.19)

All ATS

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	NAARSO-I, NAARSO-II, NAARSO-III, AIMS-CRI-II, AIMS-PRI-III	Per Amusement Ride certification programs and Automated People Mover experience as provided in ASCE 21-2021, Section 16.3, Independent Audit Assessment	Yes
Graduate Engineer	BCH-Eng	2 years Amusement Ride and Automated People Mover experience as provided in ASCE 21-2021, Section 16.3, Independent Audit Assessment	Yes
Registered Design Professional	CE, SE, ME, EE	1 year for Amusement Ride and Automated People Mover experience as provided in ASCE 21-2021, Section 16.3, Independent Audit Assessment	Yes

Amusement/Attraction

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	NAARSO-III AIMS-PRI-III	Per certification program	No
Inspector	NAARSO-I NAARSO-II AIMS-CRI-II	Per certification program	Yes
Graduate Engineer	BCH-Eng	2 years	Yes
Registered Design Professional	CE, SE, ME, EE	1 year	Yes

Non-Automated People Movers

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	NAARSO-I, NAARSO-II, NAARSO-III, AIMS-CRI-II, AIMS-PRI-III	5 years	Yes
Graduate Engineer	BCH-Eng	2 years	Yes
Registered Design Professional	CE, SE, ME, EE	1 year	Yes

All People Movers

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	NAARSO-I, NAARSO-II, NAARSO-III, AIMS-CRI-II, AIMS-PRI-III	Per Amusement Ride certification programs and Automated People Mover experience as provided in ASCE 21-2021, Section 16.3, Independent Audit Assessment	Yes
Graduate Engineer	BCH-Eng	Automated People Mover experience as provided in ASCE 21-2021, Section 16.3, Independent Audit Assessment	Yes
Registered Design Professional	CE, SE, ME, EE	Automated People Mover experience as provided in ASCE 21-2021, Section 16.3, Independent Audit Assessment	Yes

18.21 Quality Control Manager (BAC 22.02.530 (C))

Quality Control Manager

A Quality Control Manager is required for all agencies. If an agency has an Engineering Manager along with (8) eight inspectors, the agency shall employ a separate and distinct Quality Control Manager on staff. This approval will require a new request, fees, and pre-approval interview for all Quality Control Manager requests, new or transfers. A new request and fees shall be required regardless if the candidate has previously held this same position at this/any agency. The Quality Control Manager will be given a temporary approval on application. Approval will be contingent on a successful interview.

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Inspector	4 Certifications Coinciding with Agency Approvals or at least half of the Certifications for the Agency Approvals, whichever is less	4 Agency Item Approvals or at least half of the listed Agency Approvals, whichever is less	Yes
Registered Design Professional	CE, SE, FPE, ME, EE, ARCH	2 years	Yes

18.22 Engineering Manager (BAC 22.02.530 (D))

Engineering Manager

The designated Engineering Manager shall be a Nevada licensed Professional Engineer or Registered Architect with experience in building construction, design or material testing. The Engineering Manager shall have the appropriate expertise to oversee and review reports by the approved personnel who are under their charge. This approval will require a new request, fees, and pre-approval interview for all Engineering Manager Requests, new or transfers. A new request and fees shall be required regardless if the candidate has previously held this same position at this/any agency. The Engineering Manager will be given a temporary approval on application. Approval will be contingent on a successful interview.

Personnel Type	Required Certification(s)	Minimum Required Experience	Interview
Registered Design Professional	CE, SE, FPE, ME, EE, ARCH	4 years	Yes

19.0 RECORDS:

The following records shall be maintained on file by the parties identified.

19.1 CCBD

19.1.1 The Building Department adheres to the Clark County record retention program, managed by the Records Division.

19.2 Approved Agency

19.2.1 Certification records, work history, in-house training, TG compliance forms and any other documentation used to meet the requirements of this technical guideline shall be maintained by the agency.

20.0 ATTACHMENTS:

Appendix A: Inspection Personnel Approval Process
Appendix B: Interview Procedures
Appendix C: Add New Personnel (not previously listed) Instructions
Appendix D: Transfer or Update Personnel Instructions
Appendix E: Personnel New Listing-Update-Transfer - Form 886-A
Documented Training - Form 886-B
Special Cases Other - Form 886-C
Technical Guideline Acknowledgement - Form 822
Affidavit - Policy Understanding: Conflict of Interest
Signature Acknowledgment Form – Form 887

Prepared By: Michael Houghtaling & Agatha Lallana	**Date Prepared**: January 30, 2024

Revision History:

Title	Revision/Approved Date	Effective Date
TG-17-2024	January 30, 2024	February 8, 2024
TG-17-2022	December 21, 2021	January 27, 2022
TG-17-2020	August 31, 2020	September 10, 2020
TG-17-2019	October 20, 2019	January 01, 2020
TG-17-2015	March 18, 2015	April 1, 2015
TG-17-2014	January 14, 2014	February 1, 2014
TG-17-2011	July 25, 2011	August 15, 2011
TG -17-2010	April 23, 2010	April 30, 2010
TG -17-2009	October 16, 2009	October 19, 2009
TG -17-2007	August 31, 2007	September 14, 2007
TG -17-2006	February 20, 2006	March 1, 2006
TG -17-2004-IBC	October 21, 2004	November 1, 2004
TG -17-2003-IBC	August 22, 2003	August 25, 2003
TG -17-2001	September 17, 2001	October 1, 2001
TG -17-2000	December 26, 2000	January 31, 2001
TG -17-96 Rev. 2	January 3, 1997	January 20, 1997

Reviewed by:

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Senior Management Analyst

Theresa Atimalala
Theresa Atimalala
Senior Management Analyst

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Deputy Director

Scott Telford
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Deputy Director

Approved by:

James Gerren
James Gerren, P.E. C.B.O
Director & Building Official

TG-17
Appendix A

Inspection Personnel Approval Process

Inspection Personnel Approval Process

1.0 OFFICIAL AGENCY REQUEST

The Approved agency through its QM is responsible to request personnel initial listing, additional approvals, update certifications and personnel transfers/removals.

The Approved agency shall submit all inspection personnel requests form through the Clark County Citizen Access Portal (CCCAP), and upload all required documents listed below (1.1 to 1.5). All CCCAP instructions are listed under Appendix C and Appendix D as applicable.

1.1 Agency Request letter (Personnel New Listing-Additional Approvals-Update-Transfer - Request Form 886-A).
Form 886-A shall be submitted by the approved agency, stating that the individual possesses required certification(s), verified the minimum required experience per TG-17, and necessary training has been provided by the approved agency prior to this request, and necessary training has been provided by the approved agency prior to an interview if applicable. Form 886-A shall be signed by the Quality Control Manager and Engineering Manager. If the agency is not required to have an Engineering Manager, the Quality Manager shall sign the form.

1.2 Current and recognized certifications, licensures, and degrees

1.3 Signed Technical Guideline Acknowledgement Form

1.4 Signed Affidavit Policy Understanding: Conflict of Interest

1.5 Completed Signature Acknowledgement Form

2.0 REVIEW PROCESS

2.1 CCBD will review approval request for compliance to TG-17 criteria.

2.2 After the special inspector approval request and supporting documentation has been reviewed and accepted, results will be posted to the CCCAP IP record. The QM/EM will receive a notification if corrections are requested, fees have been assessed, and when an interview is required.

2.3 Approved personnel can transfer from one approved agency to another, if his/her certifications are current, and no unresolved enforcement actions on file are listed.

2.4 If the approval is granted, the Inspector record will be updated with the granted approvals.

2.5 If the approval is not granted, deficiencies will be identified and emailed to the approved agency. Processing of deficient requests requires re-submittal of request and supporting documents within 30 days of the denied request. Failure to do so requires re-submittal of the approval request, including processing fees.

Appendix B
(TG-17)

Interview Procedures

Pre-Approval Interview Procedures

Pursuant to Technical Guideline 17 (TG-17) all proposed engineering managers, quality managers, and inspectors are subject to a pre-approval interview. The purpose of the interview is for the applicant to demonstrate knowledge of the administrative provisions related to special inspection activities; demonstrate knowledge of the agency's special inspection process, Quality Systems Manual, and demonstrate technical knowledge and competency by reviewing plans, applicable codes, and applicable referenced standards in response to questions from an interview panel.

The interview process evaluates the inspectors' level of competency by observing their thought process, and ability to navigate and utilize the codes, standards, and approved documents for the type of construction they wish to inspect.

Interviews are required for all new special inspectors, quality managers, and engineering managers, any person that has not been on the CCBD list within the last 3 years, when a CCBD adopted code or ordinance change has occurred while the personnel has not been on the approved listing, or for persons with unresolved enforcement actions in accordance with TG-22.

1.0 Interview Request

1.1 When an interview is required the EM/QM will either receive an interview appointment by email or shall be directed to contact CCBD to schedule the interview.
1.2 Interviews will be scheduled from Monday to Thursday from 8:00am-4:00 pm. Schedule specific arrangements will be accommodated upon CCBD personnel availability.
1.3 Once an interview has been scheduled, the requesting EM/QM will only be allowed one re-schedule of the interview. One re-scheduling is allowed with at least 24 hours' notice prior to the interview date, otherwise another request and an additional interview fee will be required. Failure to appear on a scheduled interview, will result with a withdrawn request.
1.4 Only the applicant, the designated Industry Professional Engineer, Quality Manager, or Engineering Manager, and the interview board will be allowed into the interview room. The Quality Manager or Engineering Manager is an observer only and shall not participate in the interview.
1.5 Only one special inspection item will be considered on each individual interview. Inspection items with various levels of approval shall schedule different interview dates.
1.6 Electronic devices including cellphones, tablets, and laptops shall be turned off prior interview commencement.

2.0 Interview Board Composition

2.1 The interview board shall consist of at least three members.
2.2 Members 1 and 2 are CCBD staff.
2.3 Member 3 may be an industry representative or CCBD staff.

3.0 Waiver of Industry Representative

3.1 If the requesting EM/QM does not want an industry representative, they may waive the right to have an industry representative at the interview. A CCBD member will be selected to replace the industry representative at the interview.

4.0 Selection of Industry Representative

4.1 The requesting EM/QM may choose five EM/QMs from the approved CCBD special inspection listing to be an industry representative. Due to a conflict of interest, the requesting EM/QM cannot choose an EM or QM from the requesting agency. The requesting agency shall list the five chosen EM/QMs on the TG-17 request letter.

4.2 The EM/QMs selected for the interview board must have the approval category of the item requested.

4.3 The CCBD staff will select one EM/QM from the five EM/QMs listed by the requesting agency. The CCBD staff will notify the selected EM/QM and the requesting EM/QM of the date, time, and location of the interview. Notification will be through email.

5.0 Industry Representative Participation

5.1 The selected EM/QM is required to attend the interview.
5.2 The EM/QM selected for the interview board will have the right to ask questions from the list of interview questions provided by CCBD.
5.3 The EM/QM selected for the interview board will have a vote as to whether the interviewee meets the competency requirement of the Building Administrative Code. Voting will be a simple majority rule.

6.0 Interview questions may focus on one or more of the following areas.

6.1 The adopted code and referenced standards (IBC and IBC Chapter 35)
6.2 Technical Guidelines (Technical Guidelines)
6.3 Duties and responsibilities of the special inspector (BAC)
6.4 Duties and responsibilities of the Quality Manager/Engineering Manager (BAC)
6.5 Quality Agency special inspection process (Technical Guidelines)
6.6 Quality Agency Quality Systems Manual (Technical Guidelines)
6.7 Technical and Plan Reading Questions
6.8 Technical Specifications (Various Construction Systems and Materials)

7.0 Evaluation

7.1 The applicant will be evaluated by an interview board.
7.2 At the conclusion of the interview the applicant and the requesting EM or QM will be asked to wait outside as the interview board deliberates the results of the interview based on the answers provided during the interview and supporting documentation.
7.3 The interview board will then inform the candidate and the requesting EM or QM of the outcome.
7.4 CCBD reserves the right to stop and re-schedule the interview. Fee requirements for a re-interview will be assessed on a case-by-case basis.

8.0 Codes and Standards required per inspection category.

All inspectors shall have all reference material listed under section 6.0 and in addition the references listed below prior to interview commencement. CCBD reserves the right to review all the interview material brought to the interview at any time.

8.1 All interview candidates shall bring the following codes:
- The Clark County Building Administrative Code Title 22, Chapter 2
- Southern Nevada Amendments to the 2018 International Building Code
- International Building Code 2018
- Applicable ASTM's
- Applicable TGs
- Applicable Codes (ie. TMS, ACI, etc)

8.1.1 Amusement and Transportation System
- BAC Chapter 22.16 Amusement and Transportation Systems
- Applicable ASTM's
- ANSI B77
- ASCE 21
- NFPA

8.1.2 Concrete

- ACI 318-14/ ACI 318R-14 Building Code Requirement for Structural Concrete
- Applicable ASTM's

8.1.3 Deep Foundations

- Applicable ASTM's
- Geotechnical reference

8.1.4 Engineering / Quality Manager

- Technical Guideline 15, 16, 17, 50

8.1.5 Exterior Walls

- Applicable ASTM's

8.1.6 Firestopping

- Applicable ASTM's

8.1.7 Grading

- Applicable ASTM's
- Geotechnical reference

8.1.8 Masonry

- TMS 402/602-16 Building Code Requirement and Specification for Masonry Structures

8.1.9 Non-Destructive Testing

- ASNT Standards and Practices
- Applicable Non-Destructive Testing equipment

8.1.10 Smoke Control

- ASNI Standards

8.1.11 Steel

- AISC 15th Edition - Steel Construction Manual
- AISC 360-16 Specification for Structural Steel Buildings
- AISC 341-16 Seismic Provisions for Structural Steel Buildings
- RCSC - A.1 - 2014 (Research Council of Structural Connections)
- AWS D1.1 Structural Welding Code

8.1.12 Wood

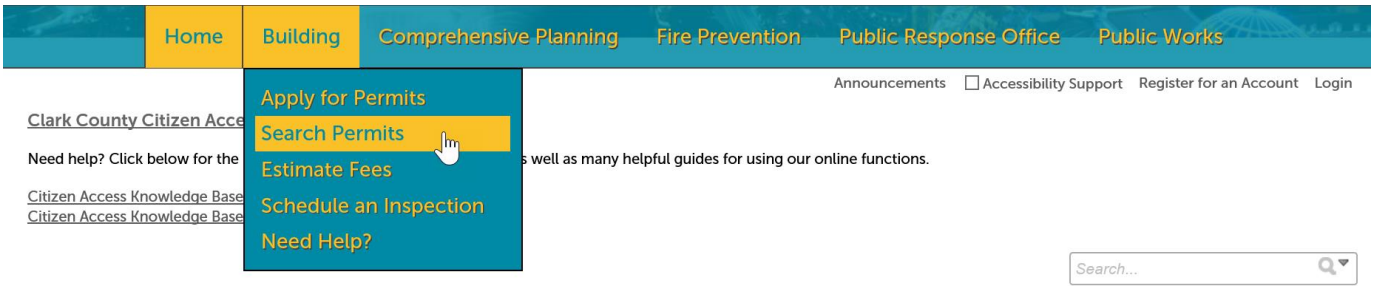
- Applicable ASTM's

Appendix C
(TG-17)

