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Industry Notice
September 17, 2022

RE: DOCUMENTATION REQUIRED FOR INSPECTIONS SHALL BE ELECTRONICALLY SUBMITTED:

Final documentation of a project brings together all the collective validation that is performed by individuals other than City of North Las Vegas staff. Final documentation is necessary to comply with all the requirements of a project. Documentation via electronic submittal for the following shall apply:

Effective October 1, 2022

Certain inspections will not be allowed until the following paperwork has been uploaded into the CSS portal and reviewed by the inspector. No paperwork will be accepted and reviewed in the field (**).

FOR BUILDING SAFETY:

Prior to foundation inspections on new construction: Schedule a "Pre-Foundation Documents Review"

A Pre-Foundation Documents review shall be requested and approved.

- A signed surveyed set back letter from a land surveyor or civil engineer shall be provided. The letter shall include the address and permit number specific and shall be uploaded into the applicant's CSS portal. The letter shall state the structure is located in accordance with the North Las Vegas approved plans for setback dimensions.

Prior to building final inspections: Schedule a "Pre-Building Final Documents Review"

A Pre- Building Final Documents review shall be requested and approved. The final documents **specific to each project** shall be uploaded into the applicant's CSS portal for each permit number. Final documentation shall include but may not be limited to the following:

- Post Construction Certificate section 1 (finish floor elevation)
- Post Construction Certificate section 2 or 3 (drainage certification)
- Final QAA reports as per IBC chapter 17 (IE: building, electrical, smoke control etc.)

- Other test reports when applicable (IE: selective coordination, med voltage commissioning and testing) to meet all adopted codes and standards
- One coat stucco certification
- Final energy performance testing report
- Other documentation applicable to the scope of the project

** Daily documentation reports that are reviewed in the field are still required. This new process is only for identified inspections that have documentation that are archived with the project and submitted electronically.

FOR FIRE PREVENTION:

Prior to fire final inspections: Schedule a "Pre-Fire Final Documents Review"
A Pre-Fire Final Documents review shall be requested and approved. The final documents **specific to each project** shall be up loaded into the applicant's CSS portal for each permit number. Final documentation shall include but may not be limited to the following:

- Letter of completion for fire sprinkler installation (NFPA 13)
- Contractor's materials and test certification for fire sprinkler installation on above ground piping (NFPA 13)
- Contractor's materials and test certification for on-site fire line installation on underground piping (NFPA 13)
- Fire pump acceptance test certification results (NFPA 20)
- Fire alarm pre-testing/letter of completion (NFPA 72)
- Other documentation applicable to the scope of the project

Once the document review has been scheduled, the inspector will review the documentation before approval of the next inspection. You may call in both the document review and the corresponding inspection; however, the inspection will not be approved until the documents have been verified.

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