



Self-Certification Program

Audit Process: Customer

Purpose

All self-certified projects are subject to audit by the appropriate City Departments to determine if the plans are in compliance with the requirements of the adopted codes, standards, and ordinances applicable to the submitted plans.

Random Audit Process

The City will perform audits on randomly selected construction or renovation projects that are allowed in the Self-Certification Program and listed under “Random Audit” on the Eligibility Chart contained in Section C of the Self-Certification Rules and Procedures. Projects may be randomly audited if the Department determines that:

1. In any given month, a Self-Certified Professional has had four or more projects accepted for Self-Certification by the department and none of those projects has been audited by the department;
2. Within the preceding 12 months, no project submitted by a Self-Certified Professional has been audited by the department;
3. A project accepted for Self-Certification is a complex project. For purposes of this item, the term “complex project” means a project involving at least four of the following plan review disciplines:
 - a. Accessibility
 - b. Architectural
 - c. Electrical
 - d. Mechanical
 - e. Plumbing
 - f. Structural
4. A Self-Certified Professional has failed any audit within three years; or
5. A field inspection conducted by the department finds that the plans permitted under the Self-Certification permit program are not in compliance with the requirements of the City of North Las Vegas adopted codes, ordinances, and standards.

Automatic Audit Process

The appropriate department will perform audits on all new construction projects that are allowed in the Self-Certification Program and listed under “Automatic Audit” on the Eligibility Chart contained in Section C of the Self-Certification Rules and Procedures. An Automatic Audit will be completed within thirty (30) days of a permit being issued.



Review Criteria

Each self-certified project selected for an audit, whether random or automatic, will be assessed for compliance with the City of North Las Vegas adopted codes, ordinances and standards. The auditor for each discipline will complete the review in accordance with the scoring system described in the “Self-Certification Program Auditing Procedures.”

Scoring System

The evaluation measures include the following procedures:

1. Review comments for relevance and applicability in order to eliminate repetitive comments addressing the same violation;
2. Assign a point value to each such subject matter group into which the plan review corrections have been categorized;
3. For each plan review discipline:
 - a. Tally the applicable point value assigned to each plan review correction group to determine the numeric auditing grade for that discipline; and
 - b. Enter the applicable final numeric auditing grade for such discipline on the audit spreadsheet.
4. After a final numeric auditing grade has been determined for each discipline, add all final auditing grades together to determine the project’s final cumulative grade.
5. Enter the project’s final cumulative grade on the audit spreadsheet and determine whether the project “failed” or “passed”.

Administrative Violations

Review corrections categorized as administrative violations of the City of North Las Vegas adopted codes, ordinances, and standards referenced in the Review Criteria Section above shall be assigned a point value of “0” for purposes of grading an audit. Such administrative violations include, but are not limited to, the following: application-related and fee-related violations; missing or incorrect contractor information, etc. These omissions will be document to identify areas that the Self-Certified Professional may need additional training and direction. Additionally, some of these items will be required to be addressed upon submittal of civil improvement mylars.

Audit Point System – Buildings:

A point shall be scored for each building code violation. Within each plan review discipline, a cap shall be set on the auditing grade assigned for that discipline, as follows:

Plan Review Discipline	Applicable Cap on Points
Architecture	No limit on points
Structural	No limit on points



Electrical	8 points
Energy	3 points
Accessibility	3 points
Plumbing	5 points
Mechanical	5 points
Fire Sprinklers	5 points

Audit Point System – Onsite Civil Improvement Plans:

A point shall be scored for each violation of the City code, ordinance, standard or development requirements. Within each applicable plan review discipline, a cap shall be set on the numeric auditing grade assigned for that discipline, as follows:

Plan Review Discipline	Applicable Cap on Points
Civil	No limit on points
Traffic	8 points
Site Plan	8 points

Audit Point System – Landscape Plans:

A point shall be scored for each violation of the Zoning Ordinance, City Code or development requirements. Within each applicable plan review discipline, a cap shall be set on the numeric auditing grade assigned for that discipline, as follows:

Plan Review Discipline	Applicable Cap on Points
Site Plan	No limit on points
Landscape	5 points

Determining Final Audit Results

For Building Plans with valuations less than \$5 million, a final cumulative audit grade of twenty (20) points or more shall be deemed to have failed the audit. Likewise, for Building Plans with valuations of \$5 million or greater, a final cumulative audit grade of thirty (30) points or more shall be deemed to have failed the audit.

For Onsite Civil Improvement Plans with a total area of five (5) acres or less, a final cumulative audit grade of twenty (20) points or more shall be deemed to have failed the audit. Likewise, for Onsite Civil Improvement Plans with a total area greater than five (5) acres, a final cumulative audit grade of thirty (30) points or more shall be deemed to have failed the audit.

Notification to Self-Certified Professional

The City shall notify the Self-Certified Professional and the Owner of Record in writing of the



results of any audit conducted under these rules. This notification will include the following:

1. Identify the audit number.
2. Include each plan review discipline auditing the project and the applicable audit grade.
3. State the final cumulative auditing grade.
4. Provide an explanation of the Self-Certified Professional's dispute options.
 - a. If a dispute request application has not been submitted within four (4) business days, the Self-Certified Professional shall be deemed to have waived his or her right to dispute the results of the audit; or
 - b. If the Self-Certified Professional fails to appear at a requested plan review meeting, the Self-Certified Professional shall be deemed to have waived his or her right to dispute the results of the audit.
5. Notify the Self-Certified Professional that all violations to the City's codes, ordinances and standards identified in the plan review comments must be corrected by following the directions for follow-up contained in the notification.
6. State the date by which the corrections must be submitted. If the corrections identified in the City's comments have not been resolved by this date, the City may, without further notice, suspend the Self-Certified Professional's privileges until such time that the violations are corrected.
7. Identify any building code and/or City ordinance violation(s) in the plan review comments that pose a threat to the public health, safety or welfare. These violations may result in the permit being revoked and work on the project stopped.

Dispute Process

If the Self-Certified Professional of an audited project disputes the results of the audit or disputes the accuracy or applicability of any code or ordinance correction comment, the Self-Certified Professional has the right to contact the Building Official and/or Public Works Director to discuss:

1. **Plan Review Meeting**
Request an informal meeting within four (4) business days from audit completion to review the matter with the Building Official and/or Public Works Director. The Self-Certified Professional will indicate in writing which comments that are being disputed and provide justification at least three business days prior to the meeting.
2. **Administrative Review**
File an administrative review application within three (3) business days from plan review meeting completion/decision. All projects must pay \$450 to file an application for an administrative hearing.

The Self-Certified Professional of an audited project shall be deemed to have waived his or her right to dispute the results of an audit if such Self-Certified Professional fails to submit, in the



time specified above, a written request for a meeting to review the results of such audit or does not submit an administrative review request.

Dispute Results

All results of the dispute process shall be memorialized in writing. If, as a result of a plan review meeting or an administrative review, a determination will change the results of an audit, the Self-Certified Professional may request that the final cumulative audit grade be recalculated.

The Self-Certified Professional's Self-Certification privileges shall be revoked if:

1. The Self-Certified Professional fails three audits within a three-year period.
2. Fail to take all remedial measures within such **Self-Certified Professional's** control to bring the required plans and any construction thereunder into compliance with the City codes, ordinances, and standards.