



DEPARTMENT OF BUILDING & SAFETY

PRE-REVIEW & PLAN REVIEW MEETING REQUEST FORM

333 North Rancho Drive, Las Vegas NV 89106-3703

Phone: (702) 229-6251 Fax: (702) 382-1240

Project Name: _____ Project Address: _____

Pre-review Appointments

The city of Las Vegas Building & Safety department offers pre-review appointments at which time we will evaluate your plans in the design stage and point out potential problem areas. This will assist you in understanding our requirements for a complete submittal. The fee for a pre-review appointment starts at \$160 per hour to cover the cost of staff time for these meetings only. To make an appointment, please call Building & Safety Information at (702) 229-6251.

Pre-Review Meeting Agreement

I understand that I am responsible for ensuring the attendance of design staff, contractors, owners and anyone else (other than city staff) that may be required to facilitate the discussion regarding the project.

I also understand that if the project is moving forward, it must follow the standard procedures within the Development Review Process at the City of Las Vegas Development Services Center (DSC). Please note that before Building Permits are issued, projects must submit civil drawings to Land Development and submit two sets (3 sets if Special Inspections are required) of drawings to Building & Safety for a complete plan review, including reviews from Planning, Land Development and Fire Engineering. Depending on the project, other requirements may apply for separate submittals to Planning and/or Fire Engineering. **Please note: Pre-Review Meetings are cursory reviews and all projects must still be submitted to the Building & Safety Department for a complete plan check before any permits are issued (full plan check fees will be charged when the plans are formally submitted for review).*

Plan Review Meetings - \$160 per hour with one-hour minimum

The city of Las Vegas Building & Safety department offers plan review meetings to evaluate your plans, discuss correction notices and conflicts with the existing codes. The meeting between the designer, contractor and plans examiner must be coordinated in advance. This is not an Express Review and intended only for clarity on correction items.

Applicant / Architect Signature, Printed Name _____ Address _____

Phone Number _____ Fax Number _____ E-mail _____

Owner/Developer _____ Address _____

Phone Number _____ Fax Number _____ E-mail _____

Meeting Fee: \$160.00 per hour or any part thereof. (City of Las Vegas Administrative Code, Bill No. 2010-37, Table No.3-E Item #173.)

Meeting Date _____ B&S Staff Participation _____

\$ _____
TOTAL DUE External Charge AP# Date Paid