



# Self-Certification Program

## Building Plan Field Changes and Revisions Procedure

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### Purpose

The procedure for field changes and revisions to Building Plans will depend on whether it is a **voluntary** change due to a change in construction material, design or in response to field conditions; or a **mandatory** change due to an inspector identifying a code violation or plans missing critical information.

### Voluntary Field Changes and Revisions

The Self-Certified Professional should provide to the City of North Las Vegas Inspection staff a request in writing for any proposed field change or revision. The field inspector associated with the discipline that is being modified will determine if plans must be provided to complete the change. Notes will be documented in the permitting software system regarding the request, including a description of the change and the determination whether revised plans must be provided.

1. If the inspector determines that the change is minor and revised plans are not required, notes reflecting the change will be sufficient documentation.
2. If the change is more complex the field inspector determines that revised plans are necessary. The plans must be self-certified by the Self-Certified Professional and any structural changes must be approved by the structural self-certified professional and a Nevada licensed structural peer reviewer if required. An hourly review fee as set forth in the fee schedule will be charged.
3. Changes or revisions which add to the scope of work included in the original plan submittal shall be treated as new work requiring a new permit application and permit.

The Building Official may be consulted by either the Field Inspector or the Self-Certified Professional to determine which of the three options should be followed. One copy of any plan revised through this process will be forwarded by the Inspections Staff to records for scanning and inclusion with the original set.

**Each page** of the revised construction plans **must** have the following:

SELF-CERTIFIED BY: _____	
<i>(Insert Name of Self-Certified Professional)</i>	<i>Date</i>
Certification # _____	
<ul style="list-style-type: none"><li>• Plans were prepared by or under the direct supervision of, or reviewed by the Self-Certified Professional</li><li>• Plans are complete.</li><li>• The plans are, as of the date of submission, in compliance with City of North Las Vegas building, civil, site, and zoning codes, ordinances, and all other applicable laws.</li></ul>	

**Mandatory Field Changes and Revisions**

When an inspector determines that the Self-Certified plans contain code violations or are missing critical information, the inspector shall get a second opinion from his or her supervisor prior to requiring the customer to make changes. The supervisor is also encouraged to contact the Building Official for further discussion if necessary.

If the item is confirmed to be a code violation or requires more information critical to ensuring the project meets the building code, the Building Official or department staff will inform the Contractor and the Self-Certified Professional in writing (e-mail sufficient). Corrections and/or additional information will be required to reach a resolution.

1. Simple items can be handled in the field without revised plans based on the determination of the Inspector and/or the Building Official.
2. More complex violations require revised plans. The plans must be self-certified by the Self-Certified Professional and any structural changes must be approved by the structural self-certified professional and a Nevada licensed structural peer reviewer if required. Please note that areas of work in violation to the code may be halted during the revision process until all required information is submitted.
3. Violations that require major design changes will require an audit of the self-certified plans.

Regardless of the method used to resolve the violation, all violations will be tracked by the Inspection Staff. The violations will be noted identifying the code section and a clear description of the violation. These will then be scored in accordance with the Department’s Self-Certified Audit Procedures, any project that accumulates a cumulative score of five (5) or greater will be subject to a mandatory Audit. Refer to Self-Certified Audit Procedures.

The Self-Certified Professional has the right to request a second opinion from the Building Official or the Plans Examiner associated with the review discipline(s). Written request for a second opinion must be provided to the Building Department within 48 hours of being notified of the need to address a construction concern. The Building Official will review the concerns with the Inspection staff and meet with the Self-Certified Professional to discuss the building code requirements.

If it is determined that a full audit is required, a revised plan review will be created and notes must be provided by staff (Inspection) that document the specific code sections and identify the information needed. Revised plans will be logged in under the revision number.

**Each page** of the construction plan revisions **must** have the following:

<p><b>MANDATORY FIELD CHANGE OR REVISION #:</b></p> <p>SELF-CERTIFIED BY: _____</p> <p>Certification # _____ <i>(Insert Name of Self-Certified Professional)</i> <span style="float: right;"><i>Date</i></span></p> <ul style="list-style-type: none"><li>• <i>Plans were prepared by or under the direct supervision of, or reviewed by the Self-Certified Professional,</i></li><li>• <i>Plans are complete,</i></li><li>• <i>The plans are, as of the date of submission, in compliance with City of North Las Vegas building, civil, site, and zoning codes, ordinances, and all other applicable laws.</i></li></ul> <p>One copy of any plan revised through this process will be forwarded by the Inspections Section to PAC as records for scanning and inclusion with the original set.</p>
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