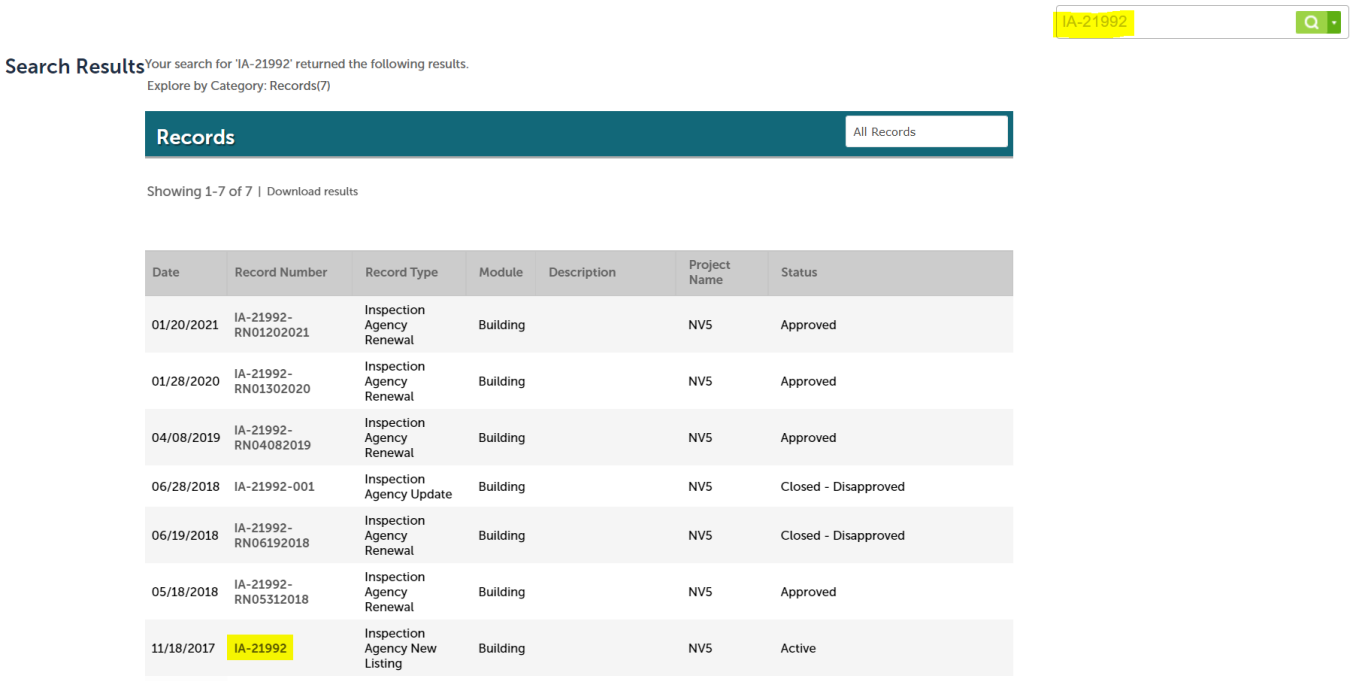
Add New Personnel (not previously listed) Instructions

Add New Personnel

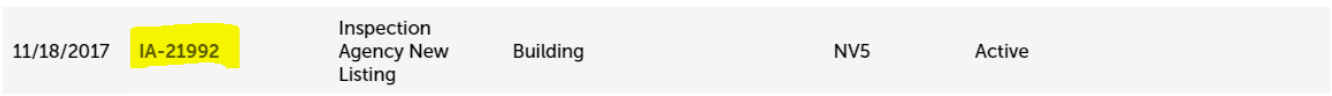
Log into the Accela Citizen Access Portal and select **Building**, then **Search Permits**.



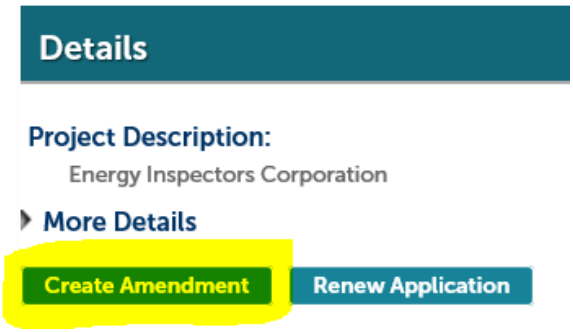
As part of the greyscale table, locate the standalone agency **IA** record under the **Record Number** column, and select the **IA** record. If the **IA** record does not show under the **Record Number** column, you can also use the search bar on the top right side of the table. Select the **IA** record:



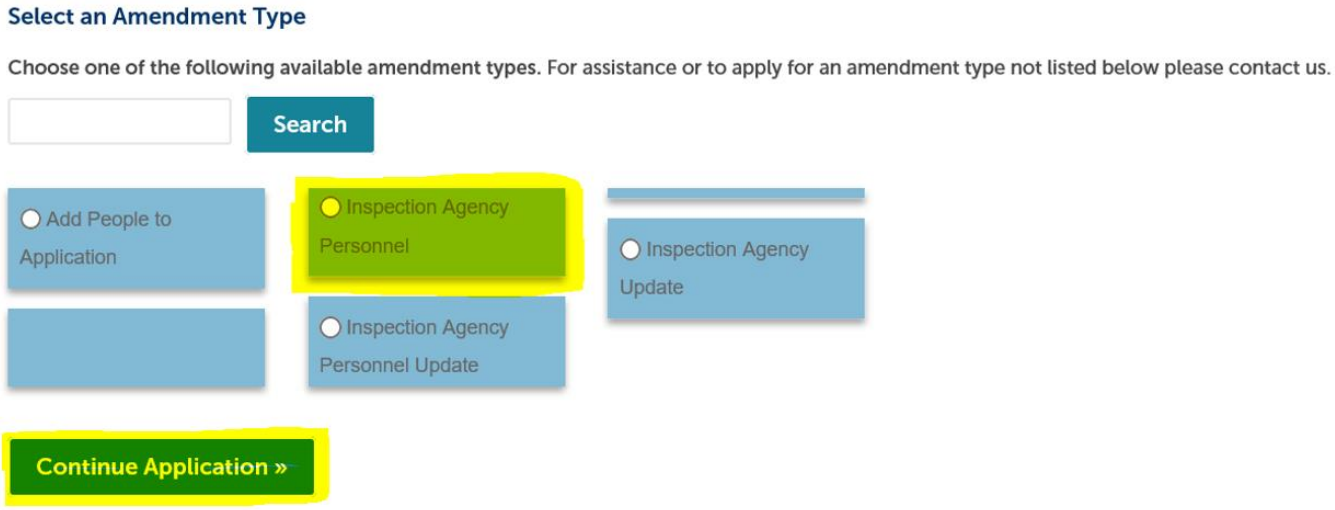
Select the **IA** record:



The following options will show on your screen, select the **Create Amendment** option

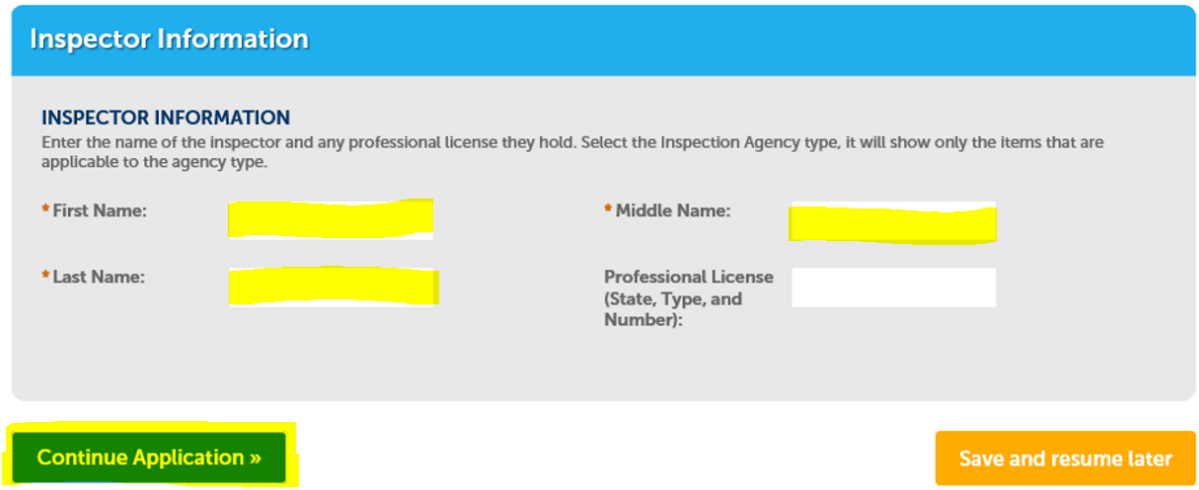


Select the amendment type **Inspection Agency Personnel** and click on **Continue Application.**

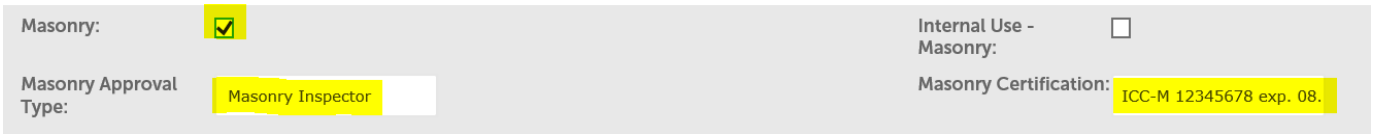


This will open up an application for the new personnel. Enter in the **First**, **Middle**, and **Last Name**. Click on **Continue Application.**

If the inspector is in the system you will be notified to use **Inspection Agency Personnel Update** procedure instead.



Check the applicable boxes and select an inspection item or an option from the item category dropdown. Type and enter his/her certification information with the current certification and expiration dates (such as: ICC-M 12345678 exp. 08.12.25). Requests missing this information will be automatically disapproved. Click on **Continue Application.**



Inspection Item Request

Inspection Items

Select the inspection items that the inspector will be performing. Enter the certification type, number, and expiration date. For the allowed certifications please refer to TG-17.

Concrete:	☐	Internal Use - Concrete:	☐
Concrete Approval Type:	--Select--	Concrete Certification:	
Masonry:	☑	Internal Use - Masonry:	☐
Masonry Approval Type:	Masonry Inspector	Masonry Certification:	12345678 exp. 08.12.25
Grading:	☐	Internal Use - Grading:	☐
Grading Approval Type:	--Select--	Grading Certification:	
Steel:	☐	Internal Use - Steel:	☐
Steel Approval Type:	--Select--	Steel Certification:	
Fireproofing:	☐	Fireproofing Certification:	
Wood:	☐	Wood Certification:	
>5/12 Roof Pitch:	☐	>5/12 Roof Pitch Certification:	
Exterior Wall System:	☐	Exterior Wall System Certification:	
Fire Penetration and Joint:	☐	Fire Penetration and Joint Certification:	
Special Case Anchors:	☐	Internal Use - Special Case Anchors:	☐
Special Case Anchors Approval Type:	--Select--	Special Case Anchors Certification:	
Cast-In-Place Deep Foundation:	☐	Cast-In-Place Deep Foundation Certification:	
Helical Pile Foundation:	☐	Helical Pile Foundation Certification:	
Driven Deep Foundation:	☐	Driven Deep Foundation Certification:	
Smoke Control:	☐	Smoke Control Certification:	
Garage Ventilation:	☐	Garage Ventilation Certification:	
Test and Air Balance:	☐	Test and Air Balance Certification:	
System Commissioning:	☐	System Commissioning Certification:	
Energy Efficiency Testing:	☐	Energy Efficiency Testing Certification:	

ATS:

ATS Approval Type: --Select--

FAB Steel:

FAB Steel Approval Type: --Select--

FAB Concrete:

FAB Concrete Approval Type: --Select--

FAB Wood:

FAB Wood Approval Type: --Select--

Ultrasonic Testing:

Ultrasonic - Seismic:

Penetrant Testing:

Magnetic Particle Testing:

Radiographic Testing:

Electrical Testing:

Special Cases Other:

Storm Water:

Laboratory:

Electronic Submittal: ◯ Yes ◯ No

Internal Use - ATS:

ATS Certification:

FAB Steel Internal Use:

FAB Steel Certification:

FAB Concrete Internal Use:

FAB Concrete Certification:

FAB Wood Internal Use:

FAB Wood Certification:

Ultrasonic Certification:

Ultrasonic - Seismic Certification:

Penetrant Certification:

Magnetic Particle Certification:

Radiographic Certification:

Electrical Testing Certification:

Special Cases Other Description:

Storm Water Certification:

Laboratory Items:

Agency Management Information

Agency Management

Engineering Manager:

Quality Manager:

NDT Level III:

Engineering Manager Certification:

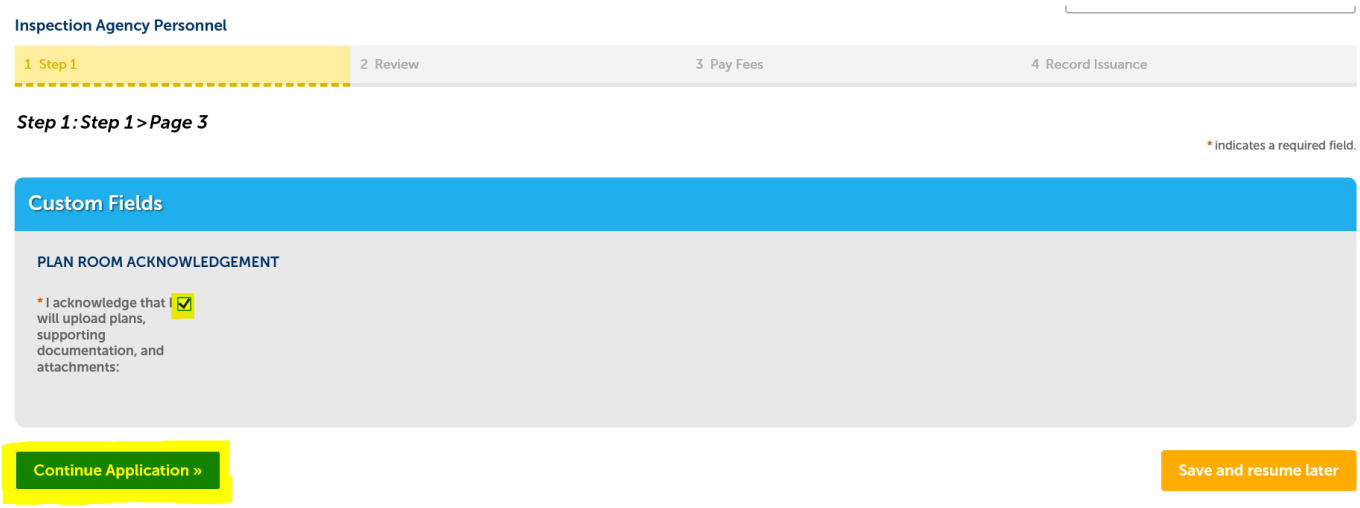
Quality Manager Certification:

