



LAS VEGAS FIRE & RESCUE

Fire Engineering Division



NOTICE TO CUSTOMERS
March 19, 2020

Effective immediately, and until further notice, the following changes have been implemented in the effort to minimize any hindrance our customers may encounter as the City of Las Vegas complies with the directives of local and State Officials.

As of 5:30 PM on Wednesday, March 18, 2020, the Development Services Center (DSC) was closed to the public. This forced all Departments to come up with quick resolutions and alternative methods to provide the same level of customer service to the community.

The following is an overview of the changes Fire Engineering has made. The changes will be effective Monday, March 23rd and are subject to change without notice.

- * Plan submission and review of Fire applications will now be performed electronically.
- * Over the Counter (OTC) Appointments for Fire applications will still be offered, but will not take place in person. Per normal procedure, please email LVFireEngineering@LasVegasNevada.gov to schedule an OTC.
- * Customers will be able to pick up their approved, hard copy/paper submittals from the DSC **DURING A SCHEDULED PICK UP APPOINTMENT ONLY**. Please email LVFireEngineering@LasVegasNevada.gov to schedule a pick up appointment.
- * Fire mylars can be dropped off at the DSC **DURING A SCHEDULED DROP OFF APPOINTMENT ONLY**. Please email LVFireEngineering@LasVegasNevada.gov to schedule a drop off time. The option for ePlan submittals of mylars for Fire signatures is also available.
- * Fire permit fees can be paid online, via Credit/Debit card or eCheck (routing and accounting number) at www.lasvegasnevada.gov/paypermit. All checks must be mailed in for processing and will add a delay of up to (1) week for permit issuance. Please include the address and permit number on the check, as well as an email address where the Fire permit can be sent to after payment. Please mail checks to:
City of Las Vegas – Development Services Center
Attention: CASHIER
333 N Rancho Drive
Las Vegas Nevada 89016
- * Fire Permits/Hard Cards can be obtained by emailing Cashiering at Cashiering@LasVegasNevada.gov. Please allow 1-2 business days for Cashiering to process your request. Permits will not be provided if permit fees have not been paid.

Additional information sheets, showing step-by-step instructions regarding plan submittal and review, will be provided by the end of business day Friday, March 20th.