

# THE BLUE BOOK

## A REFERENCE GUIDE FOR THE NEVADA DESIGN AND CONSTRUCTION INDUSTRY

### FOR:

Building officials, design professionals, contractors and the public

### DEVELOPED BY:

Nevada State Board of Architecture, Interior Design and Residential Design

Nevada State Board of Landscape Architecture

Nevada State Contractors Board

Nevada State Board of Professional Engineers and Land Surveyors

Nevada Organization of Building Officials

Nevada State Fire Marshal Division

Nevada State Public Works Division



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This publication is designed to provide information in a highly summarized manner with regard to the subject matter covered. It is provided with the understanding that the publisher is not engaged in rendering legal, technical or other professional services. If legal or other expert assistance is required, the service of competent professionals should be retained.

Blue Book, 2020 Edition

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# INTRODUCTION

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This manual has been jointly published by the State Board of Architecture, Interior Design and Residential Design, State Board of Professional Engineers and Land Surveyors, State Board of Landscape Architecture, State Contractors Board, Nevada State Fire Marshal Division, State Public Works Division and the Nevada Organization of Building Officials, to assist building officials, registrants, licensees, and the public in understanding the laws governing building design and construction in the state of Nevada.

This manual is a guideline intended as a source of basic information and does not attempt to address all questions concerning design and construction. Items have been taken from the *Nevada Revised Statutes* (NRS), *Nevada Administrative Codes* (NAC), building codes, city and county ordinances, board policies, and recommended minimum practices and standards.

The last section of this manual addresses the questions most often asked about the subject matter contained in this publication. Since requirements may vary from jurisdiction to jurisdiction, it is recommended that the local building official or appropriate licensing board be contacted with specific questions.

# PURPOSE

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The purpose of this manual is to provide building officials, design and construction professionals, and the general public with a summary and guide to key elements of the statutes, regulations, and policies governing the construction industry in the state of Nevada.

The regulatory bodies responsible for assembling this manual protect the public by assuring their registrants and licensees are qualified to competently provide professional design or construction services in their respective disciplines. The primary purpose and principal focus of regulatory bodies is the protection and benefit of the public. As mandated by the Nevada State Legislature, the regulatory bodies protect the public by setting and assessing minimum educational, examination, and experience requirements for initial entry into a profession. The regulatory bodies also enforce laws and regulations to rid the professions of incompetent and unethical practitioners.

The regulatory bodies have a further responsibility to halt unlicensed activity. The regulatory bodies possess the authority to investigate alleged violations of their respective statutes and regulations, and to either discipline or prosecute violators accordingly.

Building officials protect the public by enforcing building code requirements. Through the plans examination and inspection process, building officials ensure compliance with building codes, local codes and ordinances. Building officials have the authority to reject documents as submitted and to withhold permits.

Building officials rely on the state regulatory bodies to assure their registrants and licensees are competent to practice. In turn, the regulatory bodies rely on building officials to assure only properly registered professionals and licensed contractors engage in practice, exempt individuals limit work to that specifically allowed by statute, and unregistered or unlicensed individuals or businesses are not engaging in illegal practices or contracting activities.

Registrants and licensees protect the public by having the responsibility to only perform work that they are competent to do and within their area of expertise. The work performed must be done under their responsible charge and within the discipline for which they are properly licensed.

All registrants and licensees are expected to know the laws and rules governing their professions and only perform work that they are qualified and competent to do within the discipline for which they are properly licensed.



# DEFINITIONS

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The *Nevada Revised Statutes* (NRS) define the practices of architecture, registered interior design, residential design, professional engineering, professional land surveyor, landscape architecture, contractors and building officials as follows:

## **NRS 623: ARCHITECTURE**

### **623.023 “Practice of architecture” defined.**

The “practice of architecture” consists of holding out to the public and rendering or offering to render, services embracing the scientific, esthetic and orderly coordination of processes which enter into the production of a completed structure which has as its principal purpose human habitation or occupancy, or the utilization of space within and surrounding the structure, performed through the medium of plans, specifications, administration of construction, preliminary studies, consultations, evaluations, investigations, contract documents and advice and direction.

## **NRS 623: REGISTERED INTERIOR DESIGN**

### **623.0225 “Practice as a registered interior designer” defined.**

The “practice as a registered interior designer” means the rendering, by a person registered pursuant to subsection 2 of NRS 623.180, of services to enhance the quality and function of an interior area of a structure designed for human habitation or occupancy. The term includes:

1. An analysis of:
  - a. A client’s needs and goals for an interior area of a structure designed for human habitation or occupancy; and
  - b. The requirements for safety relating to that area;
2. The formulation of preliminary designs for an interior area designed for human habitation or occupancy that are appropriate, functional and esthetic;
3. The development and presentation of final designs that are appropriate for the alteration or construction of an interior area of a structure designed for human habitation or occupancy;
4. The preparation of contract documents for the alteration or construction of an interior area of a structure designed for human habitation or occupancy, including specifications for partitions, materials, finishes, furniture, fixtures and equipment;
5. The collaboration in the completion of a project for the alteration or construction of an interior area of a structure designed for human habitation or occupancy with professional engineers or architects registered pursuant to the provisions of Title 54 of NRS;
6. The preparation and administration of bids or contracts as the agent of a client; and

7. The review and evaluation of problems relating to the design of a project for the alteration or construction of an area designed for human habitation or occupancy during the alteration or construction and upon completion of the alteration or construction.

## **NRS 623: RESIDENTIAL DESIGN**

### **623.025 “Practice of residential design” defined.**

The “practice of residential design” consists of rendering services embracing the scientific, esthetic or orderly coordination of processes which enter into the production of a completed single-family dwelling unit; or multifamily dwelling structure that does not exceed two stories in height and is composed of not more than four units in that structure; and the use of space within and surrounding the unit or structure, performed through the medium of plans, specifications, administration of construction, preliminary studies, consultations, evaluations, investigations, contract documents and advice and direction.

## **NRS 623A: LANDSCAPE ARCHITECTURE**

### **623A.060 “Practice of landscape architecture” defined.**

The “practice of landscape architecture” means to provide or hold professional services out to the public, including, without limitation, services for consultation, investigation, reconnaissance, research, planning, design, preparation of drawings and specifications, and supervision, if the dominant purpose of the services is for the:

1. Preservation, enhancement or determination of proper land uses, natural land features, ground cover and planting, naturalistic and esthetic values, natural drainage and the settings and approaches to buildings, structures, facilities and other improvements; and
2. Consideration and determination of issues of the land relating to erosion, wear and tear, lighting characteristics, and design of landscape irrigation, lighting and grading.

The term includes the location and arrangement of such tangible objects, structures and features as are incidental and necessary to that dominant purpose, but does not include the design of structures or facilities with separate and self-contained purpose for habitation or industry whose design is normally included in the practice of architecture or professional engineering.

## **NRS 624: CONTRACTORS**

### **624.020 “Contractor” synonymous with “builder”; “contractor” defined.**

1. “Contractor” is synonymous with “builder.”
2. A contractor is any person, except a registered architect or a licensed professional engineer, acting solely in his professional capacity, who in any capacity other than as the employee of another with wages as the sole compensation, undertakes to, offers to undertake to, purports to have the capacity to undertake to, or submits a bid to, or does himself or by or through others, construct, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, excavation or other structure, project, development or improvement, or to do any part thereof, including the erection of scaffolding or other structures or works in connection therewith. Evidence of the securing of any permit from a governmental agency or the employment of any person on a construction project

must be accepted by the board or any court of this state as prima facie evidence that the person securing that permit or employing any person on a construction project is acting in the capacity of a contractor pursuant to the provisions of this chapter.