NDT Level III Certification:

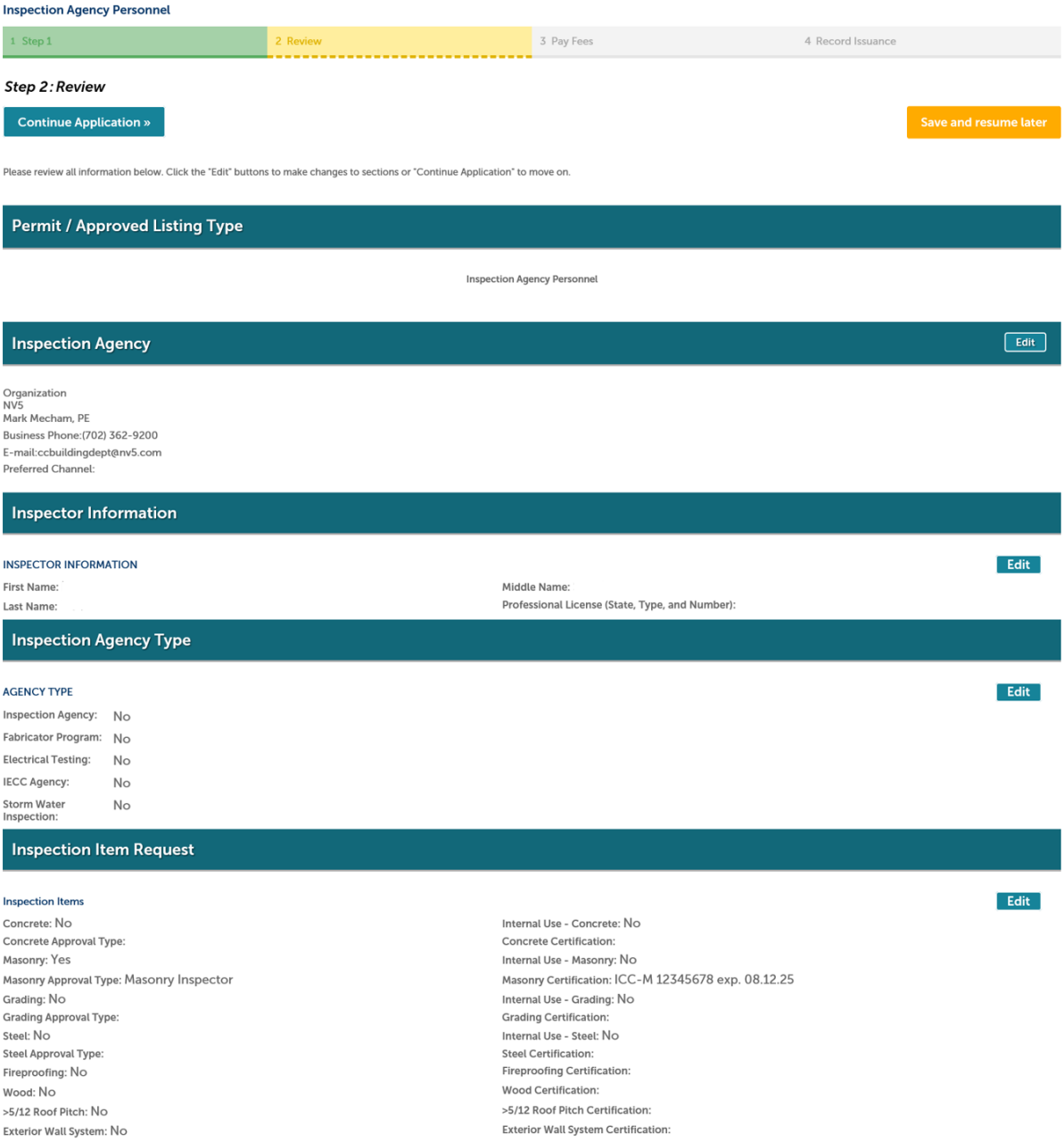
Continue Application »

Save and resume later

Select box for the Plan Room Acknowledgement and click on **Continue Application.**



The process will continue to Step 2: Review. Review the application to ensure completeness. Check the box at the bottom and click on **Continue Application**.



Fire Penetration and Joint: No
Special Case Anchors: No
Special Case Anchors Approval Type:
Cast-In-Place Deep Foundation: No
Helical Pile Foundation: No
Driven Deep Foundation: No
Smoke Control: No
Garage Ventilation: No
Test and Air Balance: No
System Commissioning: No
Energy Efficiency Testing: No
ATS: No
ATS Approval Type:
FAB Steel: No
FAB Steel Approval Type:
FAB Concrete: No
FAB Concrete Approval Type:
FAB Wood: No
FAB Wood Approval Type:
Ultrasonic Testing: No
Ultrasonic - Seismic: No
Penetrant Testing: No
Magnetic Particle Testing: No
Radiographic Testing: No
Electrical Testing: No
Special Cases Other: No
Storm Water: No
Laboratory: No
Electronic Submittal:

Fire Penetration and Joint Certification:
Internal Use - Special Case Anchors: No
Special Case Anchors Certification:
Cast-In-Place Deep Foundation Certification:
Helical Pile Foundation Certification:
Driven Deep Foundation Certification:
Smoke Control Certification:
Garage Ventilation Certification:
Test and Air Balance Certification:
System Commissioning Certification:
Energy Efficiency Testing Certification:
Internal Use - ATS: No
ATS Certification:
FAB Steel Internal Use: No
FAB Steel Certification:
FAB Concrete Internal Use: No
FAB Concrete Certification:
FAB Wood Internal Use: No
FAB Wood Certification:
Ultrasonic Certification:
Ultrasonic - Seismic Certification:
Penetrant Certification:
Magnetic Particle Certification:
Radiographic Certification:
Electrical Testing Certification:
Special Cases Other Description:
Storm Water Certification:
Laboratory Items:

Agency Management Information

Agency Management

Edit

Engineering Manager: No
Quality Manager: No
NDT Level III: No

Engineering Manager Certification:
Quality Manager Certification:
NDT Level III Certification:

Custom Fields

PLAN ROOM ACKNOWLEDGEMENT

Edit

I acknowledge that I will upload plans, supporting documentation, and attachments: Yes

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

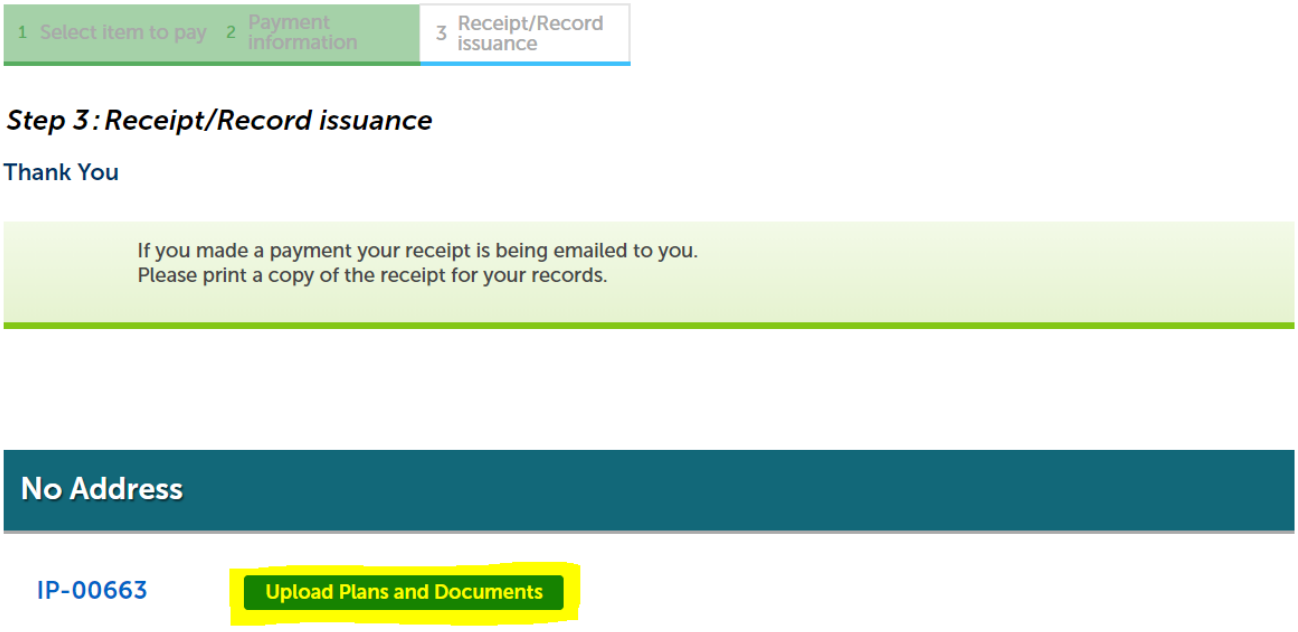
☑ By checking this box, I agree to the above certification.

Date: 08/30/2021

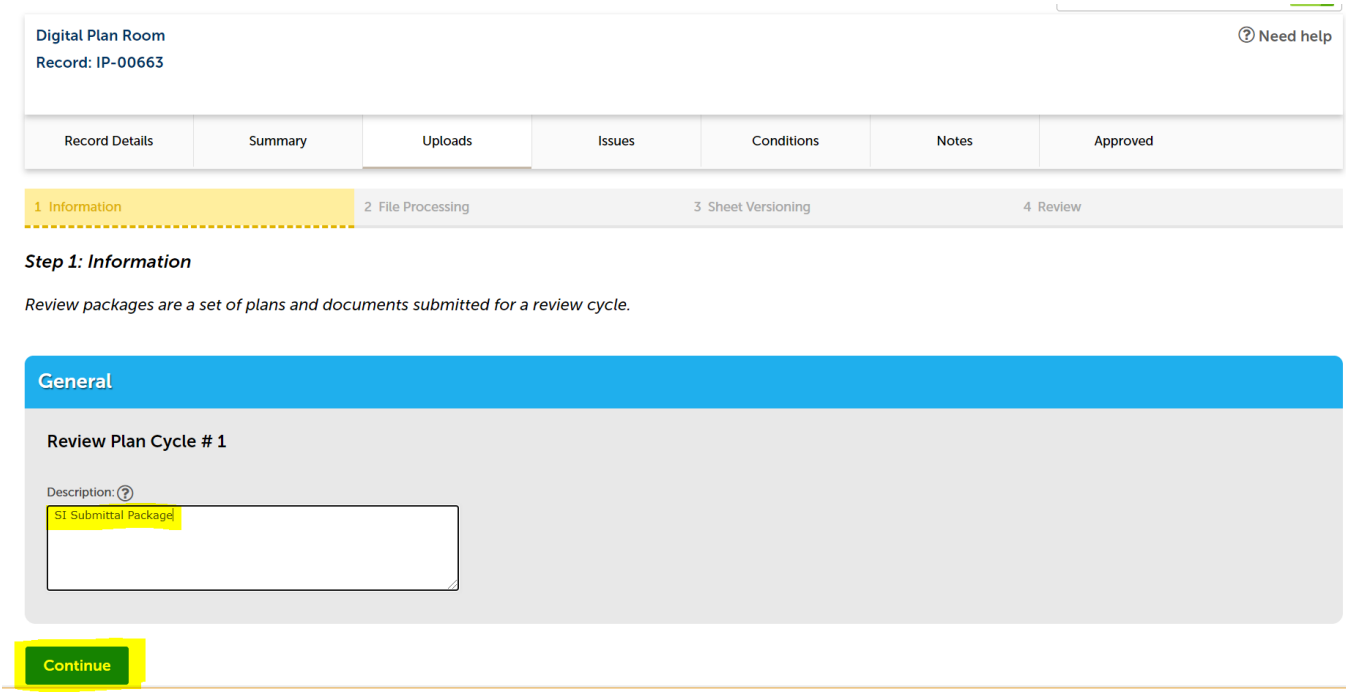
Continue Application »

Save and resume later

The process will continue to Step 3: Receipt/Record Issuance. Select **Upload Plans and Documents**:

