



**CITY OF LAS VEGAS**  
**Department of Building and Safety**

**Date:** 4-11-08; Revised 10/15/08; Revised 10/6/09 (effective 12-1-09)

**Subject:** New Procedures for Structural Submittals and Plan Review

**1.0 Projects That Do Not Require Structural Review**

**Permit Technicians:**

**Do not open for structural review until all the required special inspection and/or deferred submittal documents are submitted. When the documents are in, waive the structural review and open for SI Docs.**

**Note: At the discretion of the Plans Examiner, the Building Official and/or Director, some projects in this category may be audited and required to have structural review.**

a. T.I.s

- Plans Examiners to require engineering on soffits, non-bearing walls, hood supports, mechanical anchorage, adequacy of members for new mechanical loads, etc that are not within the scope of City of Las Vegas standard design and are not in the structural plans that may be within the set.
- Furnish copy of letter to engineer of record (if there is one).
- Once engineering is submitted, Architectural/Mechanical Plans Examiners to stamp the plans and calculations with "In lieu of..." stamp. Do not open for SPE review.

b. Small projects (room additions, patio covers, balconies, letter signs, carports, manufactured housing, gazebos, garage enclosures, pools, spas, etc)

c. Shade structures, monopoles, pole, wind turbines and steel signs not over 70 ft high, bleachers, grandstands, temporary structures

d. Fence walls, retaining walls, rock walls, trash enclosures

e. NCR Resolutions (8-1/2x11 and rolled) for projects not requiring structural review.

f. Revisions for these projects, other than deferred submittals. See item 3 for deferred submittals.

**1.1 Submittal Requirements for Projects Not for Structural Review**

a. Plans, structural calculations, soils report, trusses, etc

b. Special Inspections Requirements (SI-2, see Exhibit A), completed, stamped and signed by engineer of record.

- If SI is required and SI docs (SI-2 and SI-3) are in, open for SI Docs and waive structural review, with a note on the application screen, "For SI review only". Note: If SI-6 is not completed, do not reject, SPE will complete the SI-6 based on the SI-2 information and other SI requirements as determined by the Building Official.
- SPE will put the applicable I holds and will note that SI docs are approved. The Permit Tech will then stamp the plans with "In Lieu of..." stamp at the time of processing out of plans.
- Some projects where the engineer has noted "no special inspections required" on the SI-2 may be subject to audit by the SPE.

c. Deferred Submittal Checklist (DF-2, see Exhibit B), completed and signed by engineer of record and/or architect.

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- d. Deferred Submittal Request (DF-1, see Exhibit C), completed and signed by owner or owner's representative.
- e. When DF-1 and DF-2 are submitted, open for SI docs and waive the structural review, with a note "For deferred submittal checklist review only"
  - SPE will review the checklist and put the applicable I holds on the permit(s).
  - The Permit Tech will then stamp the plans with "In Lieu of..." stamp at the time of processing out of plans.

## **2.0 Projects Requiring Structural Review**

- a. High rises
- b. Wood and Steel Buildings
- c. Concrete and masonry buildings
- d. Strip malls
- e. Big box buildings (Albertson's, Costco, Lowes)
- f. Tracts
- g. Custom R logs
- h. Political jobs (verify with Rod. If Rod is unavailable, verify with SPE )
- i. Unusual jobs (e.g., Lou Ruvo, verify with Rod or SPE)
- j. Product approvals and alternative methods and materials
- k. NCR Resolutions (8-1/2 x 11 and rolled) for these projects
- l. Revisions for these projects
- m. Architect and owner/builder projects
- n. Amusement rides

## **3.0. Deferred Submittal Items for Projects Not Requiring Structural Review (Trusses, etc)**

- Open for SI Misc (Deferred Miscellaneous) with a note " Deferred Submittal I hold Removal Only".
- SPE will check if deferred submittal is complete and if I holds can be removed or changed to another I hold.
- Permit Technicians will stamp the submittal with "In Lieu of..." stamp.

## **4.0 Structural OTC for Projects Requiring Structural Review**

- Max. 2 hours per day. Verify with SPE. Situations may differ.

## **5.0. Structural OTC for Projects Not Requiring Structural Review**

- These will be evaluated on a case by case basis.
- If these are deferred submittal items, follow procedures in item 3.0 and item 4.0.
- If these are SI Docs, follow procedures in item 1.1

**Approved By:**

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**Chris Knight, Director, Building and Safety Department  
Building Official**