3. A contractor includes a subcontractor or specialty contractor, but does not include anyone who merely furnishes materials or supplies without fabricating them into, or consuming them in the performance of, the work of a contractor.
4. A contractor includes a construction manager who performs management and counseling services on a construction project for a professional fee.
5. A contractor does not include an owner of a planned unit development who enters into one or more oral or written agreements with one or more general building contractors or general engineering contractors to construct a work of improvement in the planned unit development if the general building contractors or general engineering contractors are licensed pursuant to NRS 624 and contract with the owner of the planned unit development to construct the entire work of improvement.

## **NRS 625: PROFESSIONAL ENGINEERING**

### **625.050 “Practice of professional engineering” defined.**

1. The “practice of professional engineering” includes, but is not limited to:
  - a. Any professional service which involves the application of engineering principles and data, such as surveying, consultation, investigation, evaluation, planning and design, or responsible supervision of construction or operation in connection with any public or private utility, structure, building, machine, equipment, process, work or project, wherein the public welfare or the safeguarding of life, health or property is concerned or involved.
  - b. Such other services as are necessary to the planning, progress and completion of any engineering project or to the performance of any engineering service.

## **NRS 625: PROFESSIONAL LAND SURVEYOR**

### **625.040 “Practice of land surveying” defined.**

1. A person who, in a private or public capacity, does or offers to do any one or more of the following practices land surveying:
  - a. Locates, relocates, establishes, re-establishes or retraces any property line or boundary of any tract of land or any road, right of way, easement, alignment or elevation of any of the fixed works embraced within the practice of professional engineering as described in NRS 625.050.
  - b. Makes any survey for the subdivision or re-subdivision of any tract of land.
  - c. Determines, by the use of the principles of land surveying, the position for any monument or reference point which marks a property line, boundary or corner, or sets, resets or replaces any such monument or reference point.

- d. Determines the configuration or contour of the earth's surface or the position of fixed objects thereon by measuring lines and angles and applying the principles of trigonometry.
- e. Geodetic or cadastral surveying.
- f. Municipal and topographic surveying.
- g. Determines the information shown or to be shown on any map or document prepared or furnished in connection with any one or more of the functions described in paragraphs (a) to (f), inclusive, in this subsection.

## **NRS 278: BUILDING OFFICIALS**

### **278.0115 "Building official" defined.**

"Building official" means a person employed by a city, county, state or school district who is charged with the administration and enforcement of building codes. The term includes a person appointed to fill the position of building official pursuant to NRS 278.570 and an administrative official of the city, county, state or school district who is authorized by the city, county, state or school district to assume the functions of the position of building official pursuant to NRS 278.570.

## **NRS 40: DESIGN PROFESSIONAL**

### **40.623 "Design professional" defined.**

"Design professional means a person who holds a professional license or certificate issued pursuant to chapter 623, 623A or 625 of NRS.

## **NAC 623: PUBLIC AUTHORITY**

As used in this manual only, "Public Authority" means any agency that is funded in whole or in part by federal, state, county, city or other public money, including, without limitation, a planning department, building department, zoning department or the Tahoe Regional Planning Agency.

# PRINCIPAL DESIGN PROFESSIONAL

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A principal design professional may be required for any multi-disciplinary project submitted to the building official or any public authority (e.g.: architectural, landscape architectural, civil, structural, mechanical, electrical, etc.). The building official or the public authority may accept an alternate point of contact, depending upon the size and complexity of the project. The principal design professional is charged with the responsibility of coordinating each and every aspect of the design package. The principal design professional must be a Nevada registered architect, licensed engineer, registered landscape architect, registered interior designer or registered residential designer, and must have the authority to coordinate all required design disciplines. In addition, the principal design professional must perform his or her role in strict accordance with the statutory provision governing his or her discipline. The principal design professional's role includes the following:

1. Acts as point of contact for the project team during the design phase to ensure dialogue among all participants, such as owners, contractors, developers, engineers, architects, registered interior designers, residential designers, landscape architects, government bodies and building officials.
2. Ensures that all elements of the submittal to the building official or public authority are compatible, coordinated and provide a logical and comprehensive document. The principal design professional must coordinate all drawings, including those from specialty designers, whether or not they have a direct contract with the consultant.
3. Verifies that all elements of the design submitted are complete, and that all requirements for calculations and specifications are complete and accurately delineated on plans and related documents.
4. Acts as point of contact with the building official during the governmental review process, and may be responsible for filing proper applications for plans and permit approval. Provides for timely response to questions, corrections or requests for additional information on any element of the design package.
5. Acts as point of contact for the design team following permit issuance and responds to any changes, clarifications or additional information that may be required from members of the design team to owners, developers, contractors or building officials.

# ROLES OF DESIGN AND CONSTRUCTION PROFESSIONALS

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The following descriptions of roles are not exclusive, nor are they intended to unduly restrict the practice of the professional who is properly registered or licensed in the state of Nevada and is practicing within the laws and regulations governing his or her profession or industry.

The Nevada Revised Statutes recognize that certain areas of expertise are common to registrants or licensees of more than one of the boards that participated in the drafting of this manual. That recognition takes the form of the following specific exemptions:

1. Architects registered under the laws of the state of Nevada are exempt from the provisions of NRS 623A (Landscape Architects) and NRS 625 (Professional Engineers and Land Surveyors). Refer to NRS 623A.070(1)(b) and 625.500.
2. Contractors licensed under the laws of the state of Nevada are exempt from certain provisions of NRS 623 (Architects, Registered Interior Designers and Residential Designers) and NRS 623A (Landscape Architects), if they provide their own drawings for their own construction activities and meet the requirements set forth by the building official. Refer to NRS 623.035(1)(d) and 623A.070(1)(c).
3. Professional engineers licensed under the laws of the state of Nevada are exempt from the provisions of NRS 623 (Architects, Registered Interior Designers and Residential Designers) if they are licensed to design buildings under the provisions of NRS 625. Nevada licensed civil engineers are exempt from the provisions of NRS 623A (Landscape Architects). Refer to NRS 623.035(1)(c) and 623A.070(1)(d).

Licensees and registered individuals practicing pursuant to any of the above exemptions must provide professional services at the same level of competence as a professional specifically licensed to practice in that area of expertise. Additionally, drawings and contract documents must meet prescribed standards, as determined by the building official or public authority.