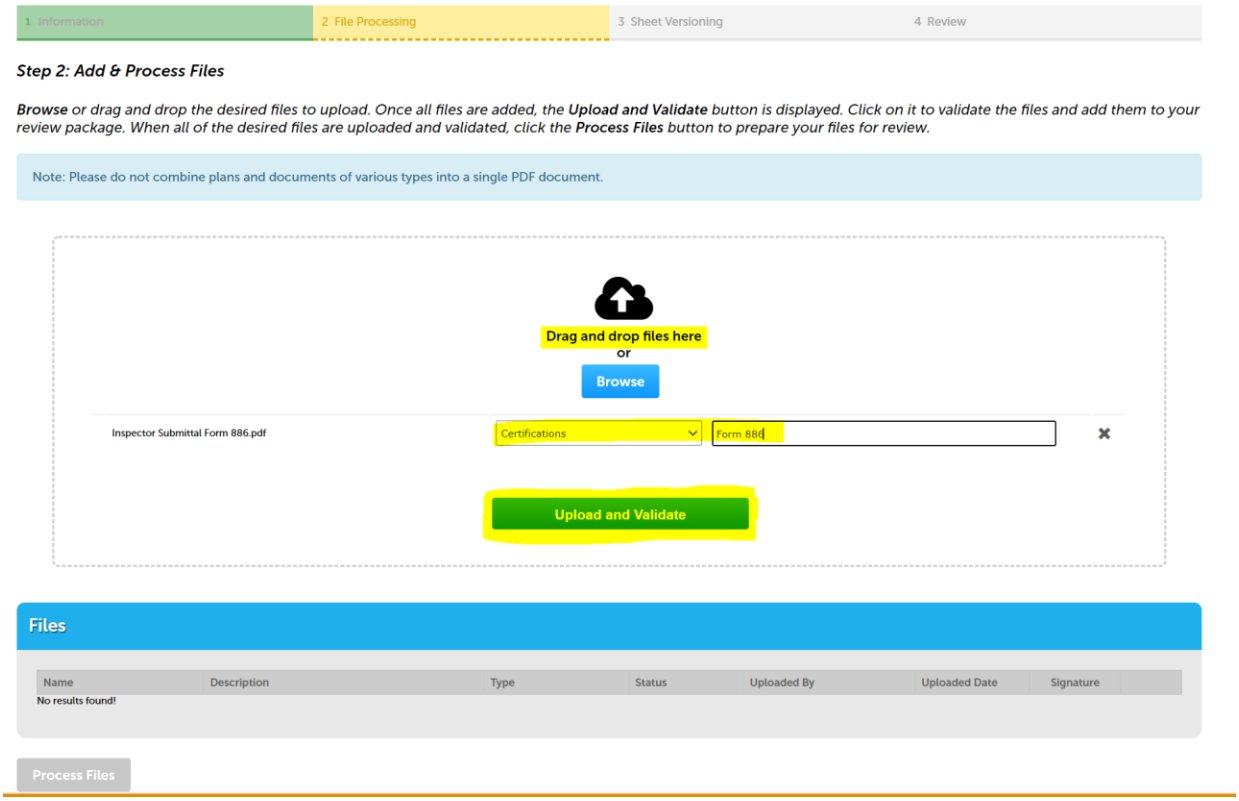


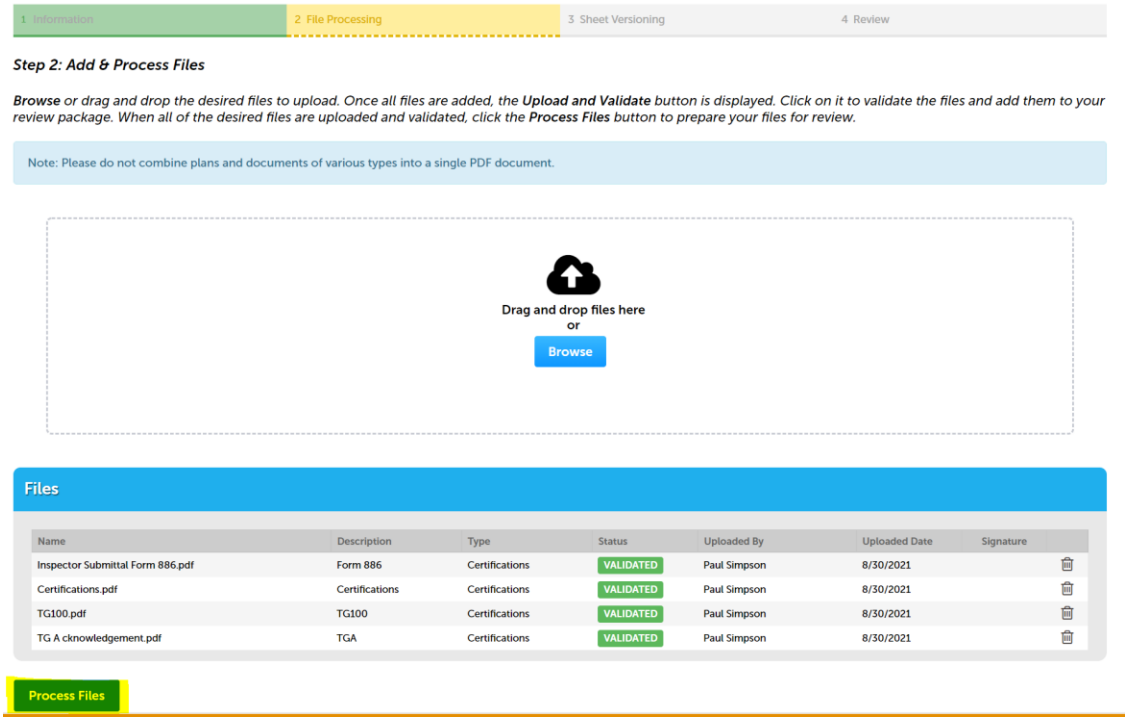
Add Description. Select **Continue**.



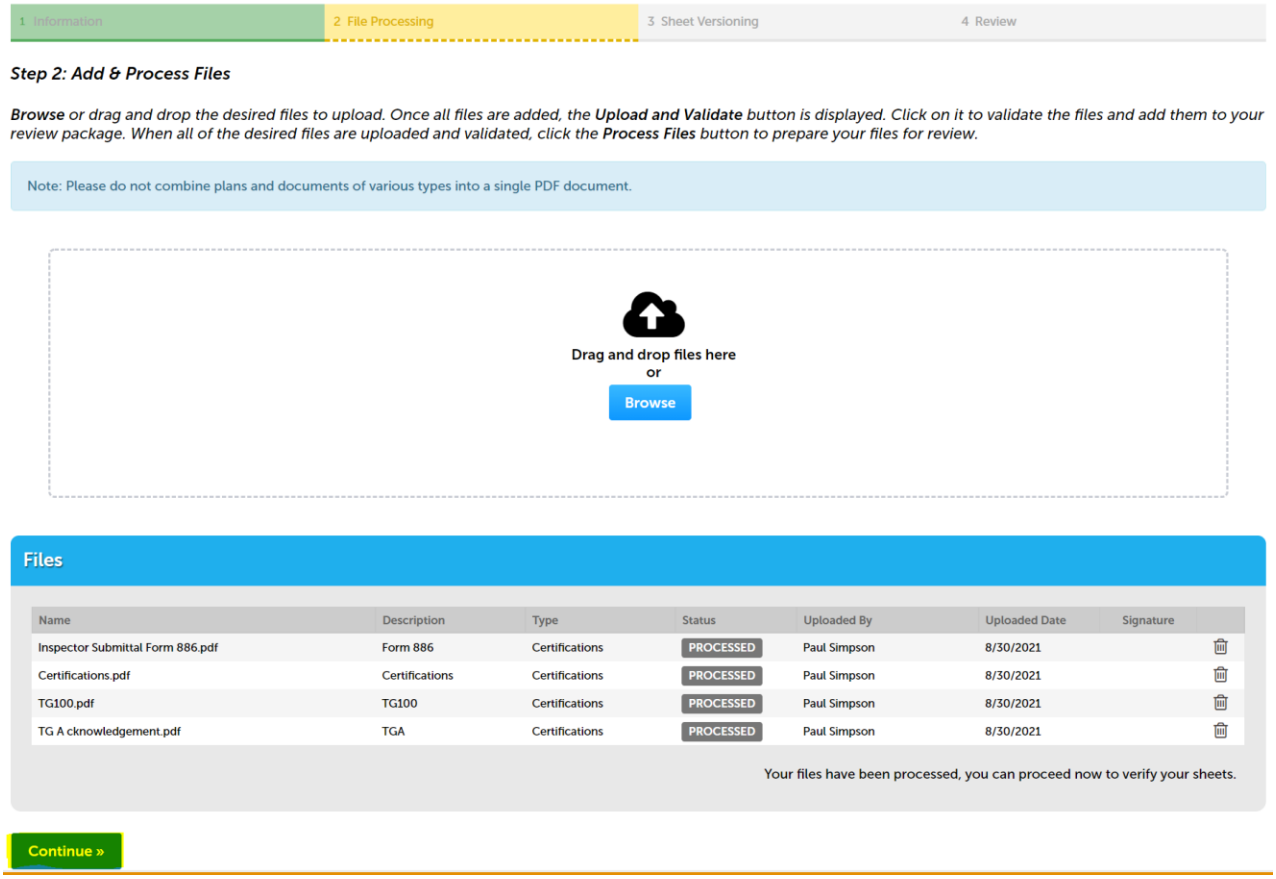
Upload PDFs of the inspector's certifications, TG acknowledgement forms, and any other information required to review the application. Drag files to the "Drag and drop files here" or Browse for files. Files can be uploaded individually or combined prior to uploading.

Choose the document type, enter a description, and then Click on **Upload and Validate**. Click on **Process Files** when you have uploaded all of the files.

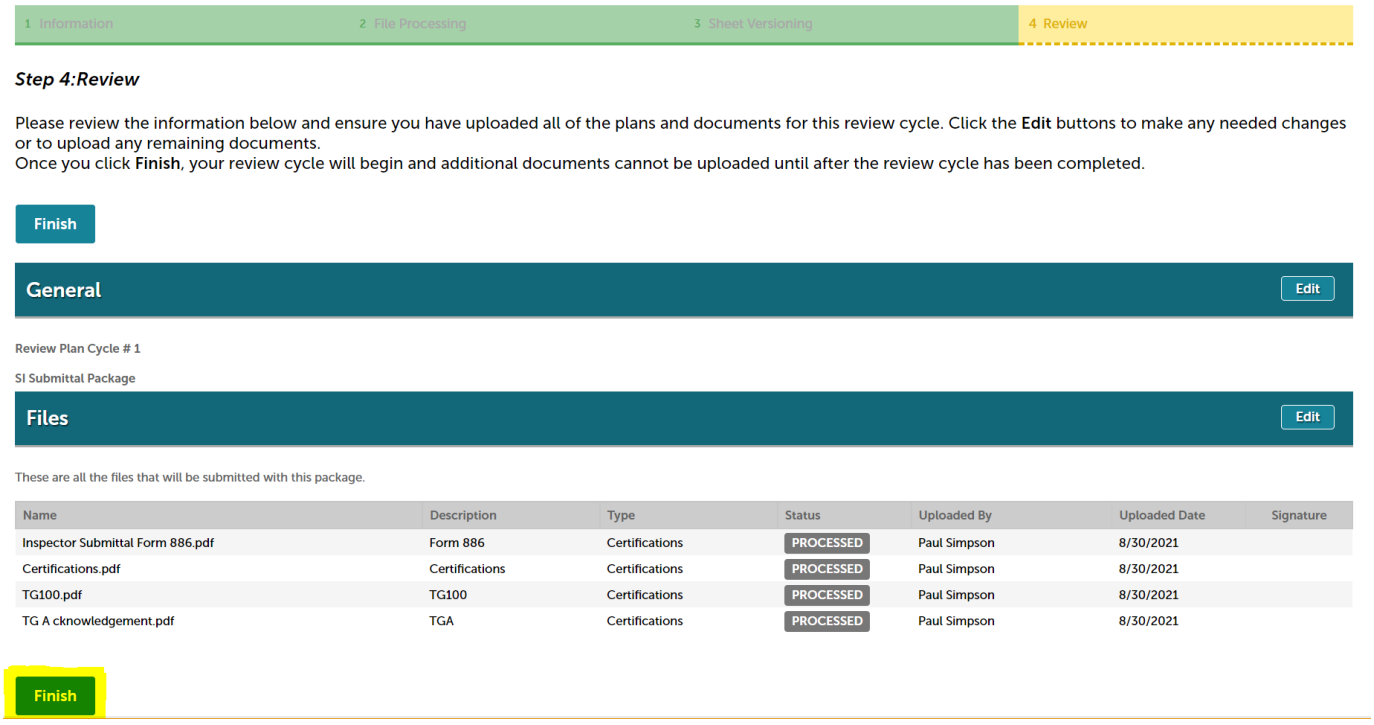




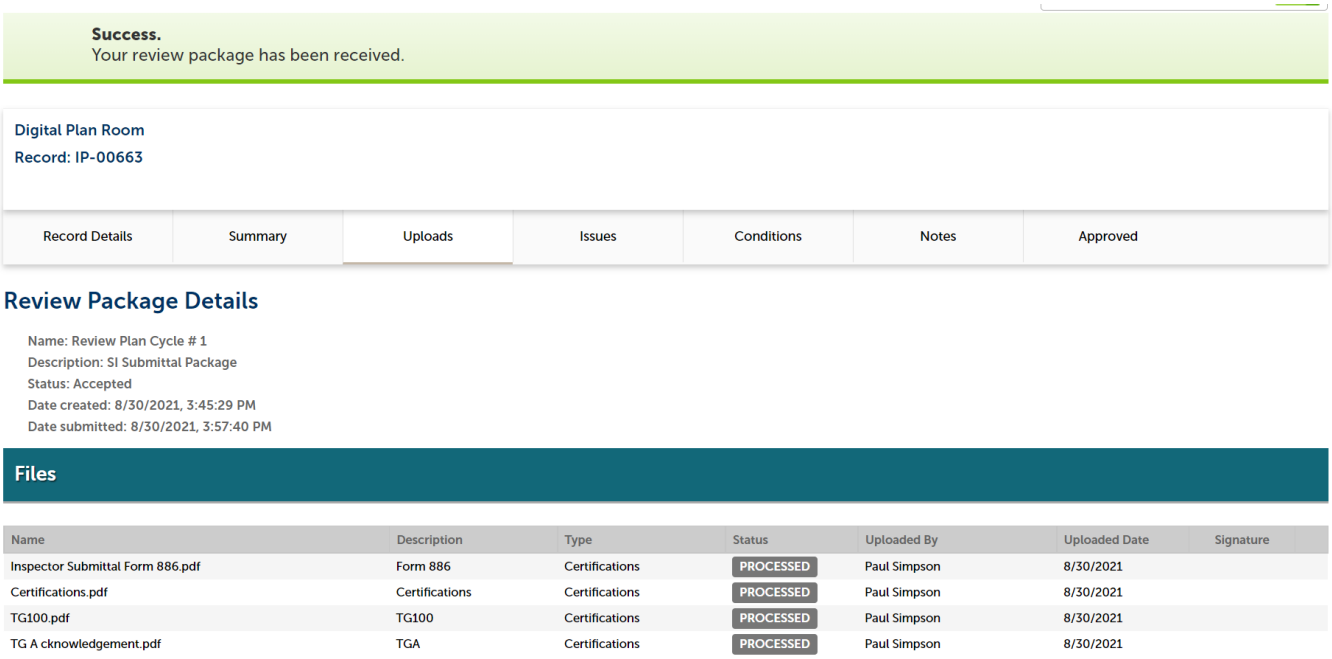
Once files are processed select **Continue**.



Review and select **Finish**.



Success:



Success.
Your review package has been received.

Digital Plan Room
Record: IP-00663

Record Details | Summary | Uploads | Issues | Conditions | Notes | Approved

Review Package Details

Name: Review Plan Cycle # 1
Description: SI Submittal Package
Status: Accepted
Date created: 8/30/2021, 3:45:29 PM
Date submitted: 8/30/2021, 3:57:40 PM

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Inspector Submittal Form 886.pdf	Form 886	Certifications	PROCESSED	Paul Simpson	8/30/2021	
Certifications.pdf	Certifications	Certifications	PROCESSED	Paul Simpson	8/30/2021	
TG100.pdf	TG100	Certifications	PROCESSED	Paul Simpson	8/30/2021	
TG A cknowledgement.pdf	TGA	Certifications	PROCESSED	Paul Simpson	8/30/2021	

Clark County staff will review the application, assess fees, and be in contact with your agency.

