



COUNTY OF NEVADA BUILDING DEPARTMENT POLICIES

Original Policy: February 14, 2008
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Policy Number: BD-CSC-08-001
Description: Plan Routing

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1. Purpose

The purpose of this policy is to establish procedures for processing requests for all permits except over-the-counter permits and coordinate with other departments ensuring compliance and approvals within departments.

2. Policy

It is the policy of the Building Department to protect and assist the community during the construction and development of property in an effort to achieve an acceptable living environment for the citizens of the county. It is also our policy to ensure that property is developed and maintained in a safe manner, by promoting excellence in design and building standards. Through wisdom the Building Department is built, and by understanding it is established.

3. Procedures

- 3.1 After processing the application for a permit, the Permit Processing Technician (PPT) will fill out a Plan Review Routing Form, noting the appropriate department reviews required and approximate due date.
- 3.2 The PPT will pull one set of plans for each department requiring a review, and attach a copy of the Plan Review Routing Form and permit application to each set of plans. The plans will then be placed in the routing cabinet for pick up by the appropriate departments. The PPT will place a note in the computer at "BROUTE" under "DATE IN" as to when the files were placed in the routing cabinet and indicate location of main file under "SENT TO".
- 3.3 The routing cabinet will have a drawer for each department that will be checked each day by each department for files to be reviewed. The PPT will put the primary permit file in the "New Application" box for building review.

3.4 As the plans are reviewed, each department will place a note in the computer as to the plan review status as follows:

For Planning Department, a note shall be placed under the “PLANNING” review stop in the “DATE IN”, when the review is started.

For Environmental Health Department, “ENVHEALTH” review stop.

For Building Department, “BUILDING” review stop.

For Fire Planner, “FIREPLNNR” review stop.

For Public Works Department, “PUBLICWORK” review stop.

For Sanitation Department, “SANITATN” review stop.

When the review is completed, a note shall be placed in the appropriate review stop under “DATE OUT” and a status is noted as “A”, approved or “Z”, corrections required. If corrections are required, the reviewer will print out a copy of their corrections, completely fill out and attach the Plan Review Routing Form, then place the corrections and the form in the box on top of the routing cabinet. The PPT will pull the master file and mark that corrections are required/received by that department. If all required departments have completed their review, the PPT will notify the applicant that corrections are required and ready to be picked up.

No corrections are to be given out until all departments have completed their reviews. The reviewer is to retain the plans until all corrections have been made and the plans have been approved.

3.4.1 When the applicant comes in to pick up their corrections, the PPT will pull the master permit file and check out the corrections to the applicant. A note is placed in the computer under “OUT TO APP”, “DATE IN”, noting the date the corrections were picked up and by whom.

3.4.2 When corrections have been done and new plans are received and to be routed, the PPT will follow the procedure from 3.2. pull the master permit file, make a note in the computer as to what was received, attach the new plans to outside of file and place in the “Recheck” box. When Building Department is done with their review, the plans examiner will hand carry the file to Planning for their review. When Planning is done, they will hand carry the file to Environmental Health for review.

3.5 When the plans are approved, the stamped and signed plans will be placed on top of the routing cabinet. The PPTs will pull the master permit file, if all reviews that were required are noted “approved” on the Plan Review Routing Form and in the computer, then place a note in the “BROUTE” review stop under “DATE OUT”, notify the applicant that plans are ready to be issued and place the permit file in the Issue/Corrections drawer.

3.6 When the permit is issued, the PPTs will fill out a Certificate of Occupancy Signature Card, give to the applicant and inform them of the procedures required prior to final inspection of the project.

Policy Initiated By: Faye Wright

Policy Approved: _____
Brian Washko, C.B.O.
Chief Building Official

Date: _____

Attached forms:

Plan Review Routing Form
Certificate of Occupancy Signature Card