## **ARCHITECTS**

Architects must be concerned with the basic concepts of the full spectrum of design considerations when developing both the building and site associated with a project. Architects provide comprehensive services related to project programming and the preparation of design and contract documents, taking all aspects of the project into account and coordinating various elements prepared by other design team members. Architects:

1. Perform site layout services (e.g.: parking, zoning setbacks, landscaping, building layout, site evaluation, layout and development, curbs, gutters, sidewalks, streets, grading, utilities, access layouts, traffic and parking plans, etc.).
2. Perform entitlement services, including, but not limited to, rezoning, variances, site plan review, special use permits and feasibility studies.
3. Are concerned with esthetics and comprehensive building design. They may prepare drawings for structural, mechanical, electrical, and fire protection systems as long as the plans meet minimum industry standards, are qualified and competent to perform the work, are for habitable spaces, and fall within the scope of the architect's practice pursuant to NRS Chapter 623.
4. Determine building classification (e.g.: code analysis, occupancy, type of construction, etc.).
5. Are concerned with building exiting and life safety considerations (e.g.: stairways, exit width, travel distances, corridors, requirements for sprinklers, fire ratings, fire walls, separations, fire alarms, smoke control, etc.).
6. Perform programming, interior space planning and design.
7. Select finish materials, both interior and exterior (e.g.: durability, colors, fire ratings, esthetics, etc.).
8. Provide overall project design coordination, including, but not limited to, cost estimating, value engineering, construction administration and construction management.
9. Analyze environmental impacts (e.g.: sound attenuation, quality of living, impact on natural surroundings, pedestrian and vehicular circulations, etc.).
10. Perform barrier-free design in compliance with the Americans with Disabilities Act.
11. May perform construction management services on any project if their contract so provides and only when acting within the scope of their professional license. Construction management services determined to be outside the scope of the architect's professional license may require a contractor's license (NRS 623.023; NRS 624.020; AGO 2002-37).

## **REGISTERED INTERIOR DESIGNERS**

The role of the registered interior designer is to evaluate interior space utilization needs, prepare conceptual drawings and construction documents for interior spaces (provided such drawings exclude load bearing partitions and fire rated walls) and specify finishes, furniture, fixtures and

equipment all of which may be regulated by building, fire and other codes. Registered interior designers:

1. Perform programming, interior space planning and design.
2. Select interior finish materials (e.g.: durability, colors, flame spread, esthetics, etc.)
3. Analyze needs and safety requirements, formulate preliminary designs, develop presentations of final designs, and prepare contract documents (including specifications for partitions, materials, finishes, furniture, fixtures and equipment) for alteration or construction of an interior area of a structure.
4. Collaborate in the completion of alterations or construction of an interior area with professional engineers or architects. A registered interior designer shall not collaborate on a project with persons from more than two professional disciplines, unless a registered architect coordinates the project. If there is an architect that is coordinating the project, then the architect is the design professional of record and should hold the contracts with the other disciplines (excluding the registered interior designer).
5. Prepare and administer bids or contracts as the agent of a client.
6. Review and evaluate problems relating to the design for alteration or construction during or upon completion of alteration or construction for interior areas.
7. Provide overall project design coordination, including, but not limited to, construction administration.
8. Perform barrier-free design in compliance with the Americans with Disabilities Act.

## **RESIDENTIAL DESIGNERS**

The role of the residential designer focuses on residential projects, consisting of single-family dwellings, or multifamily dwelling structures that do not exceed two stories in height nor more than four units in each structure, as well as the space within and surrounding the unit or structure. Residential designers must be concerned with the basic concepts of the full spectrum of design considerations when developing both the building and site associated with a project.

Residential designers provide comprehensive services related to residential project programming and the preparation of design and contract documents, taking all aspects of the project into account and coordinating various elements prepared by themselves and/or by other design team members. Residential designers:

1. Perform site layout services (e.g.: parking, zoning setbacks, landscaping, building layout, site evaluation, curbs, gutters, sidewalks, streets, grading, utilities, access layouts, etc.).
2. Are concerned with esthetics, and residential building design, including code analysis, civil, structural, mechanical, and electrical, coordination of fire protection systems, and energy conservation.
3. Are concerned with building exiting and life safety considerations (e.g.: stairways, glazing, fire walls, fire ratings, fire rated doors, smoke alarms).



4. Perform programming, interior space planning and design.
5. Select finish materials, both interior and exterior (e.g.: durability, colors, flame spread, esthetics, etc.).
6. Provide overall project design coordination, including, but not limited to administration of construction.
7. Analyze environmental impacts (e.g.: sound attenuation, quality of living, impact on natural surroundings, pedestrian and vehicular circulations, etc.).
8. Perform barrier-free design in compliance with the Americans with Disabilities Act.

**LANDSCAPE ARCHITECTS – NAC 623A.070 Practice of landscape architecture:  
Interpretation of statutory definition. (NRS 623A.060, 623A.130)**

Landscape architects must be concerned with all aspects of site design when planning and developing a project site. Landscape architects:

1. Perform site planning and design (e.g.: pedestrian and automobile circulation, site access, zoning setbacks, parking lot layout, requirements for zoning and landscaping, building placement on a project site, site analysis and evaluation, site layout for the placement of curbs, gutters, sidewalks, streets; prepare site plans, grading plans, landscape plans, irrigation plans, etc.).
2. Review and develop criteria for project esthetics and visual analysis of project sites.
3. Prepare environmental impact analysis and reports (e.g.: EIR, EIS and EIA).
4. Perform soil sampling and analysis (e.g.: soil fertility, soil composition, pH levels, etc.) and provide recommendations for soil amendments.
5. Prepare plans for the historic preservation of gardens, land forms and natural environments.
6. Perform site design and the use of environmental sciences to promote the health, safety and the general welfare of the public.
7. Design civil improvements related to landscaping (e.g.: site evaluation, site layout and development, water detention facilities, sidewalks, curb and gutter, grading plans, parking lot layout, site access, etc.).
8. The term “grading” to mean the manipulation of the surface contours of the land to:
  - a. Control and direct the flow of water.
  - b. Create aesthetic values associated with topographic landforms.
  - c. Establish elevations and degrees of inclination on slopes for:
    - (1) Setting and locating buildings, structures, facilities and other improvements; or
    - (2) Locating corridors for the movement of vehicles and pedestrians.

9. Prepare erosion control, native revegetation and wetland mitigation plans.
10. Prepare construction documents in compliance with local building codes and that are incidental and necessary to the project's dominant purpose (e.g.: lighting plans, landscape and irrigation plans, retaining walls, grading plans, outdoor fountains, site amenities, and outdoor structures such as trellises, gazebos and decks).
11. Perform evaluation for landscape construction work (e.g.: cost estimates, value engineering, contract administration, site inspections, etc.).
12. Perform project coordination work (e.g.: coordination of project consultants, preparation of contract documents, bidding, award, etc.).
13. Evaluate environmental impacts and open space areas (e.g.: quality of living and integration of streets and buildings into project site, etc.).
14. Perform barrier-free site design in compliance with the Americans with Disabilities Act.
15. Perform construction administration when the landscape architect is the lead design professional and uses other registrants as consultants to the overall benefit of the project.

## CONTRACTORS

The role of the contractor involves the building or improvement of structures, roads, utilities and other works. Absent a statutory exception, every private and public works construction project requires a contractor's license. Check with your local jurisdiction for information regarding applying for and obtaining building permits.

Nevada law provides certain exceptions concerning contractor license requirements which are set forth in NRS 624.031. These exceptions may not alleviate the requirement to comply with laws concerning building permits, submittals of calculations, or designs prepared by an appropriately licensed or registered engineer, contractor or design professional, pursuant to NRS 623, 624 or 625.

### Contractor License Classifications

The three primary categories of licenses issued by the Nevada State Contractors Board are general engineering, general building and specialty contracting.

A **general engineering contractor** is a contractor whose principal contracting business is in connection with fixed works requiring specialized knowledge and skill.

A **general building contractor** is a contractor whose principal contracting business is in connection with a building or structure. A general building contractor shall not perform specialty contracting in plumbing, electrical, refrigeration and air conditioning, or fire protection without a specialty license.

A **specialty contractor** is a contractor whose principal contracting business is the performance of construction work requiring special skill and the use of specialized building trades or crafts.