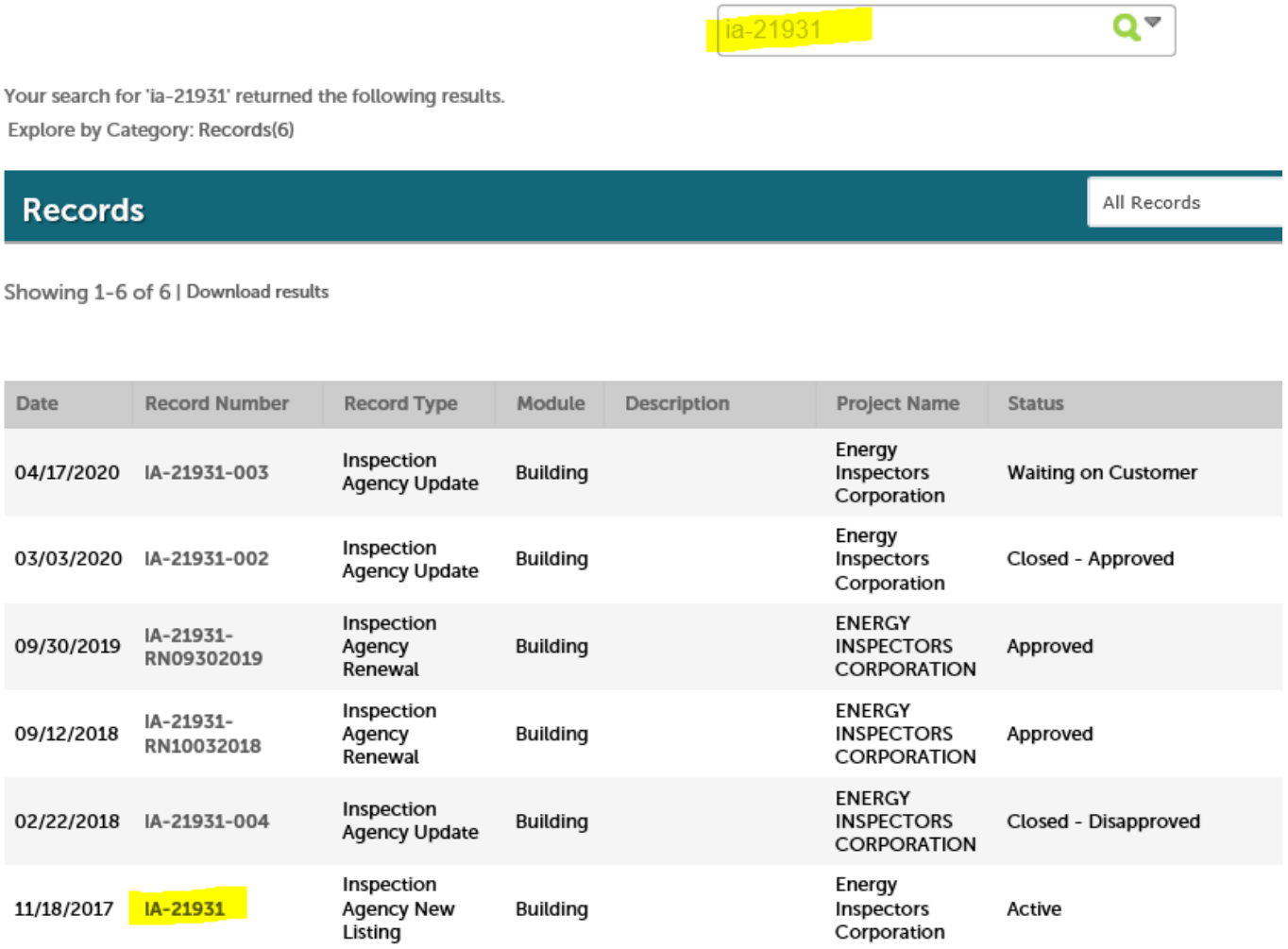
Appendix D
(TG-17)

Transfer or Update Personnel Instructions

Add New Personnel

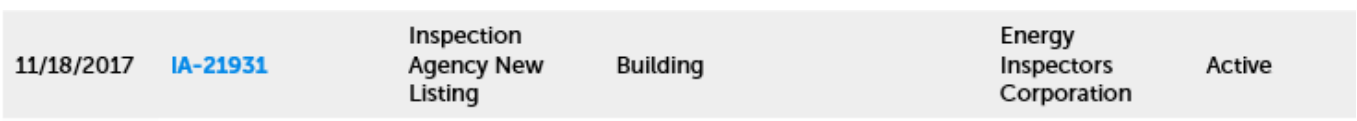
Log into the Accela Citizen Access Portal and select **Building**, then **Search Permits**.

As part of the greyscale table, locate the standalone agency **IA** record under the **Record Number** column, and select the **IA** record. If the **IA** record does not show under the **Record Number** column, you can also use the search bar on the top right side of the table.



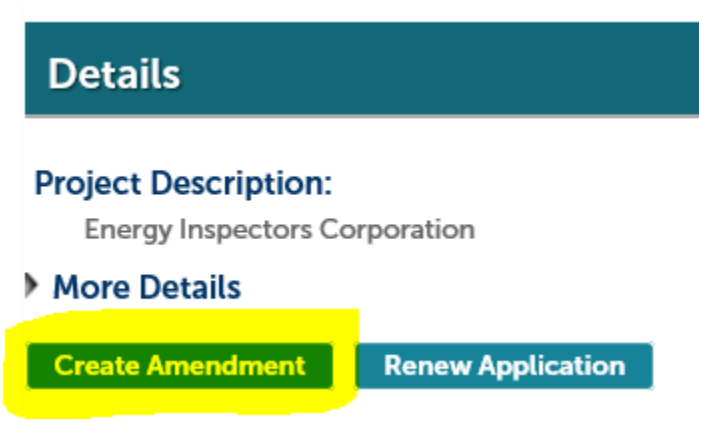
Date	Record Number	Record Type	Module	Description	Project Name	Status
04/17/2020	IA-21931-003	Inspection Agency Update	Building		Energy Inspectors Corporation	Waiting on Customer
03/03/2020	IA-21931-002	Inspection Agency Update	Building		Energy Inspectors Corporation	Closed - Approved
09/30/2019	IA-21931-RN09302019	Inspection Agency Renewal	Building		ENERGY INSPECTORS CORPORATION	Approved
09/12/2018	IA-21931-RN10032018	Inspection Agency Renewal	Building		ENERGY INSPECTORS CORPORATION	Approved
02/22/2018	IA-21931-004	Inspection Agency Update	Building		ENERGY INSPECTORS CORPORATION	Closed - Disapproved
11/18/2017	IA-21931	Inspection Agency New Listing	Building		Energy Inspectors Corporation	Active

Select the **IA** record

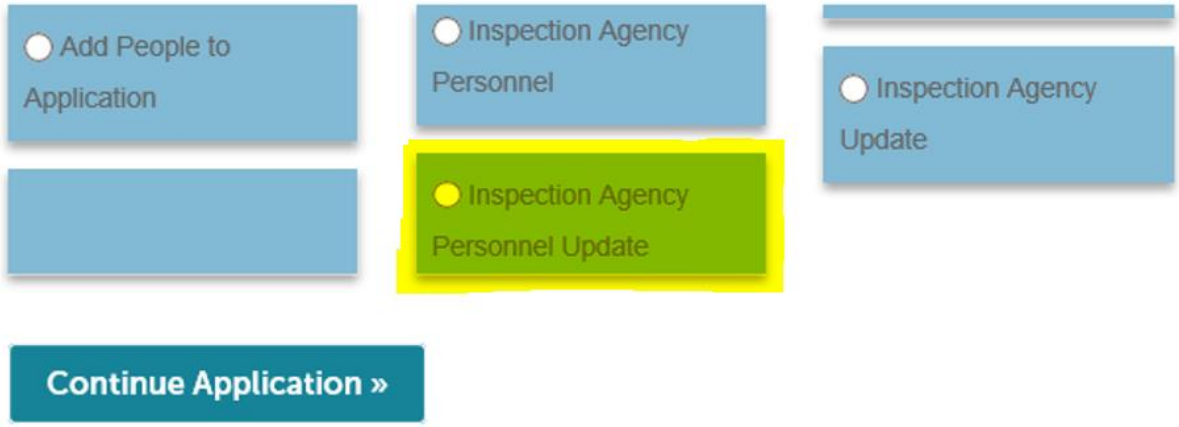


11/18/2017	IA-21931	Inspection Agency New Listing	Building	Energy Inspectors Corporation	Active

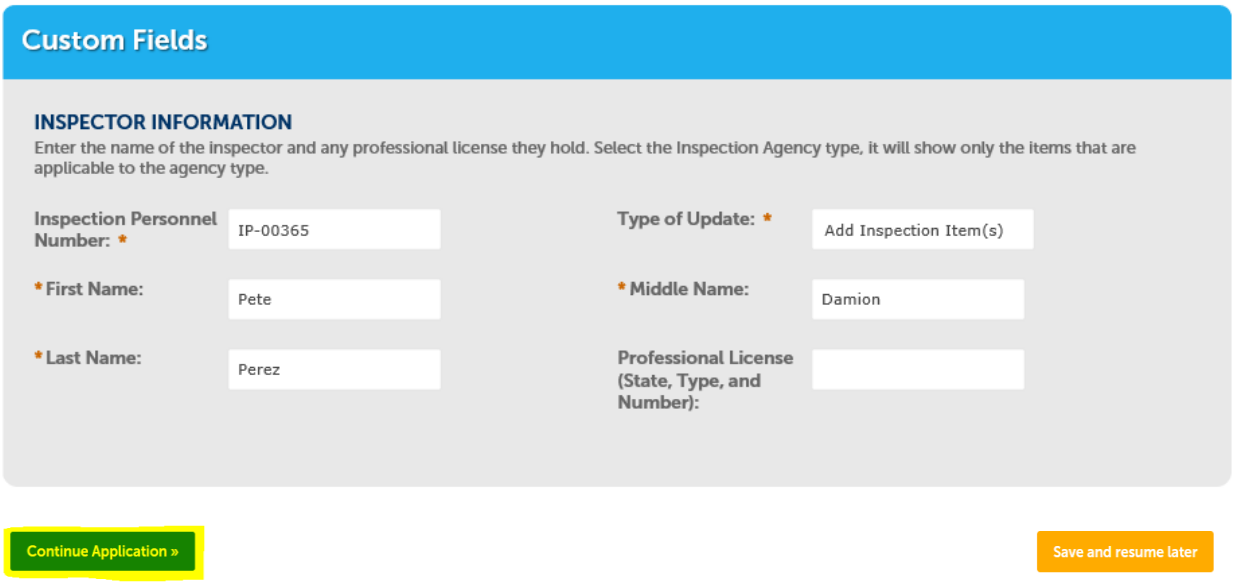
The following options will show on your screen, select the **Create Amendment** option



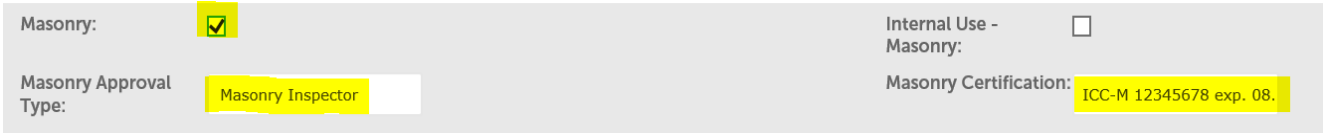
Select the amendment type **Inspection Agency Personnel Update** and click on **Continue Application**

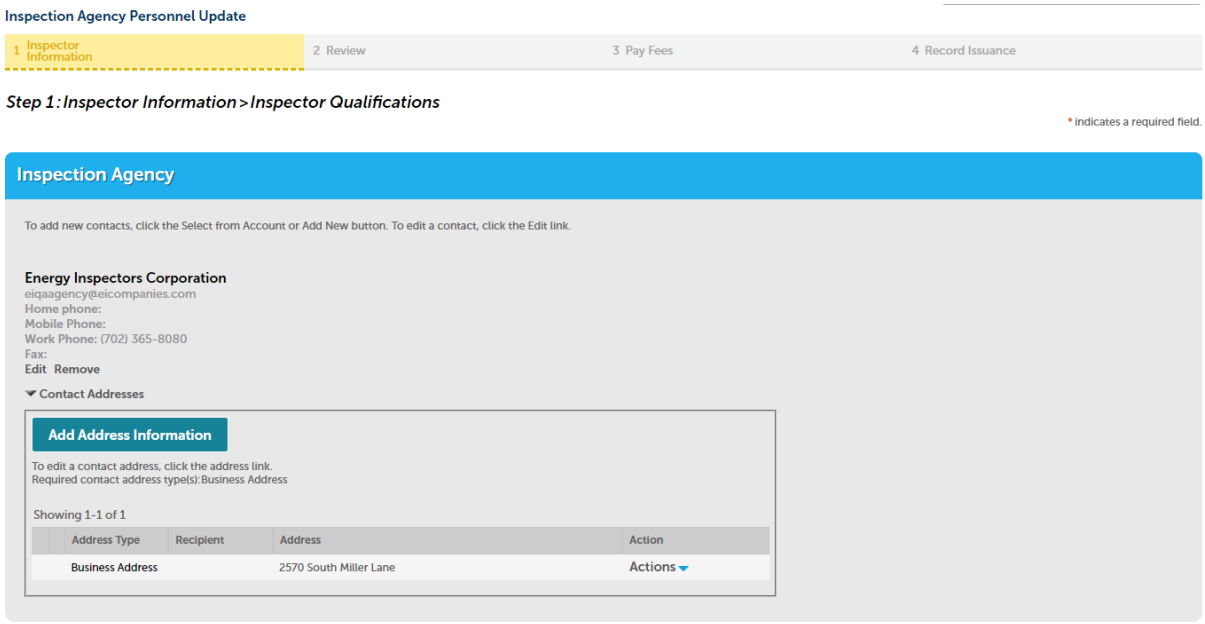


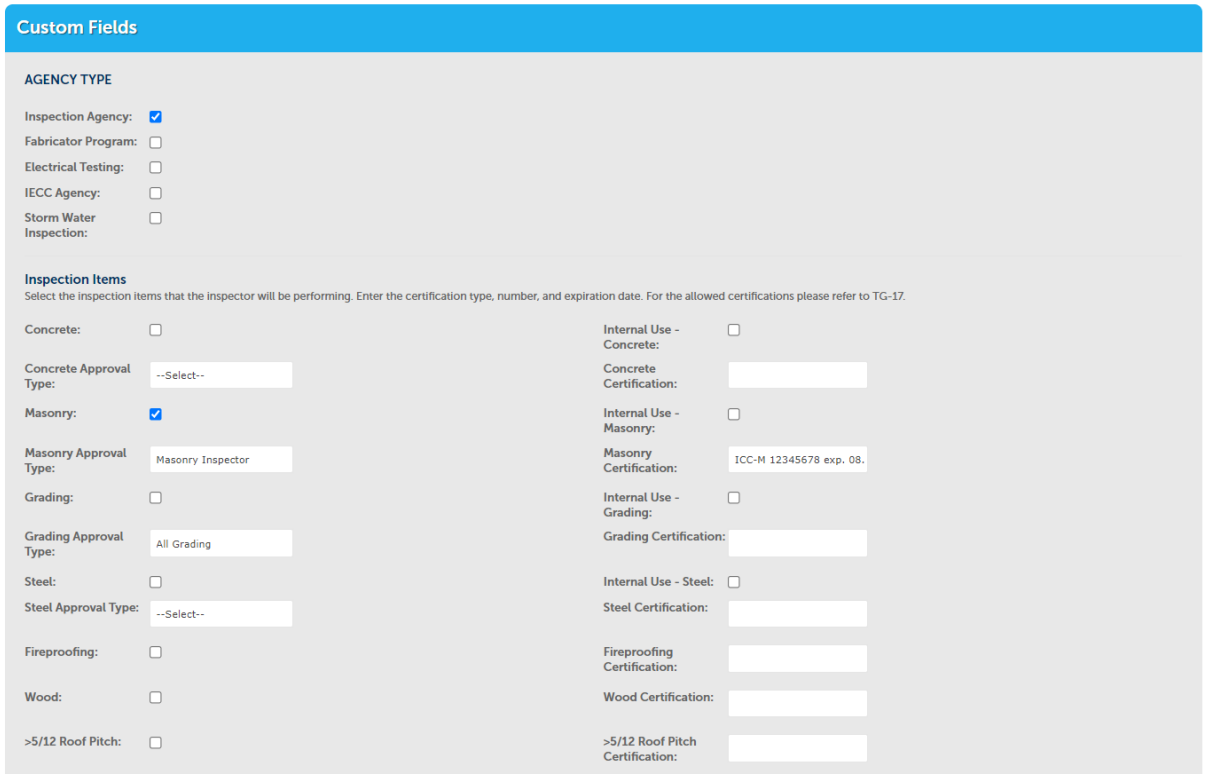
This will open up an application for the existing inspector. Enter in the **IP Inspection Personnel Number**, the system will auto-populate with the existing inspector personnel information. If the inspector **is not** in the system, please follow the instructions for **Add New Personnel (not previously listed) Instructions** procedure instead. Click on **Continue Application.**



