



# Clark County Department of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

## Temporary Off-Premise for Sale Sign Building Permit Guide

Jerome A. Stueve, P.E., Director  
Samuel D. Palmer P.E., Assistant Director • Girard Page, Fire Marshal

### Part I. General Information

This guide outlines the requirements for obtaining a Temporary Off-Premise for Sale Sign Permit (off-premise tract construction sign) in Clark County, Nevada. Temporary Off-Premise for Sale Sign Permits are only issued to an appropriately licensed Nevada contractor with a Clark County business license.

### Part II. Review Process

In most cases, a Temporary Off-Premise for Sale Sign Permit can be obtained over-the-counter while you wait. If more than three (3) permits are submitted at one time, it may require leaving the permits. Staff will complete the review within two (2) days. If there are problems with your plans during review, or if there is an increased volume of submittals from the public, processing time could increase.

At the Permit Application Center, you will obtain a number from any of three Q-Matic Customer Queuing Kiosks. The kiosks' touch screens will assist you in obtaining a ticket specific to the reason for your permit visit. With this one ticket, you will be routed to the following counters to complete the permit process:

- A. Building Permit Application Set-up to obtain an application number.
- B. Zoning Permit Sign-Off to have your permit/plan package reviewed for conformance and compliance to all applicable zoning codes.
- C. Building Plans Examination for a review of your plans for conformance and compliance with all applicable building codes.
- D. Building Permit Issue to pay your fees and obtain your permit.

### Part III. Permit Application Submittal

Temporary Off-Premise for Sale sign permits are only issued to an appropriately licensed Nevada contractor with a Clark County business license. All items listed below **MUST** be included with the permit application or the sign permit application will be rejected.

- A. APPLICATION
- B. PLANS
  1. Two sets of plans drawn to scale (in ink or reproduction).
  2. Detailed elevation showing dimensions of sign including overall height and width along with the proposed advertising copy.

---

C. ASSESSOR'S MAP

1. Two copies of the most recent Assessor's map for the parcel where the sign is to be located (showing location of sign to be constructed with respect to lot lines, streets, other rights-of-way, existing signs, existing buildings, landscaping, driveways, and existing drainage courses).

D. LETTER OF AUTHORIZATION

1. Two copies of a letter of authorization from the property owner granting permission to install the sign.

E. PERMIT FEE

1. \$100.00 sign permit fee for each sign and appropriate building permit fees.

F. STRUCTURAL DRAWINGS

1. Two sets of structural drawings, specifications, and analysis (if required) prepared by a Nevada registered professional civil or structural engineer (all sets must be wet stamped and signed by the licensed engineer) or approved standard plan number.

## Part IV. Inspection Requirements

- A. Once your plans are approved and your fee(s) paid, the permit and inspection record (job card) will be issued.
- B. One set of approved plans will be returned to you, one set of plans will be retained by the Department of Building, and one set will be forwarded to the Clark County Public Response Office.
- C. You will be REQUIRED to call the Department of Building (702) 455-3000 for inspections after the sign is installed per the approved plans. The inspection record form received at permit issuance lists the required inspections for your project.
- D. Each sign must be installed and inspected within 180 days from the permit issue date or the permit expires.
- E. Upon inspection by the Clark County Public Response Office, the inspector will affix to the sign a sticker showing the permit number, the tract name (including book and page), the inspector name/number and the expiration date (If the advertising copy of the sign is changed and used by a different tract, a new sign permit must be submitted. A new sticker will be affixed when the sign passes inspection). If you have any questions regarding this information, contact (702) 455-3000.

INSPECTION SCHEDULING: For your convenience and to help expedite your inspection requests, the Clark County Department of Building offers both an automated Telephone Inspection Scheduling System and Inspection Scheduling via Construction Services Online.

To use the automated Telephone System, call (702) 455-3000, press "1" to select inspections, and follow the prompts. You will need the 4-digit inspection type codes which are located on both the permit and inspection record (job card).

To schedule an inspection online, visit our website and click on the "Construction Services Online" button. Then click on the link to "Schedule or Cancel Inspections." Access requires permit and Internet P.I.N. numbers, which are printed at the top of the permit form.

## Department of Building & Fire Prevention Locations & Services

<b>MAIN OFFICE</b> 4701 W. Russell Road Las Vegas, NV 89118 (702)455-3000	On-Site Plan Submittals All "Walk-Through" Plan Review / Permitting Functions Residential Tract Submittal / Permitting All Sub-Trade (Electrical, Plumbing & Mechanical) Permitting Building Inspection Scheduling Functions Fire Prevention Inspection Services Records	Temporary Certificate of Occupancy Submittals Building Inspections Building Inspector Inquiries Amusement / Transportation Systems Operation Certificates Approved Fabricators Quality Assurance Agency Listing
<b>LAUGHLIN OFFICE</b> Regional Government Center 101 Civic Way Laughlin, NV 89029 (702)298-2436	Building Inspection Services Fire Prevention Inspection Services	
<b>OVERTON OFFICE</b> 320 North Moapa Valley Blvd. Overton, NV 89040 (702)397-8089	Building Inspection Services Fire Prevention Inspection Services	

### Automated Phone System (702) 455-3000

- Option 1:** For all Inspection services or to report a building code violation.
- Option 2:** For information regarding on-site permits or new plan submittals.
- Option 3:** For the Building Plans Examination division or QAA information.
- Option 4:** For the Zoning Plans Examination division.
- Option 5:** For information or copies regarding land development, construction documents, plans or permits.
- Option 6:** To speak with Management staff.
- Option #:** For hours of operation, Office location and website information.

### Other Clark County Departments/Divisions/Districts

Air Quality & Environmental Management	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-5942
Public Works, Development Review Services	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-6000
Comprehensive Planning	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-4314
Fire Department	575 E. Flamingo Road, Las Vegas NV	(702) 455-7316
Las Vegas Valley Water District	1001 S. Valley View Boulevard, Las Vegas NV	(702) 870-2011
Southern Nevada Health District	625 Shadow Lane, Las Vegas NV	(702) 759-1000
Water Reclamation District	5857 E. Flamingo Road, Las Vegas NV	(702) 668-8888

### State of Nevada

Division of Water Resources	400 Shadow Lane, Suite 201, Las Vegas NV	(702) 486-2770
Nevada State Contractors Board	2310 Corporate Circle, Suite 200, Henderson NV	(702) 486-1100

### Utilities

Nevada Power	6226 W. Sahara Avenue, Las Vegas NV	(702) 402-5555
Southwest Gas	5241 Spring Mountain Road, Las Vegas NV	(877) 860-6020

[www.clarkcountynv.gov/building](http://www.clarkcountynv.gov/building)