## **Contractor Responsibilities**

1. A licensed contractor is responsible to ensure that the work they are contracted to perform falls within the scope of their license classification and monetary limit established by the Board.
2. A contractor is responsible for his or her construction operations, including the work performed by his or her subcontractors, and supplies or materials furnished by material suppliers. The work must be performed by appropriately licensed contractors or subcontractors within the specified monetary limits established by the Board.
3. May prepare his or her own drawings for his or her own construction activities, provided the work falls within the classification for which the license is issued, and complies with any applicable building codes or other requirements adopted by the local jurisdiction or state.
4. Obtains building permits for the work to be performed.
5. Is responsible for the proper supervision and inspection of the work performed pursuant to the scope of the permit(s) as required by the building official or public authority.
6. Is responsible for payment, in a timely manner, to subcontractors and material suppliers.
7. Constructs the work within project plans, specifications, building codes and recognized industry standards, and is responsible for the quality of the work.
8. Directs all job-site safety programs, methods of construction and the orderly coordination of subcontractors and suppliers.
9. May perform or supervise those parts of a project within the classification for which the license is issued. A general building contractor may not perform plumbing, electrical, refrigeration and air conditioning, or fire protection without a license for the specialty.

## **PROFESSIONAL ENGINEERS**

The role of the engineer is to develop solutions to complex problems and implement them. Engineers can serve as planners, designers, and operators of the built environment.

Depending on the complexity of the project, the engineer's role can include:

- Planning studies
  - Site work – geotechnical, grading, drainage, curb, gutter, sidewalk, parking, roadways
  - Design of the facilities/structures and appurtenances
  - Design of building systems – structure, mechanical, electrical, and fire protections
  - Construction management including materials testing and construction observation
  - Operators of built systems
1. Perform entitlement services such as rezoning, variances, special use permits and feasibility studies.
  2. Building design and site layout including compliance with the Americans with Disabilities Act.

3. Perform structural systems design (e.g.: framing systems, foundations systems, lateral design, etc.).
4. Perform electrical systems design (e.g.: power distribution servicing, sizing and design, standby power system, audio/visual communication system, facility security/fire alarm system, smoke detection, indoor/ outdoor illumination system, etc.).
5. Perform plumbing and mechanical systems design (e.g.: drain, waste and venting, water distribution systems, HVAC, smoke removal, boilers, process equipment, energy analysis, control systems, fire protection systems, etc.).
6. Design fire protection systems and perform analysis (e.g.: water supply, building systems, building exit analysis, suppression, detection and alarms, municipal protection, fire protection management, hazard and risk analysis, etc.).
7. Perform geotechnical services (e.g.: soils reports, foundation systems recommendations, soil stabilization, etc.).
8. Design civil works improvements (e.g.: site evaluation, layout and development, curbs, gutters, sidewalks, storm drainage, streets, grading plans, utilities, access layouts, traffic and parking plans, etc.).
9. Perform construction administration services (e.g.: cost estimates, value engineering studies, contract administration, construction observation, special inspections, etc.).
10. Prepare studies and reports such as Traffic Studies and Environmental Impact Analysis.

## **PROFESSIONAL LAND SURVEYORS**

The role of a land surveyor includes measuring and mapping land to establish property lines, and horizontal and vertical control. Land surveyors:

1. Perform boundary surveys and prepare subdivision plats, parcel maps and boundary line adjustment maps.
2. Perform topographic surveys of existing ground, structures, drainage ways, etc., used as a basis for engineering design.
3. Perform alignment surveys and prepare right of way maps, such as those for road and drainage facility projects.
4. Establish layout of locations, lines and grades for construction of roadways, utilities, buildings and any of the fixed works embraced within the practice of engineering.
5. Perform final monumentation of streets and property lines.
6. Perform geodetic surveys.
7. Prepare grading and drainage plans for residential subdivisions containing four lots or less (parcel maps).

8. Provide legal descriptions of property boundaries, easements, rights of way, grants, etc.

## **BUILDING OFFICIALS or PUBLIC AUTHORITY**

A building official, which includes staff of the State Public Works Division, School Districts and the State Fire Marshal Division, is authorized and directed to enforce provisions of adopted codes and ordinances by regulating and controlling the design, construction, use, location, energy conservation, and maintenance of all buildings, structures and other improvements within his or her jurisdiction. The state and each city and county adopt various technical construction codes and ordinances to safeguard life, health, property and public welfare. In this role, the building official provides a balance between the necessities of the owner-designer-builder team, as creators of buildings, and the protection of the public, as users of the buildings. A building official:

1. Renders interpretations of the codes and adopts and enforces procedures and supplemental regulations, in order to clarify the application of code provisions.
2. Provides a general review of proposed projects at a conceptual stage and makes recommendations to assist in design development that complies with the current codes and regulations.
3. Reviews plans, specifications, calculations and other related documents for compliance with the provisions of technical codes and relevant laws, ordinances, rules and regulations. Also determines the type and extent of information required to determine compliance.
4. Reviews alternate materials, methods of construction or modifications for approval which comply with the intent of the technical building codes. Maintains an objective perspective to ensure the designs and building meet the intent of codes, while providing safe facilities for the users or occupants of the structures. A building official cannot grant a “variance” to any of the adopted codes or waive any code requirement. However, an alternative that is equivalent to the fire-protection requirements, structural integrity and other provisions of the code may be considered for approval.
5. Ensures those documents which are not exempt from being prepared by a registered professional have the appropriate Nevada seal, signature and date affixed thereto. Submittals under the owner/builder or contractor exemption shall be attested to accordingly on the drawings or in the permit application.
6. In the role of protecting the public, advises the appropriate state board of suspected improper or illegal conduct of a registered or licensed professional, or of a non-registrant or unlicensed professional performing professional services. The building official also reports apparent professional incompetence manifested by excessive errors in submitted documents, and is required to notify the appropriate state board of incomplete plan submittals or plans which have been rejected by the building department or public body at least three times (per NRS Chapters 278, 338, 341 and 477).
7. Issues permits for construction based upon approval of construction documents and/or other data. May confirm the valuation of the work to be performed provided as the basis for fees to be charged. The issuance of a permit shall not prevent the building official from requiring the correction of errors in the construction documents and/or other data. The building official

is also authorized to prevent occupancy or use of a structure where building code violations exist.

8. Performs, or causes to be performed, inspections of construction or work for which a permit is required. For the work to proceed, each portion of such work shall remain accessible and exposed for inspection purposes until approved by the building official.
9. Requires special inspections and/or structural observations for certain elements of a project, in addition to standard construction inspections, and for work which is deemed to involve unusual hazards or conditions.
10. Issues notices of violation which require correction of work being done contrary to the provisions of the codes, or being done without a valid permit. If the circumstances warrant, the building official may order work to be stopped by written notice.
11. Authorizes use and occupancy for buildings or structures which have been inspected and found to have no violations of the codes or other laws that are enforced by the public authority. This includes new or remodeled buildings or structures, additions and existing buildings that have changed occupancy, use or risk category classification.
12. Orders discontinuance of the use of any building or structure that is being used contrary to the provisions of the codes, or which is structurally unsafe or otherwise deemed a hazard. May initiate abatement proceedings to cause unsafe structures to be repaired, rehabilitated, demolished or otherwise removed.