Check the applicable boxes and select an inspection item or an option from the item category dropdown. Type and enter his/her certification information with the current certification and expiration dates. Requests missing this information will be automatically disapproved. Click on **Continue Application.**







>5/12 Roof Pitch:	☐	>5/12 Roof Pitch Certification:	
Exterior Wall System:	☐	Exterior Wall System Certification:	
Fire Penetration and Joint:	☐	Fire Penetration and Joint Certification:	
Special Case Anchors:	☑	Internal Use - Special Case Anchors:	☐
Special Case Anchors Approval Type:	All Anchors	Special Case Anchors Certification:	PE-CE
Cast-In-Place Deep Foundation:	☑	Cast-In-Place Deep Foundation Certification:	PE-CE
Helical Pile Foundation:	☑	Helical Pile Foundation Certification:	PE-CE
Driven Deep Foundation:	☑	Driven Deep Foundation Certification:	PE-CE
Smoke Control:	☐	Smoke Control Certification:	
Garage Ventilation:	☐	Garage Ventilation Certification:	
Test and Air Balance:	☐	Test and Air Balance Certification:	
System Commissioning:	☐	System Commissioning Certification:	
Energy Efficiency Testing:	☐	Energy Efficiency Testing Certification:	
ATS:	☐	Internal Use - ATS:	☐
ATS Approval Type:	--Select--	ATS Certification:	
FAB Steel:	☐	FAB Steel Internal Use:	☐
FAB Steel Approval Type:	--Select--	FAB Steel Certification:	
FAB Concrete:	☐	FAB Concrete Internal Use:	☐
FAB Concrete Approval Type:	--Select--	FAB Concrete Certification:	
FAB Wood:	☐	FAB Wood Internal Use:	☐
FAB Wood Approval Type:	--Select--	FAB Wood Certification:	
Ultrasonic Testing:	☐	Ultrasonic Certification:	
Ultrasonic - Seismic:	☐	Ultrasonic - Seismic Certification:	
Penetrant Testing:	☐	Penetrant Certification:	
Magnetic Particle Testing:	☐	Magnetic Particle Certification:	
Radiographic Testing:	☐	Radiographic Certification:	
Electrical Testing:	☐	Electrical Testing Certification:	

Special Cases Other:	☐	Special Cases Other Description:	
Storm Water:	☐	Storm Water Certification:	
Laboratory:	☐	Laboratory Items:	

Electronic Submittal: ○ Yes ○ No

Agency Management

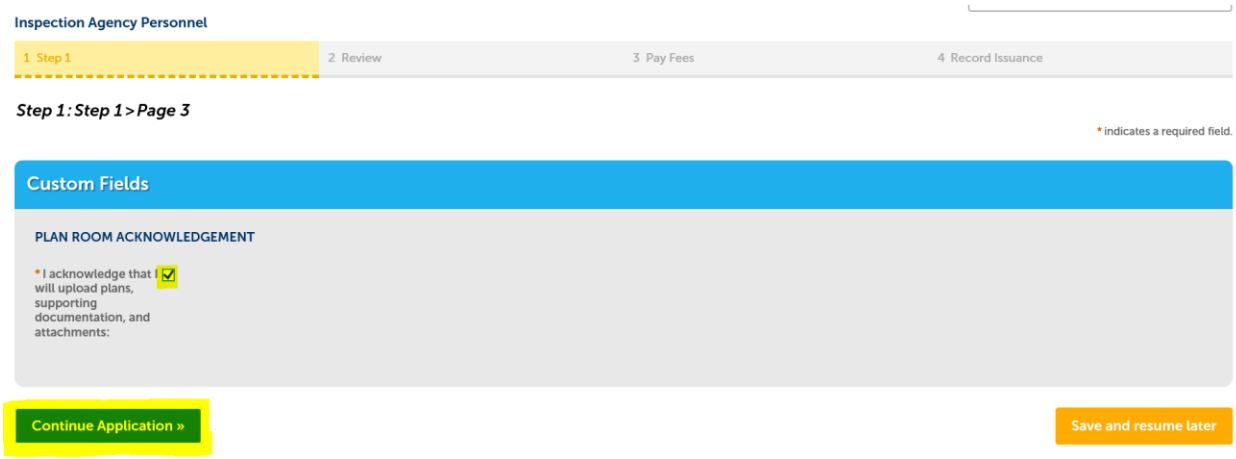
Engineering Manager:	☐	Engineering Manager Certification:	
Quality Manager:	☑	Quality Manager Certification:	PE-CE
NDT Level III:	☐	NDT Level III Certification:	

Internal Use

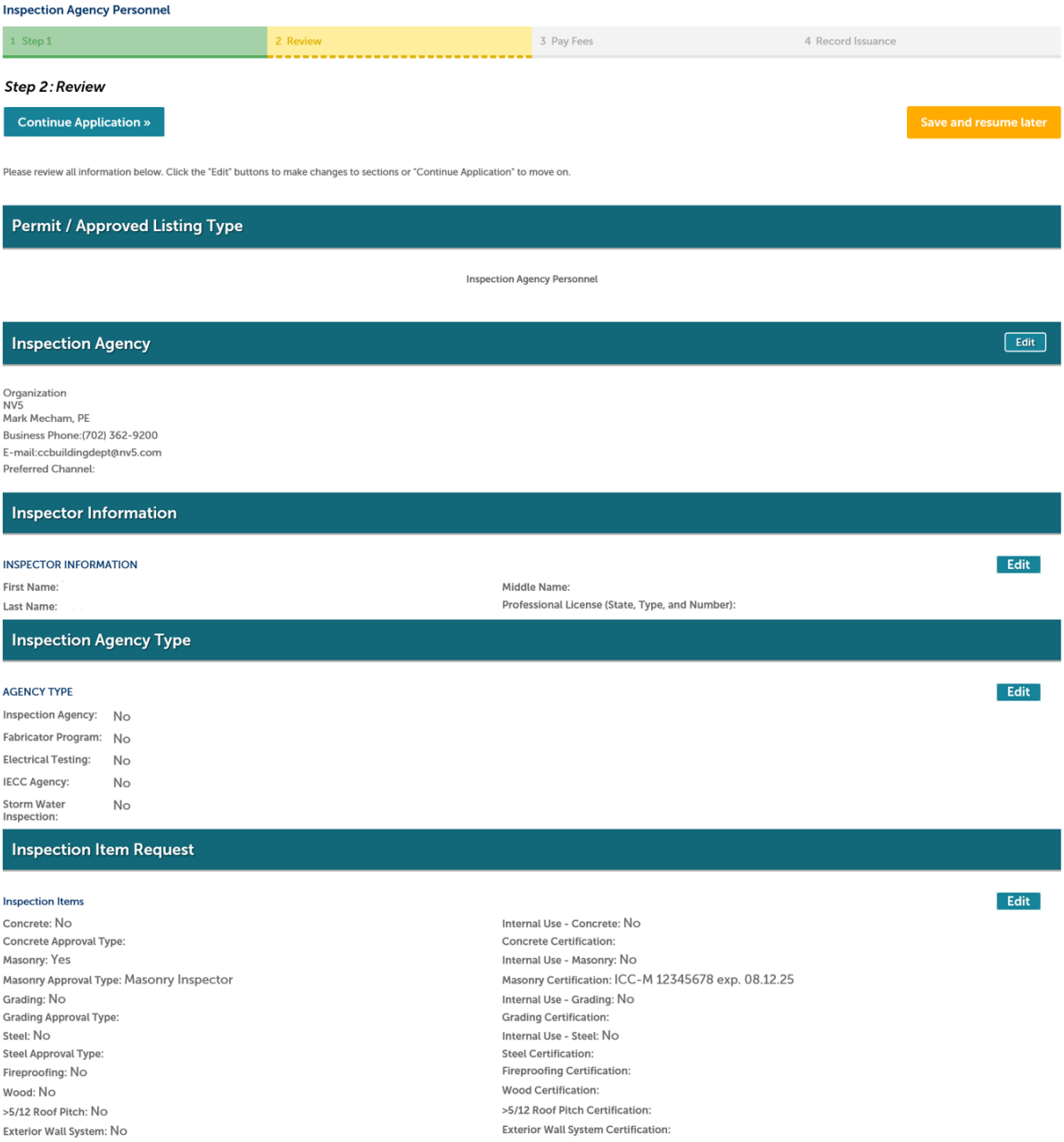
Continue Application »

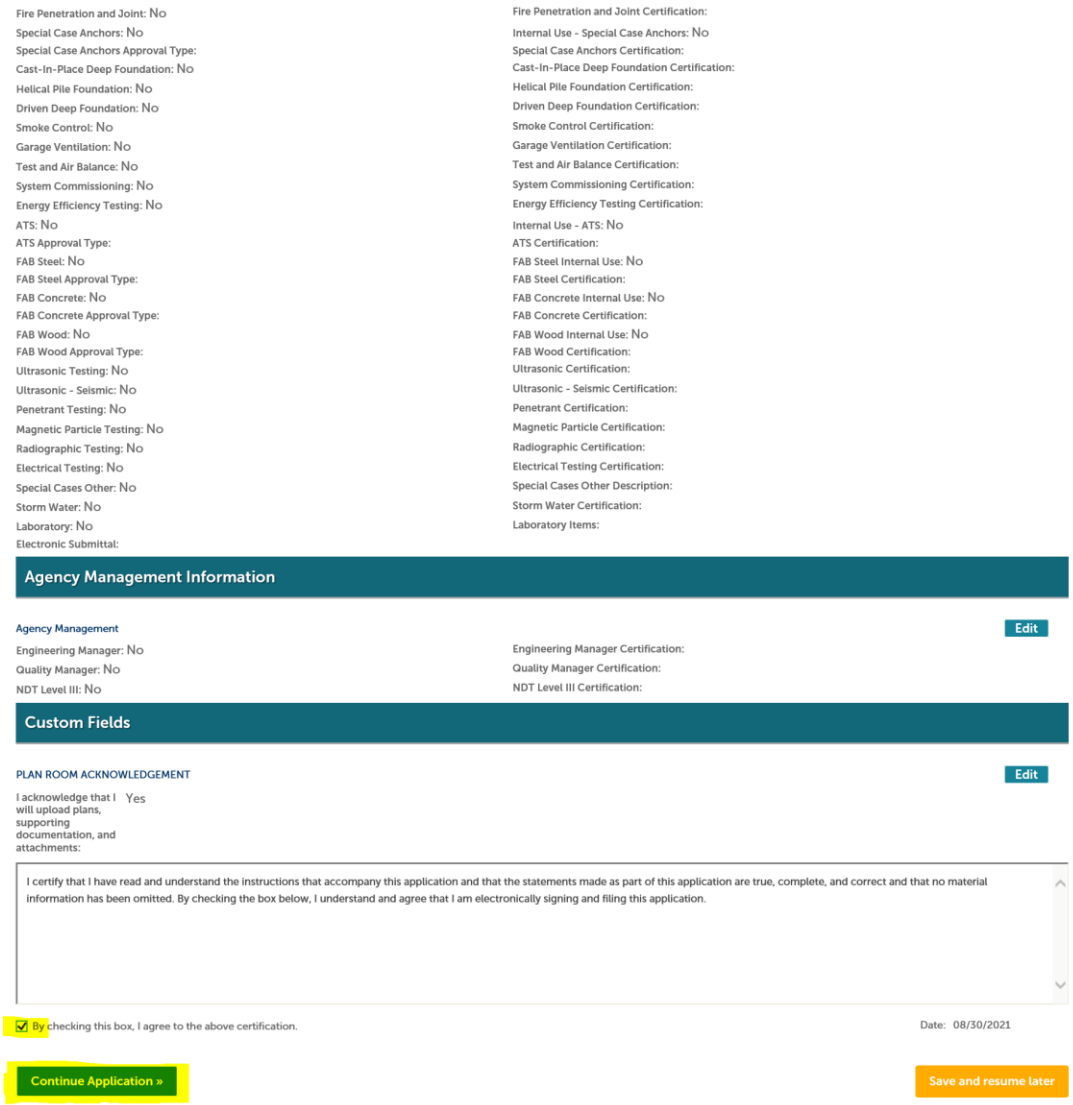
Save and resume later

Select box for the Plan Room Acknowledgement and click on **Continue Application.**

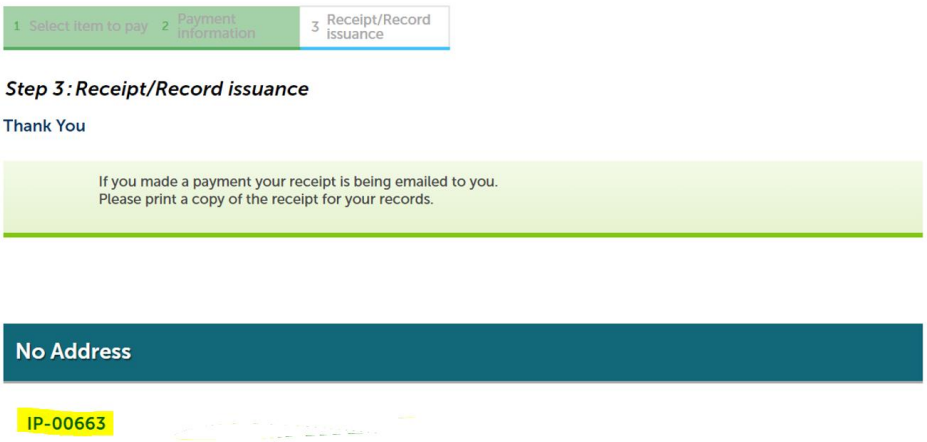


The process will continue to Step 2: Review. Review the application to ensure completeness. Check the box at the bottom and click on **Continue Application**.

