



500 N. Casino Center Blvd.
Las Vegas, NV 89101

LAS VEGAS FIRE & RESCUE

FIRE PROTECTION ENGINEERING DIVISION

GUIDELINE FOR SUBMITTING PLANS OR DOCUMENTS FOR REVIEW AND PERMITTING.

When Are Applications Accepted:

“Over the Counter”: “Over the counter” permits (tenant improvements) are done by appointment only. Call 229-5397 to schedule an appointment. “Walk-In’s” will not be accepted.

Submittals: The submitting (and picking up of approved plans) may be done without an appointment between the hours of 9:00 to 11:00 and 1:00 to 3:00. Submittals shall be done in-person by an individual who is knowledgeable in the submittal process at our office located at 731 S. 4th Street. (no mail-in’s accepted)

WHAT PAPERWORK / INFORMATION IS REQUIRED:

When submitting letters and documents, all correspondences shall be addressed to:

Las Vegas Fire & Rescue
500 N Casino Center Blvd
Las Vegas, NV 89101

New First Time Submittals: All first time submittals for a project shall be accompanied with a Fire Permit Application. The current application can be obtained on the City’s website at the following link:

http://www.lasvegasnevada.gov/files/Fire_Permit_Application.pdf

The “Project Information” section of the form shall be completed by the contractor and check the appropriate permit type. The Qualified Employee shall sign the application in the grey box.

The General Contractor’s Application/Permit number for the project shall be provided on the upper right corner of the form (Parent Project A/P#). Your application number will be assigned when you submit to the City.

Your application number becomes your permit number once the permit is issued. The status of your submittal can be viewed on the City’s web site at the following link:

http://www.lasvegasnevada.gov/CheckStatus/PlanReview_number.htm

Revisions (resubmittals), and As-Builts: Do **not** fill out a new permit application. All revisions, resubmittals, or as-builts shall have a transmittal letter indicating what is being submitted (project name, revision or as-builts); and the original application/permit number shall be provided. As-Builts shall be accompanied by a copy of the original approved plans, or letter if permit was issued based on scope of work letter.

SIGNING AND STAMPING OF PLANS: All plans shall be signed (wet signature required) by the “Qualified Employee” (minimum NICET II) in accordance with State and City regulations.

COPY OF CONTRACT: A copy of the contract, showing the contract value, shall be provided for confirmation of “project value” in the assessment of permitting fees.

MINIMUM INFORMATION ON SUBMITTALS

Letters: All scope of work letters shall include the project's name and address, including a suite number if applicable. A paragraph describing the scope of work to be performed shall be in sufficient detail to indicate where on the property the work is to be completed and the type of work to be performed. The make and model of any new devices or equipment shall also be included. The letter shall be signed by a "Qualified Employee" (NICET II minimum).

A scope of work letter may be used in lieu of drawings under the following conditions:

Fire Alarm Related

- Tenant Improvement limited to the installation or relocation of four (4) or less fire alarm appliances or devices.
- Installation of a notification appliance required for Sprinkler Water Flow or Duct Detector notification.
- Emergency Replacement of a Fire Alarm Control Panel or the repairing of the system that requires inspections. (Part for part only, excludes system upgrades).
- To correct an "inspection item" written up by a field inspection on an existing property (no existing active permit on-site).
- Demolition work in conjunction with phased remodeling or construction.

Fire Sprinkler Related

- Tenant Improvement limited to the installation or relocation of four (4) or less sprinklers.
- Emergency Replacement of water mains or valves requiring flushing or inspections.
- Demolition work in conjunction with phased remodeling or construction.
- To correct an "inspection item" written up by a field inspection on an existing property (no existing active permit on-site).
- 13D sprinkler systems being installed based on approved model home template plans.
- Sprinkler Lead-In (In-Building Riser): NOT PERMITTED BY LETTER – see drawings.

Special Suppression System (Kitchen Hood)

- The installation of Kitchen Hood systems may be started based on a permit obtain with a scope of work letter. As-Built plans are required prior to calling for inspections.

Drawings: Drawings shall not exceed 30 inches in height. If the scope of work is small, such as a small tenant improvement or a Sprinkler Lead-In, the drawing may be as small as 8½" x 11" provided that the drawing can convey all the required information. A minimum of three (3) sets of plans, not to exceed four (4) sets, are required to be submitted.

Except for an overall building or site plan, the smallest acceptable scale for shop drawings is 1/8".

At a minimum, the information required by NFPA 72 for fire alarm, and NFPA 13 for sprinkler systems, and information required by the applicable NFPA document for other systems, shall be provided on the plans or in the accompanying documents / calculations.

Failure to follow the above mentioned procedures or provide the minimum required information will result in the application / submittal not being accepted.

Any question please feel free to call us at 229-5397