## **NEVADA STATE FIRE MARSHAL DIVISION**

The Nevada State Fire Marshal Division provides non-structural fire and life safety plan review and inspections for a variety of projects throughout the state, including state-owned and occupied buildings, hospitals and other health care facilities, licensed childcare facilities, certain public and private schools, and colleges and universities. The Nevada State Fire Marshal Division's duties and responsibilities are outlined in NRS 477.030.

Except for private dwellings, the Nevada State Fire Marshal Division functions as the fire prevention authority over multi-family, commercial and industrial projects within the fourteen rural Nevada counties. In addition to any plan submittal to the local building department, an application may be required by the Nevada State Fire Marshal Division. Prior to beginning design work, please contact the Nevada State Fire Marshal Division for requirements specific to your project.

The Nevada State Fire Marshal Division, in an effort to provide quality state-wide service, has partnered with various local agencies through an interlocal agreement process, as allowed by NRS 477.030(10) and NAC 477.288. Under an interlocal agreement, the Nevada State Fire Marshal retains its statutory authority established by NRS 477; however, with oversight from the Nevada State Fire Marshal Division, authority is transferred to the local agency. Through the interlocal agreement process, the local agency enforces the regulations of the Nevada State Fire Marshal Division, which includes those codes and standards adopted through NAC 477.281. The interlocal agreement allows the local agency to charge additional fees to cover their expenses for services provided on behalf of the Nevada State Fire Marshal Division.

Prior to beginning any design work for a project on State of Nevada owned property, please contact the Nevada State Fire Marshal Division for requirements specific to your project.

The State Fire Marshal is responsible for establishing the minimum fire code for the state. Local jurisdictions may amend codes to be more stringent, but they shall never be less stringent than the state minimum code. State fire code consists of the International Building and Fire Code with specific amendments contained in NAC 477. The State Fire Marshal also provides interpretations of adopted codes and regulations for local and state agencies.

The State Fire Marshal Division also issues permits for the storage and use of hazardous materials at businesses and facilities in accordance with NRS 459 and 477. Other duties and responsibilities include, but are not limited to, the following:

1. The testing, certifying and licensing of individuals and businesses who perform fire protection industry work and services for fire sprinklers, standpipe, hydrants, fire detection and alarm, other extinguishing systems, and fire extinguishers.
2. Conducts fire origin and cause investigations, arson and fraud investigation, investigation and enforcement of regulatory violations.
3. Performs fire and life safety inspections of state-owned and occupied buildings and certain other occupancies.
4. Provides public information and education related to fire prevention.
5. Coordinates and/or conducts fire and hazardous materials training to firefighters and other public safety personnel.
6. Reviews applications and issues licenses and certificates of registration for interior design which allow non-registrants to specify FF&E (not including finishes or space planning) in a regulated setting and expire annually on April 30.

## **NEVADA STATE PUBLIC WORKS DIVISION**

The Deputy Administrator for Compliance and Code Enforcement serves as the building official for all buildings and structures on state property or held in trust for any division of the state government (NRS 341.100.9).

The Legislature has mandated that the State Public Works Division must supervise all construction of public buildings on state property (NRS 341.141-148). The Board of Regents of the Nevada System of Higher Education and all other departments, boards or commissions must also use these services, unless delegation of authority (NRS 341.119) has been requested from, and granted by, the State Public Works Division. The plan examination and inspection process cannot be delegated.

A building permit issued by the State Public Works Division is required for all new construction, additions, alterations, remodels, tenant improvements, repairs, and/or the change of use and/or occupancy of any state-owned building, structure or facility.

Local codes do not apply on state land with this exception: Design criteria for wind, snow, frost line and seismic loads shall be in accordance with the ordinances adopted by the local jurisdiction.

# STAMPING AND SIGNING OF PLANS

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Documents submitted to building officials or any public authority for review are required to be stamped or sealed and signed, pursuant to the legal requirements for that design professional, in order to certify that the registrant or licensee has satisfied his or her responsibility. It is the design professional's responsibility to prepare complete construction documents that comply with all applicable laws governing the construction of the intended improvement. Registrants and licensees shall not submit incomplete plans to a building department or other public authority in order to hold a place in line. Architects, registered interior designers, residential designers, engineers, landscape architects and contractors are responsible for limiting their design services to their specific area of registration or licensure.

Interim documents submitted to building officials or public authorities must delineate the limited purpose for which they are submitted and must be stamped or sealed, and signed. Interim documents are all surveying maps and records, and all plans, specifications, reports or other documents, which are not for the specific purpose of obtaining permits for construction, or issued as a formal or final document to clients, public authorities or third parties. An interim document must be clearly marked in substantially the following manner to show the intended purpose of the document:

- a. "For review only"
- b. "Not for construction" or
- c. "Preliminary"

Architects, registered interior designers and residential designers are prohibited by law from stamping any work that has not been prepared under their responsible control. Landscape architects are prohibited by law from signing or sealing instruments of service that were not prepared under their direct supervision. It is unlawful for a professional engineer to sign or stamp any plans, specifications or reports that were not prepared by him or her or for which he or she did not have responsible charge of the work.

All surveying maps and records, and all engineering plans, specifications, reports or other documents that are submitted to obtain permits, are released for construction, or are issued as a formal or final document to clients, public authorities or third parties must bear:

- a. The signature of the licensee
- b. The stamp or seal of the licensee
- c. The date of signing
- d. The expiration date of the license of the licensee

The following policy is presented as the minimum acceptable standard for the sealing, signing and submittal of plans and other technical documents.



1. Plans:

- a. **Architects, registered interior designers and residential designers:** Each sheet of every set of plans submitted to a building official or public authority must contain an original stamp or electronic seal and an original or electronic date and signature of the registrant who provided the responsible control under which the work indicated on the sheet was performed.
- b. **Engineers and land surveyors:** Each sheet of every set of plans submitted to a building official or public authority must contain an ink stamp or electronic seal with an ink signature or an electronic seal with a digitally encrypted signature. The expiration date of the license of the licensee and the date signed must appear with the stamp/seal/signature. The sheets associated with each engineering discipline must be stamped/sealed/signed by the licensee in responsible control of the work indicated on that sheet.
- c. **Landscape architects:** The front sheet of each separate element or professional disciplines (e.g.: landscape architectural in accordance with NAC 623A.440; the registrant must add a notation which clearly denotes the sheets that he or she prepared, structural, mechanical, electrical, etc.) of every set of plans submitted must contain an original impression seal, wet stamp or electronic seal, with an original or electronic signature across the face of the seal or stamp. The expiration date of the license of the licensee and the date signed must appear below the seal or stamp.

2. Specifications:

- a. **Architects, registered interior designers and residential designers:** When required and submitted, the cover sheet of each document must contain an original stamp or electronic seal, the date signed and an original or electronic signature across the face of the seal or stamp.
- b. **Engineers and land surveyors:** When required and submitted, each document must contain an original impression seal, wet stamp or electronic seal, with an original or digitally encrypted signature and date across the face of the seal or stamp. The expiration date of the license of the licensee must appear below the seal or stamp.
- c. **Landscape architects:** When required and submitted, each document must contain an original impression seal, wet stamp or electronic seal, with an original or electronic signature and date across the face of the seal or stamp. The expiration date of the license of the licensee must appear below the seal or stamp; NRS 623A.195.2.

3. Calculations: Only the front page of each set of calculations submitted must contain the following:

- a. **Architects, registered interior designers and residential designers:** An original stamp or electronic seal, the date signed and an original or electronic signature across the face of the stamp or seal.
- b. **Engineers and land surveyors:** An original impression seal, wet ink stamp or electronic seal with an ink signature or an electronic seal with a digitally encrypted signature. The expiration date of the license of the licensee and the date signed must appear with the stamp/seal/signature.