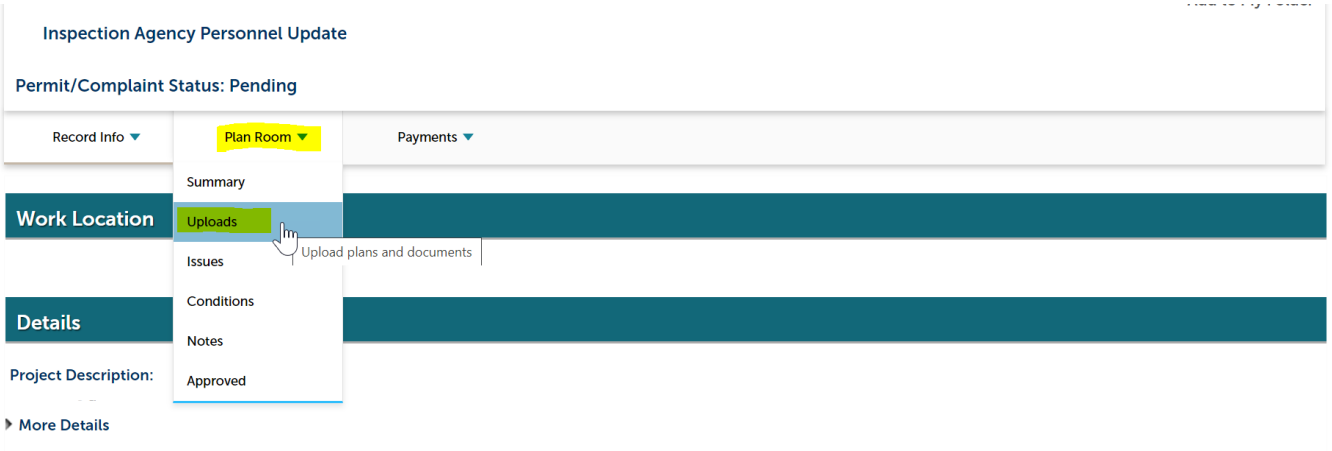




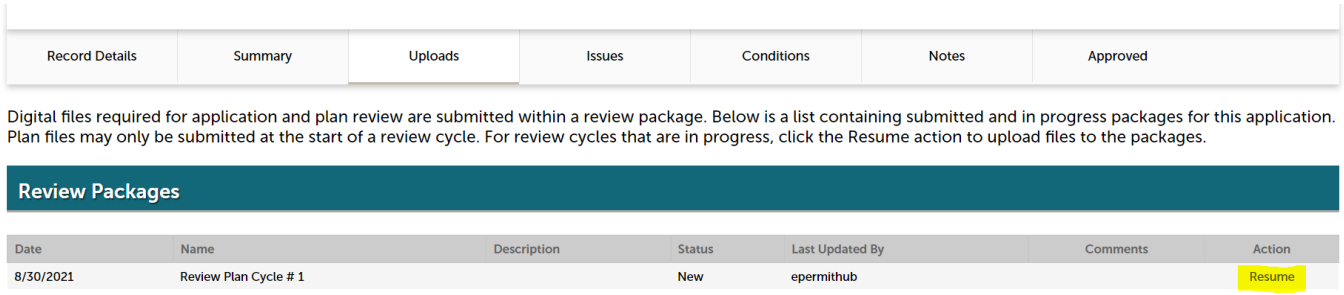
The process will continue to Step 3: Receipt/Record Issuance. Select **IP Number**:



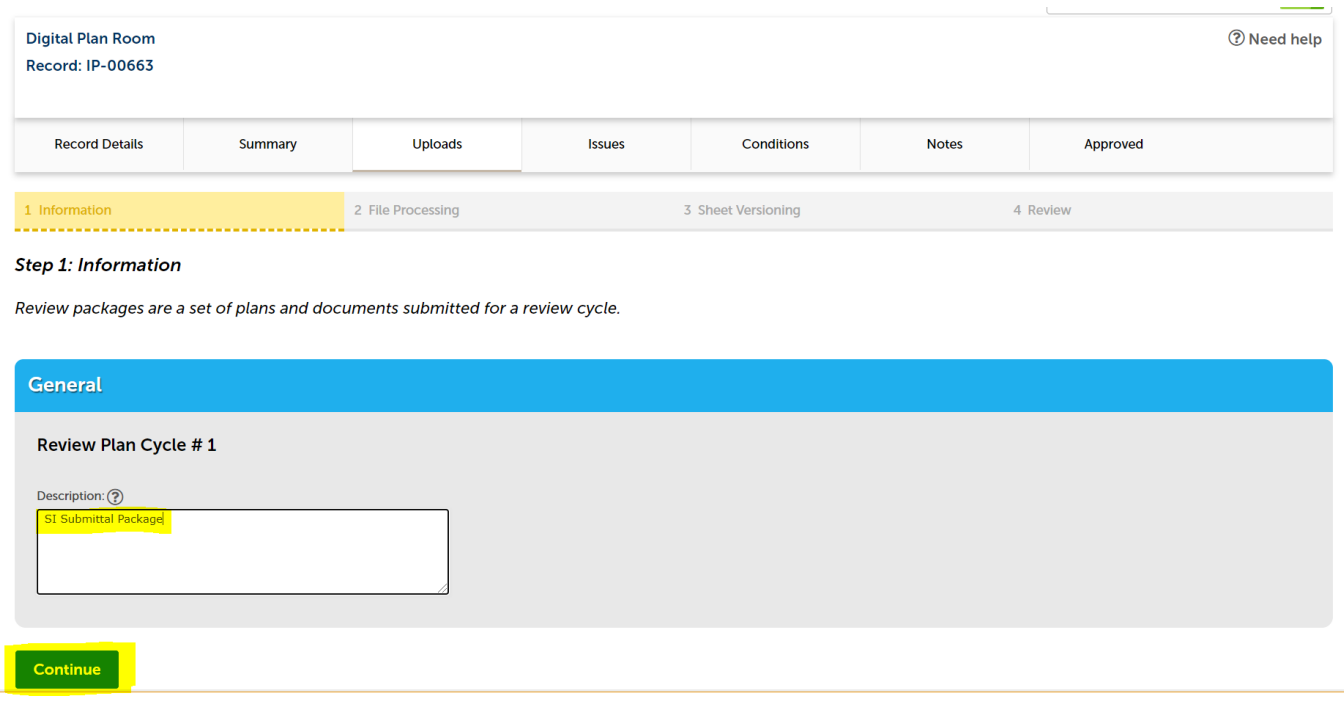
Select **Uploads** under drop down menu for Plan Room:



Select Resume:

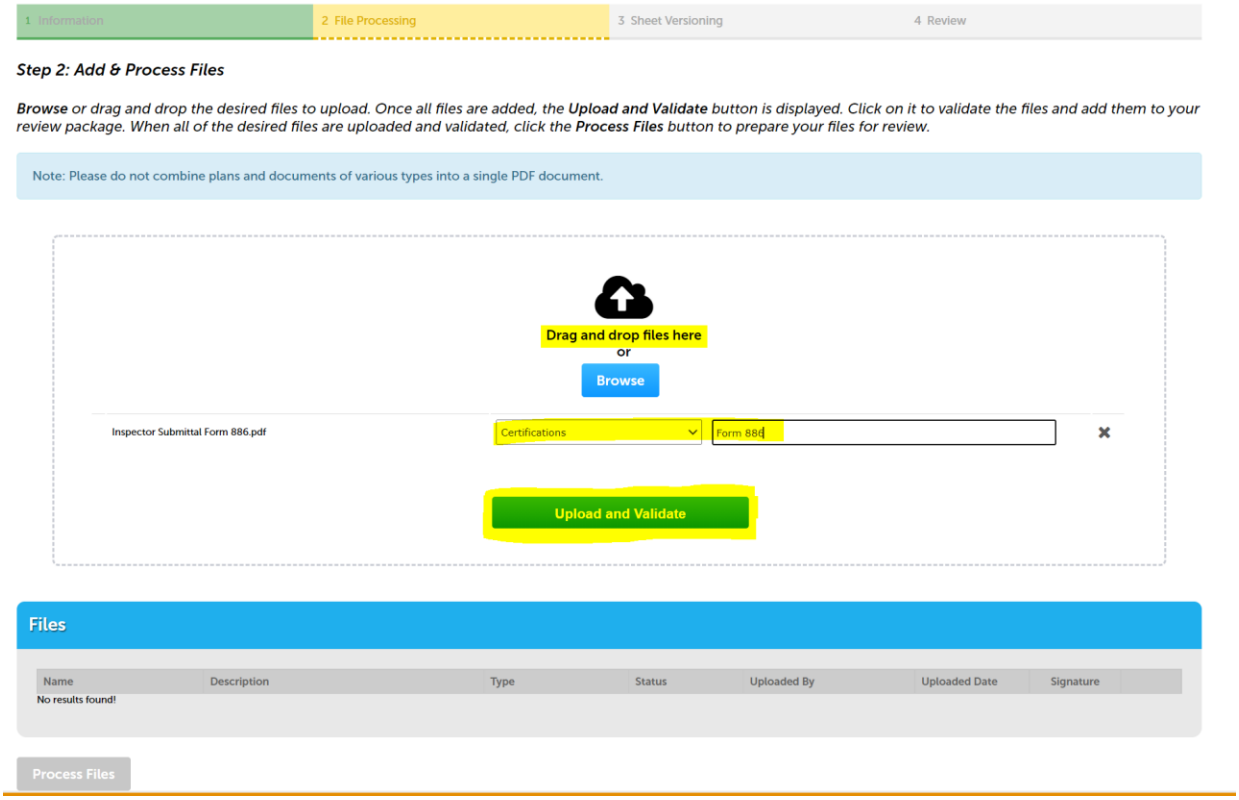


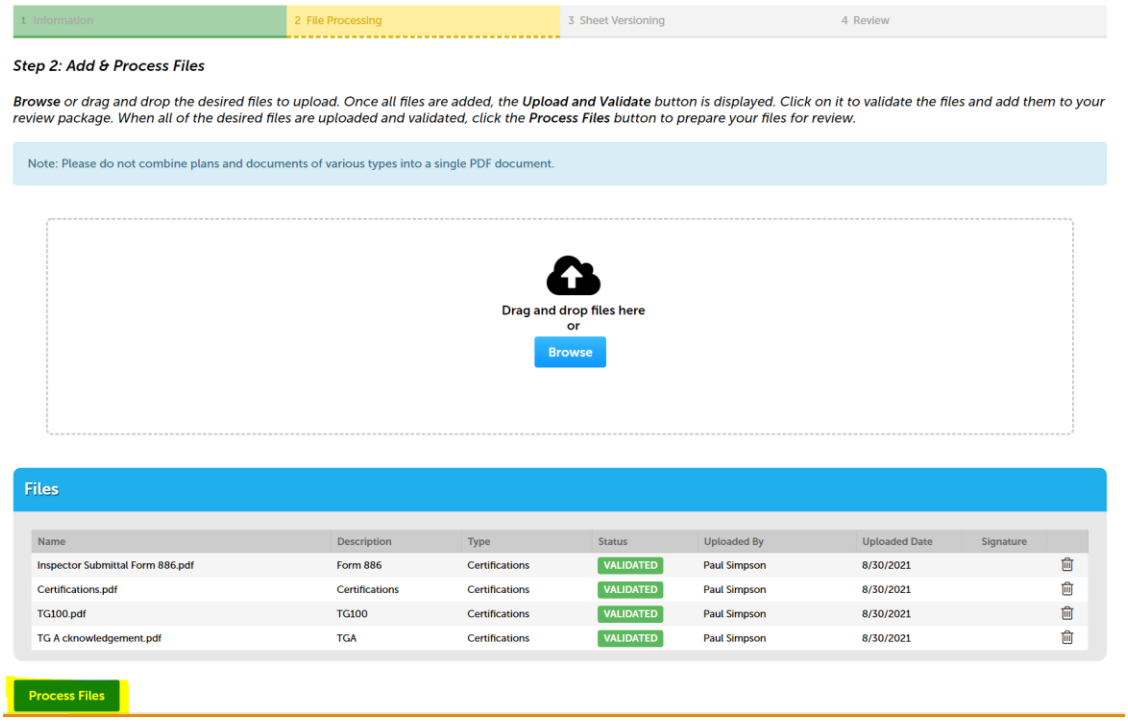
Add Description. Select **Continue**.



