



# Clark County Department of Building & Fire Prevention

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## FIRE PREVENTION PERMIT GUIDE

### Standard Sprinkler System Plans - Letter

This guide is to assist in the permitting process for a **Standard Plan Letter** stating that a new sprinkler system is being installed in an identical floor plan per previously approved sprinkler plans. A permit is required for the installation of sprinklers per 105.7.1 of the IFC.

This permit type applies to tract/production homes, apartment buildings and condominiums using a standard model sprinkler plan for multiple buildings of the identical design. Future sprinkler systems matching the approved standard plan for the individual identical building design are allowed. The standard plan letter must reference the originally approved plan by permit number.

#### **APPLICABLE CODES:**

The following codes and standard apply depending on the originally approved plan:

- *Standard for the Installation of Sprinkler Systems*, NFPA 13, 2016 edition
- *Standard for the Installation of Sprinkler Systems in Low-Rise Residential Occupancies*, NFPA 13R, 2016 edition
- *Standard for the Installation of Sprinkler Systems in One-and Two-Family Dwellings and Manufactured homes*, NFPA 13D, 2016 edition
- *International Fire Code*, 2018 edition (IFC)
- *Clark County Fire Code Amendments*, 2018 edition (CCFC)

Fire sprinkler systems are required per section 903.3.1.1(NFPA 13), 903.3.1.2(NFPA 13R), and 903.3.1.3(NFPA 13D) of the IFC as adopted by CCFC. Design shall be in accordance with the 2016 edition of NFPA 13, 13R or NFPA 13D.

**Link to CCFC:** See the amendments to codes and standards using the link below:

[https://cms8.revize.com/revize/clarknv/Building%20&%20Fire%20Prevention/Codes/ClarkCounty\\_FireCodeAmendments2018.pdf?t=1598331770575&t=1598331770575](https://cms8.revize.com/revize/clarknv/Building%20&%20Fire%20Prevention/Codes/ClarkCounty_FireCodeAmendments2018.pdf?t=1598331770575&t=1598331770575)

#### **SUBMITTAL REQUIREMENTS: STANDARD PLAN LETTER CHECKLIST**

- a) Company contact information, contractor's license number.
- b) Building Permit Number.
- c) Name, address and Assessor's Parcel Number (APN) of the lot.
- d) Model number of the house. Note if the model building is per a mirrored plan (flipped), and if any design options are used.
- e) State the Fire Sprinkler Permit Number of the previously approved plan used as the basis for the new system (example: FP20-00000). If there have been revisions to the original sprinkler design, include the revision number (example: FP20-00000-R001) and date of approval.
- f) State the NFPA standard and edition used with the approved plans (example: NFPA 13D-2016).
- g) State the total number of sprinkler heads installed. The sprinkler head count must match the previously approved plan.
- h) Provide a copy of originally approved plan being referenced.

### **HOW TO SUBMIT:**

All documents are to be submitted electronically. Paper plans are no longer accepted. Files should be uploaded via the Citizen Access Portal:

<https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

### **COMMUNICATION:**

Once your documents are submitted you will receive a permit number (example= FP20-00000). Submittal status can be viewed by logging into your account in the Citizen Access Portal and typing in your permit number. <https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

**CONTACT PERSON ON APPLICATION:** Ensure that the correct contact person is provided on the application. This will be the correspondent who receives all the email updates and correction comments once plan is submitted.

**ADDITIONAL INFORMATION NEEDED:** If you receive this request; Fire Intake has reviewed your submittal and there is additional information needed for the review to proceed. It will be placed back in the Review Queue as soon as the additional information is received.

**PLANS APPROVED:** Once plans are approved, and fees are verified; an email will be sent to the contact person. Inspections can be scheduled after any outstanding **fees** are paid.

**PLANS-CORRECTIONS REQUESTED:** Once corrections are issued an email will be sent to the contact person. Customers should log on to Customer Access Portal and download the redlined plans.

### **FIRE PLAN REVIEW STAFF CONTACT LINK:**

[https://files.clarkcountynv.gov/clarknv/Building%20&%20Fire%20Prevention/Phone/WEBSITE%20PHON E%20LIST\\_Fire%20Prevention.pdf?t=1615317396076&t=1615317396076](https://files.clarkcountynv.gov/clarknv/Building%20&%20Fire%20Prevention/Phone/WEBSITE%20PHON E%20LIST_Fire%20Prevention.pdf?t=1615317396076&t=1615317396076)

### **RE-SUBMITTALS AND REVISIONS:**

1. **CORRECTIONS:** Corrected plans are to be submitted using the Customer Access Portal. A letter describing the changes shall be provided with your revised submittal. **Please Note:** The redlined plans are already in the file and do not need to be uploaded again.
2. **REVISIONS:** If plans are revised after approval; revisions will need to be submitted and approved prior to **FINAL** system acceptance. Revisions are to be submitted the same manner as the original submittal. The following items should be included with a revision;
  - All changes should be **clouded and keyed** to Plan Revision# (FP20-00000-R001).
  - A revision letter shall also be provided indicating what changes were made and where they occur.
  - A copy of the original approved plans should be included.

### **Link to CITIZEN ACCESS HOW TO GUIDES:**

[https://www.clarkcountynv.gov/government/departments/building\\_fire\\_prevention/citizen\\_access\\_knowledge\\_base.php](https://www.clarkcountynv.gov/government/departments/building_fire_prevention/citizen_access_knowledge_base.php)

**SUBMITTAL SERVICE LEVEL OPTIONS/FEE SCHEDULE:**

Service levels, base fees and an expected plan review due dates are established at the time of submittal. Different plan review service levels are available depending on scope of work, fees and staff availability. All service levels may not be available. Plans are reviewed in the order received according to the expected due date. Note that due dates cannot be guaranteed. Refer to section 106.6 of the CCFC for additional information on fees.

**INSPECTION OPTIONS/INSPECTION SCHEDULING:**

[https://www.clarkcountynv.gov/government/departments/building\\_fire\\_prevention/inspection/schedule\\_an\\_inspection.php](https://www.clarkcountynv.gov/government/departments/building_fire_prevention/inspection/schedule_an_inspection.php)