- c. **Landscape architects:** An original impression seal, wet stamp, or electronic seal, with an original or electronic signature and date across the face of the stamp or seal. The expiration date of the license of the licensee and the date signed must appear below the seal or stamp.
5. Other required reports or analyses:
  - a. **Architects and residential designers:** An original stamp or electronic seal, with an original or electronic signature and date, must be placed on the front page or within the body of the report.
  - b. **Engineers and land surveyors:** An original impression seal, ink stamp or electronic seal with an ink signature or an electronic seal with a digitally encrypted signature. The expiration date of the license of the licensee must appear with the stamp/seal/signature.
  - c. **Landscape architects:** An original impression seal, wet stamp or electronic seal with an original or electronic signature and date, must be placed on the front page or within the body of the report. The expiration date of the license of the licensee must appear below the seal or stamp.
6. Professional documents that contain the product of more than one professional: Each design professional must seal, sign and date the document, pursuant to the legal requirements for that design professional, and add a notation clearly specifying what his or her seal denotes. For engineers, land surveyors and landscape architects, the expiration date of the license of the licensee must appear below the seal or stamp.
7. Technical reports: Technical reports shall be sealed, signed, digitally encrypted and dated pursuant to the legal requirements for that design professional, by a registrant or licensee.
8. Drawings or plans provided by a properly licensed contractor for his or her own construction activities: In a prominent location on the front sheet of each set of plans, the contractor's name, license number, license classification, license limit and name of the person who prepared the drawings or plans must be listed. The original signature of the responsible contractor shall accompany this information. In the case of electrical, plumbing, refrigeration and air conditioning or fire protection work, the signature must be of the Master or Qualified Employee.
9. For plans prepared by a homeowner: The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner/builder and the form required under NRS 278 and NRS 624 must accompany this information.
10. Electronic media:
  - a. Details, shop drawings, product descriptions and other product information prepared by manufacturers, suppliers or installers of a specific product or system may be integrated into documents prepared and sealed by registered design professionals. Architects may do so provided they are incidental in relationship to the overall scope of the project and do not, in themselves, describe spaces, elements or systems directly affecting public health, safety and welfare. Engineers are not limited to an incidental relationship or by spaces, elements, etc. However, in all cases, the design professional must accept full responsibility for all information contained which becomes a part of the design documents.

- b. **Architects, registered interior designers, and residential designers** may use computer-generated stamps, signatures and dates. Computer generated signatures and dates may be permitted if all conditions of NAC 623.766 have been met. Drawings that are transmitted electronically for official use to a regulatory agency should have a computer-generated stamp included in the document. It is the responsibility of each registrant to secure their electronic seal to ensure it is not affixed to documents not prepared by him or her or under his or her responsible control. It is suggested that a different or contrasting color be used for the stamp and signature to prevent duplication efforts by unauthorized individuals. It is also recommended before submitting plans with an electronic seal and signature that you check with the jurisdictional building department to see what their requirements are for accepting plans.
  
- c. **Engineers and land surveyors** may use computer-generated stamps, signatures, and dates. Computer-generated signatures may be accepted if application conforms with NAC 625.610. Documents that are transmitted electronically for official use to a regulatory agency should have a computer-generated stamp and signature, and include an encrypted digital signature. It is the responsibility of each registrant to secure their electronic seal to ensure it is not affixed to documents not prepared by him or her or under his or her responsible control.
  
- d. **Landscape architects** may use computer-generated stamps on final original drawings provided a handwritten or electronic signature is placed across the stamp. The expiration date of the license of the licensee and the date signed must be written below the stamp. Please refer to "Item 1" of this section for requirements concerning submittal sets. Drawings that are transmitted electronically to a client or regulatory agency should have the computer-generated stamp removed from the original file. It is recommended that a different or contrasting color be used for the stamp and handwritten signature to prevent duplication efforts by unauthorized individuals.

# STANDARDS FOR BUILDING PLANS

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Each construction project approved by a building official must be represented by complete construction documents and other data that show all components necessary to comply with code requirements and/or protect the public health and safety. The “approved” permit set of construction documents serves as official evidence that the state, county, city, or school district responsible for protecting public safety has reviewed for code compliance the construction documents prior to initiation of construction activities.

Construction documents submitted to the building official shall be drawn upon suitable material, including electronic media, and must be of sufficient clarity to indicate the location, nature and extent of the work performed, and show in detail that it will conform to the provisions of the applicable building codes and relevant laws, ordinances, rules and regulations as determined by the building official. These documents need to show the project in its entirety with emphasis on the following: must be of sufficient nature to show the project in its entirety with emphasis on the following:

- Structural integrity
- Life safety assurance
- Architectural barriers
- Building codes compliance
- Definition of scope of work
- Zoning compliance

Details provided in this section of *The Blue Book* are the minimum recommended standards required before the building official shall begin the plans examination. Not all of the requirements listed below will apply to every project. Additionally, requirements may vary by jurisdiction.

Additions and applicable projects submitted by registered interior designers may not require all of the components listed in this section for plan submittal and review for permit.

## **DRAWINGS**

The minimum required drawings will depend greatly upon the size, nature and complexity of the project. Each sheet shall have a title block with the firm name, address and phone number listed (with a space for the design professional seal, contractor data or exemption statement).

## **COVER SHEET**

The cover sheet for each profession shall contain as appropriate:

1. Project identification, address and location map.
2. Identification of all design professionals, including the principal design professional (that is the professional who is responsible for project coordination). All communications shall be directed through this individual.

3. Deferred submittals, if accepted by the jurisdiction, should be noted on the cover sheet of the affected discipline.
4. Design criteria list:
  - a. Occupancy group
  - b. Type construction
  - c. Risk Category
  - d. Location of property
  - e. Seismic design category
  - f. Square footage/allowable area
  - g. Fire sprinklers (if required)
  - h. Fire alarm systems (if required)
  - i. Height and number of stories
  - j. Occupant load
  - k. Land use zone
  - l. Code editions used
  - m. Wind loads
  - n. Snow loads
  - o. Special inspection program

## **SITE PLAN**

The site plan shall:

1. Show proposed new structures, any existing buildings or structures, all property lines with dimensions, all streets, easements and setbacks.
2. Show all water, sewer and electrical points of connection, proposed service routes and existing utilities on the site.
3. Show all required parking, drainage and grading information (with reference to finish floor and adjacent streets).
4. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes.
5. Show north arrow.

## **FOUNDATION PLAN**

The foundation plan shall:

1. Show all foundations and footings.
2. Indicate size, locations, thicknesses, materials, strengths and reinforcing.
3. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc.
4. Reference soils report for the proposed structure at that site as required.

## **FLOOR PLAN**

The floor plan shall show:

1. All floors, including basements.
2. All rooms, with their use, overall dimensions and locations of all structural elements and openings.
3. All doors and windows and provide door and window schedules, or other required information.
4. All fire assemblies, draft stops and area and occupancy separations.

## **FRAMING AND ROOFING PLANS**

Framing and roofing plans shall show:

1. All structural members.
2. The size of the structural members.
3. The methods of attachment.
4. The location and materials for floors and roofs.