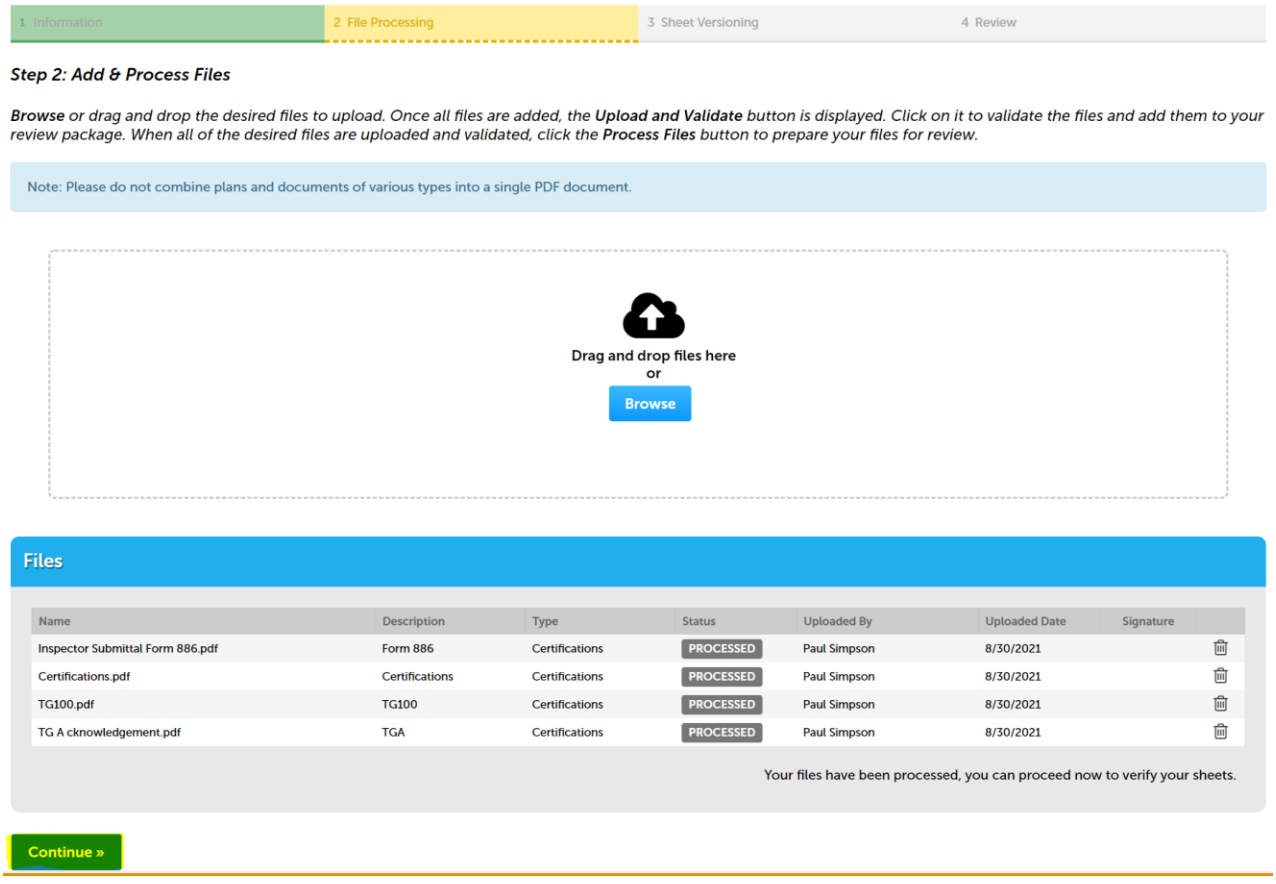
Upload PDF's of the inspector's certifications, TG acknowledgement forms, and any other information required to review the application. Drag files to the "Drag and drop files here" or Browse for files. Files can be uploaded individually or combined prior to uploading.

Choose the document type, enter a description, and then Click on **Upload and Validate**. Click on **Process Files** when you have uploaded all of the files.

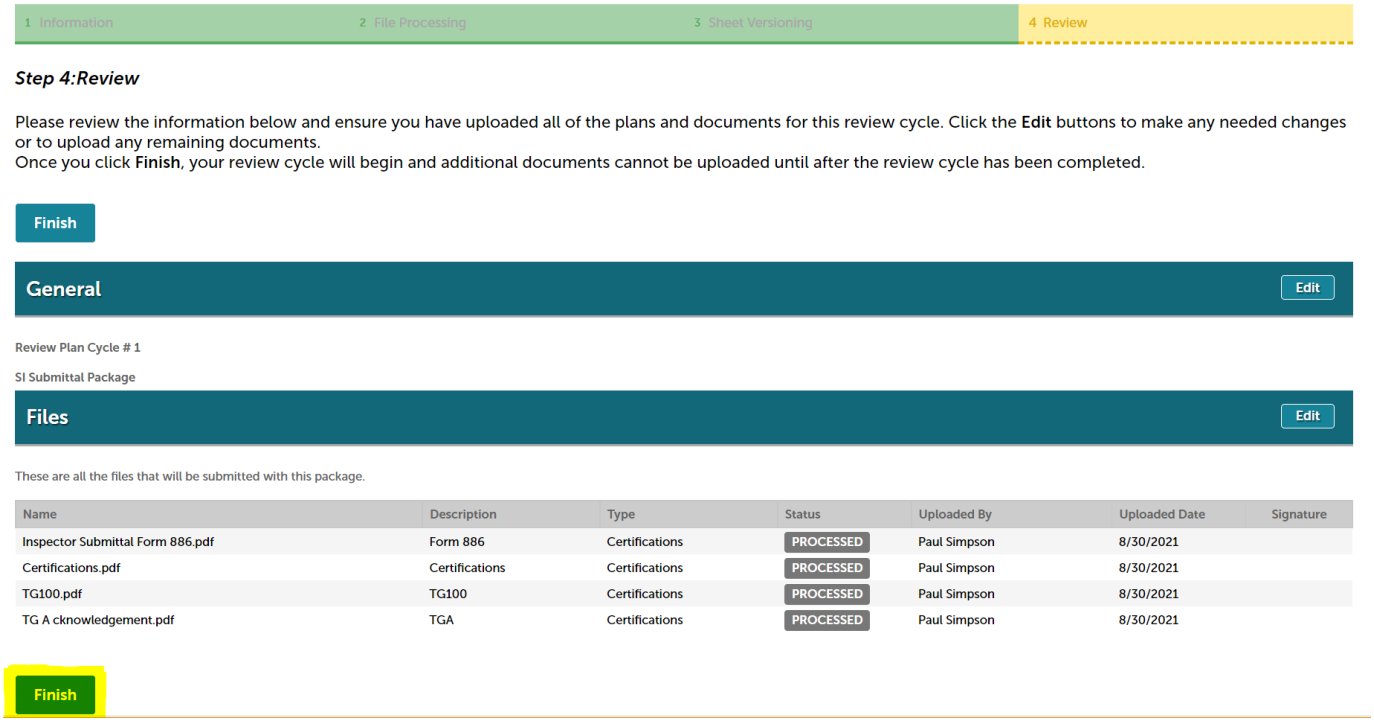




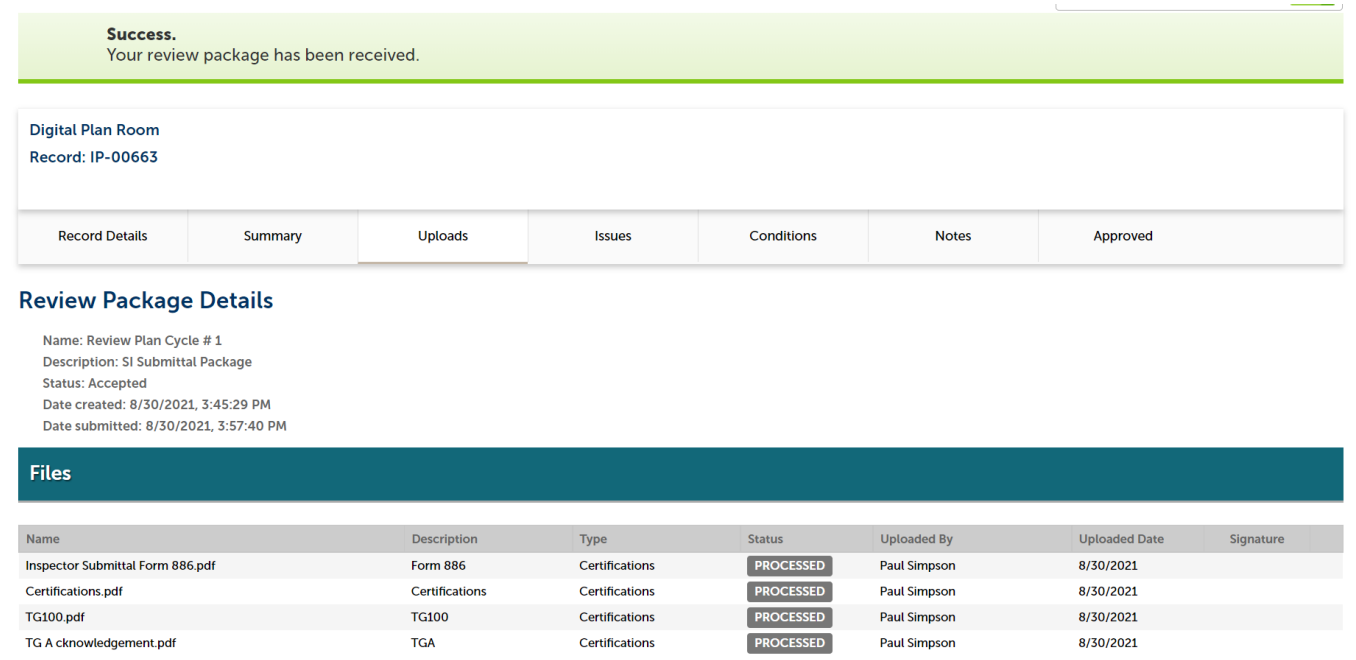
Once files are processed select **Continue**.



Review and select **Finish**.



Success:



Clark County staff will review the application, assess fees, and be in contact with your agency.

Appendix E
(TG-17)

Forms:

Personnel New Listing-Update-Transfer - Form 886-A
Pre-Approval Documented Training - Form 886-B
Special Cases Other - Request - Form 886-C
Technical Guideline Acknowledgement - Form 822
Affidavit - Policy Understanding - Conflict of Interest
Signature Acknowledgement Form – Form 887

Clark County Building Department
4701 W. Russell Road • Las Vegas, NV 89118
(702) 455-3000
James Gerren, P.E., Director
Werner Hellmer, P.E., Deputy Director • Scott Telford, P.E., Deputy Director

Personnel: New Listing ☐ Transfer ☐ Update ☐ Additional Item ☐

Name	Category Request	Certification & Expiration Date

I hereby attest that the above proposed personnel has the minimum experience required by the listed certification and TG-17. The proposed personnel is competent to perform accurate, effective, and complete inspections for the requested item.

Requested by:

Quality Control Manager: _____

Engineering Manager: _____

(Not required if agency does not have an Engineering Manager or if the application is for a personnel update only)

Form 886-A

Clark County Building Department

4701 W. Russell Road • Las Vegas, NV 89118
(702) 455-3000
James Gerren, P.E., Director
Werner Hellmer, P.E., Deputy Director • Scott Telford, P.E., Deputy Director

Documented Training

Date and Time Range: _____

Approved Agency: _____

IP No. / Inspector Name: _____

Type of Inspection: _____

I hereby certified that the following training was provided to the candidate:

☐ **Attachments (If applicable)** _____

The documented training was provided as follows:

Quality Control Manager : _____ **Signature/Date:** _____

Concurred by:

Engineering Manager: _____ **Signature/Date:** _____

Form 886-B

Clark County Building Department

4701 W. Russell Road • Las Vegas, NV 89118
(702) 455-3000
James Gerren, P.E., Director
Werner Hellmer, P.E., Deputy Director • Scott Telford, P.E., Deputy Director

Special Cases Other - Request Form

Project Permit Number: _____
Project Name: _____
Agency Name : _____
Personnel Name: _____
Special Case Description: _____
Time Frame: _____

Please check the box that applies to this personnel qualifications

☐ **Educational Background** _____

☐ **Certifications** _____

☐ **Item Experience** _____

Under this project specific approval, personnel shall perform the following inspection duties

Requested by:

Quality Control Manager: _____ **Signature/Date:** _____

Concurred by:

Engineering Manager: _____ **Signature/Date:** _____

Form 886-C

CLARK COUNTY BUILDING DEPARTMENT
TECHNICAL GUIDELINE ACKNOWLEDGMENT

ACCREDITED

Pursuant to the Clark County Building Administrative Code (BAC), the approved agency, through its Quality Control Manager, is responsible to the Building Official for in-house distribution and application of technical guidelines. Each approved personnel is required to maintain a current copy of Technical Guidelines (TGs) applicable to his/her approvals. This form shall be filled and signed by the approved personnel.

DISTRIBUTED TGs (✓)	TG	TITLE
	TG-1	Preparation of a Quality Systems Manual for a Structural Steel Fabricators
	TG-2	Requirements for Approval as a Clark County Department of Building Structural Steel Fabricator/Manufacturer
	TG-3	Requirements for Performing Clark County Department of Building Required Fabrication Facility Audits, Inspections and Nondestructive Testing of Structural Steel
	TG-5	Requirements for Approval as a Clark County Department of Building Amusement and/or Transportation System Fabricator/Manufacturer
	TG-10	Structural Observation
	TG-11	Approval Process for Engineered Wood Products
	TG-12	Manufactured Engineered Metal Plate Connected Wood Truss Submittal and Review Requirements for Structures that have a Licensed Building Designer
	TG-12H	Manufactured Engineered Metal Plate Connected Wood Truss Submittal and Review Requirements for Homeowner-Permittee Structures
	TG-15	Quality Systems Manual
	TG-16	Quality Assurance Agency Obligations
	TG-17	Minimum Approval Criteria for Special Inspectors and Other Personnel
	TG-19	Approved Chemical Test Methods of Soils and Reporting Criteria
	TG-20	Quality Assurance Agency Responsibilities
	TG-22	Procedure to Condition, Suspend, Revoke, or Restore Approval of Special Inspection Personnel, Quality Assurance Agency, and Fabricator/Manufacturer
	TG-25	Listing of Landscape Aggregate Supplier
	TG-30	Life Safety Systems Testing
	TG-42	Approved Concrete Suppliers
	TG-50	Final Report Requirements
	TRG's (TG-50)	Verification & Daily Reporting Requirements
	TG-60	Smoke-Control and Related Topics
	TG-70	Residential Sheathing Special Inspection
	TG-80	QAA Agreement Agency Change
	TG-90	Electrical Testing Services
	TG-92	System Commissioning
	TG-95	Energy Efficiency Testing Services
	TG-100	Quality Assurance Agency Conflict of Interest Provisions
	TG-200	Peer Review of Construction Documents and As-Built Conditions
	TG-400	Contractor Quality Control

I acknowledge that I received copies of the above-checked Technical Guidelines.

Inspector's Name _____ Inspector's Signature _____ Date _____

AFFIDAVIT

POLICY UNDERSTANDING: Conflict of Interest

Date: _____

Employee Name: _____

Engineering Manager: _____

Quality Agency: _____

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. Conflicting interests may arise from outside employment, debtor/creditor relationships, consulting arrangements, family, or personal relationships, legal or fiduciary arrangements, and business investments.

The employee signature at the end of this document is an affidavit that the employee received training with respect to the conflict-of-interest policies and procedures contained within the firm's quality system manual and understands the employee's responsibility to comply with these policies.

Affidavit of Policy Understanding:
I understand the above policies and will comply with their requirements.

_____ _____

Signature Date

Clark County Building Department
4701 W. Russell Road
Las Vegas, Nevada 89118 · (702) 455-3000

TG-17-2024

SIGNATURE ACKNOWLEDGEMENT FORM

Date: _____

I, _____(printed name of inspector), hereby attest that I prepared the signature(s) below. The signature(s) below will be used to certify documents/daily reports written under my name. The signature(s) shown below are the types of signatures that will be utilized by my company/myself.

Original Handwritten Signature

Stylus Signature

Digital Sealed Signature

I, _____, the Engineering Manager/Quality Control Manager, have verified that the signature(s) above was prepared by the inspector and will be utilized by the agency.