## **EXTERIOR ELEVATIONS**

The exterior elevations shall show:

1. All views.
2. All openings.
3. All vertical dimensions and heights and identify all materials.

## **BUILDING AND WALL SECTIONS**

Building and wall sections shall show:

1. All dimensions.
2. Materials of construction.
3. Non-rated and fire-rated assemblies and fire-rated penetrations.

## **MECHANICAL SYSTEM**

The entire mechanical system must be shown. It shall:

1. Include all units, their sizes, mounting details, all ductwork and duct sizes.

2. Indicate all fire dampers where required.
3. Provide equipment schedules.
4. Include energy conservation calculations per state of Nevada requirements.

## **PLUMBING SYSTEM**

The plumbing system shall show:

1. Points of connection to utilities.
2. Septic tanks.
3. Pretreatment sewer systems and water wells.
4. All fixtures.
5. Piping.
6. Slopes.
7. Materials and sizes.

## **ELECTRICAL SYSTEM**

The electrical system shall show:

1. Points of connection to utilities.
2. All electrical fixtures (interior, exterior and site).
3. Wiring sizes and circuiting.
4. Grounding.
5. Panel schedules.
6. Single line diagrams.
7. Load calculations.
8. Fixture schedules.

## **LANDSCAPING PLAN**

Landscaping plans shall show locations and quantities of all landscape material required for construction of the project (e.g.: plant species, mulch types, boulders, turf and planter areas, earth contouring, detention facilities, fencing, hardscape, edging, etc.). For commercial and industrial projects, local governmental entities require a maintenance plan to be submitted. Before a Certificate of Occupancy is awarded or a final inspection conducted, local entities require a letter

of compliance that the landscape and irrigation was installed per the approved plans. This letter is to be stamped and signed by the landscape architect.

## **IRRIGATION PLAN**

Irrigation plans shall show:

1. Locations and provide product type of backflow prevention device, pumps and associated components, controllers, cluster control units, control and communication wiring, gate/isolation valves, control valves, quick coupler valves, sleeving, main line, lateral lines, drip lateral lines and irrigation head layout for overhead and drip irrigation zones.
2. The point of connection, pipe sizes, size of valves and g.p.m./g.p.h. for each valve for overhead and drip irrigation zones required for construction of the project.

## **FIRE ALARM/SPRINKLER SYSTEM PLAN**

Per NAC 477.300(10), the Nevada State Fire Marshal Division has specific requirements for those preparing plans for fire alarm or sprinkler systems. The designer, at a minimum, must be employed by a Nevada licensed contractor and possess Level II certification or higher from the National Institute for Certification in Engineering Technologies (NICET); or have an equivalent certification; or be licensed as a professional fire protection engineer pursuant to NRS 625.

The plan submittal shall comply with the applicable National Fire Protection Association (NFPA) design standard, which outlines the requirements for system design plans, and the Nevada State Fire Marshal Division application process.

## **NON-STRUCTURAL FIRE AND LIFE SAFETY SUBMITTAL**

The Nevada State Fire Marshal Division only performs a Non-Structural Fire and Life Safety review based on the adopted model codes and standards. This review basically covers architectural and fire code prescriptive requirements. Structural plans and details are not required for this submittal. However, plans may include those portions of the electrical system that relate directly to egress or those portions of the mechanical system, which act to protect the occupants from the spread of smoke.

For requirements specific to your project, it is advisable to consult directly with the Nevada State Fire Marshal Division while in the design stage.

## **OTHER SUBMITTALS**

### **Structural Calculations**

Structural calculations for the entire structural system of the project shall be submitted in conformance with local jurisdiction requirements.

### **IECC Energy Ratings**

An Energy Rater that produces a report by inputting data obtained from a design professional's plans into software does not constitute the practice of engineering and therefore does not need to be stamped by a design professional for submittal to the building official. An Energy Rater must be properly licensed or certified by an appropriate State agency or recognized certification body and provide their license number on testing and energy reports.



### **Specifications**

Either on the drawings or in booklet form, construction components covering materials and methods of construction, wall finishes, and all pertinent equipment, must be further defined. Schedules may be incorporated in the project manual in lieu of drawings.

### **Addenda and Changes**

It shall be the responsibility of the individual identified on the cover sheet as the principal design professional to notify the building official of any and all changes throughout the project and provide revised plans, calculations or other appropriate documents prior to actual construction.

### **Revisions**

For clarity, all revisions shall be identified with a Delta symbol, date of change and the name or initials of the person making the change. Revisions of the same date shall have the same Delta symbol, letter or number. The revised areas shall be clouded on the drawings and tagged with the corresponding Delta symbol. Otherwise, revisions shall be resubmitted as a new project.

### **Deferred Submittals**

A deferred submittal is any portion of the design of a building or structure that is not submitted at the time of the permit application and will be submitted to the building official at a later time. Acceptance of a deferred submittal is at the sole discretion of the building official. The deferred submittal items shall not be installed until the building official has approved the design and submittal documents. Requirements for deferred submittals may vary in each jurisdiction.

### **DEFICIENT SUBMITTAL**

It is the responsibility of the principal design professional to verify the work is complete, consistent and competent. If the plans do not meet these criteria, the building official may take any of the following actions:

1. Provide a list of deficiencies.
2. Increase the plan check fee for additional plan review time required due to deficiencies.
3. Return plans unchecked.
4. Refer the principal design professional to the appropriate state board for possible disciplinary action.

It is the responsibility of the owner/builder to verify the work is complete, consistent and competent. If the plans do not meet these criteria, the building official may take any of the following actions:

1. Provide a list of deficiencies.
2. Increase the plan check fee for additional plan review time required due to deficiencies.
3. Return plans unchecked.
4. Request that the owner/builder engage the services of a design professional.

# FREQUENTLY ASKED QUESTIONS

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## ARCHITECTS

Architect, as used in these questions and answers, is a Nevada registered architect, per NRS 623, unless noted otherwise.

**A-1. *Does a set of plans stamped and signed by an architect registered in a state other than Nevada meet the requirements for submittal in Nevada?***

No. Only design professionals currently registered or licensed in Nevada may submit plans to a building department or public authority.

**A-2. *May an architect overstamp documents prepared and stamped by an out-of-state architect for submittal in Nevada?***

No. An architect may only stamp design documents prepared by him or her or under his or her responsible control.

**A-3. *May an owner or contractor make changes to plans prepared by an architect?***

No. Changes or modifications to technical documents prepared by a registered architect may only be made by that professional.

**A-4. *May an architect make changes to plans prepared by another Nevada registered or licensed professional?***

No. An architect may only make changes or modifications to plans prepared by another Nevada registrant or licensee under the following conditions:

- a. The architect obtains the written permission from the original design professional to make changes or modifications to the plans.
- b. The work must be within the scope of the architect's practice.
- c. The architect initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. The changes to the plans must be a separate submittal on the architect's own title block, with his own stamp and signature.
- e. Changes to the plans must comply with applicable state and local laws.

If the architect does not obtain permission to make changes or modifications to the plans, he or she must redesign the project. The architect should be aware of possible copyright issues and may want to contact an attorney for legal advice.

**A-5. *May a building official or public authority make changes to plans prepared by an architect?***

A building official or public authority may only make minor changes or modifications to technical documents prepared by an architect if that architect consents and authorizes the changes.

**A-6. *Do shop drawings have to be stamped by an architect and submitted to the building official for approval?***

No. However, there are some instances where shop drawings could be used as a part of the construction documents, therefore requiring a design\_professional's stamp. For example, a truss or space frame dimensionally shown on the construction document, specified by performance, must be submitted to the building department bearing the stamp of a Nevada registrant or licensee.

**A-7. *May an architect stamp site grading and drainage plans as part of a submittal for a permit?***

Yes, if acceptable to the authority having jurisdiction, such plans may be prepared or stamped by architects, landscape architects, residential designers or civil engineers. Land surveyors may prepare or stamp site grading and drainage plans as long as they are for residential subdivisions containing four lots or less.

**A-8. *May an architect serve as the principal design professional on a multi-disciplined project?***

Yes. Architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the "Principal Design Professional" section of this manual.

**A-9. *May an architect stamp landscaping plans and irrigation plans in the state of Nevada?***

Yes. Landscape architects, architects, residential designers and civil engineers may stamp landscaping and irrigation plans in Nevada.

**A-10. *May architects stamp and sign documents prepared by his or her unlicensed consultants?***

Yes, architects can stamp drawings prepared by his or her unlicensed consultants provided that the documents were prepared under the architect's responsible control.

**A-11. *May a drafting firm or other unregistered person prepare plans to be submitted for a building permit?***

No, unless they are preparing the plans under the responsible control of a licensed or registered design professional, per NRS 623 or 625, and the licensed professional seals/stamps/signs the plans.

**A-12. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of an architect for work on that building without being registered under NRS 623?***

No.

**A-13. *Is an architect, who is an employee of a licensed general contractor, required to stamp plans he or she has prepared for his or her employer when the plans are being submitted to the building department under the contractors' exemption?***

No, as long as the architect receives a W-2, and not a 1099, from his or her employer.

**A-14. *Is an architect, who contracts on a 1099 basis with a licensed general contractor, required to stamp plans he or she has prepared when the plans are being submitted to the building department under the contractors' exemption?***

Yes.

**A-15. *Is an architect, who is hired directly by the owner to design a single-family residence, required to stamp the plans if the owner is pulling the permit?***

Yes.

**A-16. *Must each sheet of an architect's set of plans have an original or electronic seal and signature?***

Yes.

**A-17. *May architects seal his or her drawings with an electronic stamp, signature and date?***

Yes. Architects may seal their documents either electronically or manually. They may also sign and date by hand, electronically or any combination thereof. The date must be the day the drawings were issued for printing.

**A-18. *Are architects required to seal bid documents?***

No. Per NAC 623.763, only plans, specifications, reports and other documents issued by a registrant for official use must be signed, sealed and dated. Bid documents are not considered to be for official use.

**A-19. *Is it acceptable for original plans to be in microfiche or electronic format?***

Yes.

**A-20. *May an architect withdraw as the architect of record?***

The architect may withdraw as the architect of record if he or she becomes aware of a decision made by his or her employer or client, against the architect's advice, which violates applicable federal, state or municipal building laws and regulations and which will, in the architect's judgment, materially or adversely affect the safety of the public, or may withdraw upon Board approval.

**A-21. *Do drawings prepared by a design professional (architect, registered interior designer or residential designer) belong to the design professional?***

Yes. Drawings prepared by a design professional have copyright protection under federal law and belong to the design professional or firm, unless the design professional or firm releases the copyright/ intellectual property to the client.

**A-22. *May architects release modifiable CADD drawings to a client?***

Yes.

**A-23. *May architects provide construction management services on a project for which he or she is not the architect of record?***

A registered architect may perform construction management services only when acting within the scope of his or her professional license. Construction management services determined to be outside the scope of the architect's professional license may require a contractor's license (NRS 623.023; NRS 624.020; AGO 2002-37).

**A-24. *May unlicensed individuals call themselves architects or provide services that fall under the definition of the practice of architecture?***

No. Only individuals who hold a certificate of registration are authorized to use the title "architect" and provide the services that fall under the definition pursuant to NRS 623.

# FREQUENTLY ASKED QUESTIONS

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## REGISTERED INTERIOR DESIGNERS

Registered interior designer, as used in these questions and answers, is a Nevada registered interior designer, per NRS 623, unless noted otherwise.

**ID-1. *May an unregistered or unlicensed individual (interior designer, space planner, kitchen equipment designer, etc.) prepare plans for a building permit?***

No. Unregistered or unlicensed individuals are prohibited by law from engaging in professional practice, unless specifically exempt by law pursuant to NRS 623.035.

**ID-2. *When can an unregistered individual provide design services for the selection of interior furnishings, fixtures and equipment?***

A non-registrant can provide design services when the furnishings, fixtures and equipment selected are not regulated by any building codes or other law, ordinance, rule or regulation governing the alteration or construction of a building. Additionally, an individual or firm who has a certificate issued by the Nevada State Fire Marshal may specify furnishings, fixtures and equipment (not including finishes) that are regulated typically in a commercial setting.

**ID-3. *Can someone who has been issued a certificate by the Nevada State Fire Marshal (a certified interior designer) provide space planning?***

No. Only a registered interior designer pursuant to NRS 623 may provide space planning. Space planning is regulated because it involves access into (ingress) and from (egress) the space; access and use of the space for people with disabilities; and occupancy loads.

**ID-4. *Can an unregistered individual or someone who has a fire marshal certificate specify systems (modular) furniture?***

If they are simply replacing existing systems furniture without making any layout changes, then they are allowed to do that as that is simply an existing furniture or equipment layout. However, if they are starting with an open space or redesigning an existing layout, and it affects the egress and ingress or if it's over 69", then that constitutes space planning and they must be registered pursuant to NRS 623 in order to provide those services.

**ID-5. *Does a set of plans stamped and signed by an interior designer registered in a state other than Nevada meet the requirements for submittal in Nevada?***

No. Only design professionals currently registered or licensed in Nevada may submit plans to a building department or public authority.

**ID-6. *May registered interior designers overstamp documents prepared and stamped by an out-of-state interior designer for submittal in Nevada?***

No. Registered interior designers may only stamp design documents prepared by him or her or under his or her responsible control.

**ID-7. *May an owner or contractor make changes to plans prepared by a registered interior designer?***

No. Changes or modifications to documents prepared by a registered interior designer may only be made by that professional.

**ID-8. *May registered interior designers make changes to plans prepared by another Nevada registrant?***

A registered interior designer may only make changes or modifications to plans prepared by another Nevada registrant under the following conditions:

- a. The registered interior designer obtains the written permission from the original design professional to make changes or modifications to the plans.
- b. The work must be within the scope of the registered interior designer's practice.
- c. The registered interior designer initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. The changes to the plans must be a separate submittal on the registered interior designer's own title block, with his own stamp and signature.
- e. Changes to the plans must comply with applicable state and local laws.

If the registered interior designer does not obtain permission to make changes or modifications to the plans, they must redesign the project. The registered interior designer should be aware of possible copyright issues and may want to contact an attorney for legal advice.

**ID-9. *May a building official make changes to plans prepared by a registered interior designer?***

A building official may only make minor changes or modifications to documents prepared by a registered interior designer if that registered interior designer consents and authorizes the changes.

**ID-10. *May a registered interior designer serve as the principal design professional on a multi-disciplined project?***

Yes. Architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the "Principal Design Professional" section of this manual.

**ID-11. *If a registered interior designer and an architect are both employed on a project, must the architect have control of the entire project?***

No. The provisions of NRS 623 allow for a registered interior designer to contract directly with a client as long as the contemplated work does not require the services of more than two additional professional disciplines (structural engineer, mechanical engineer, electrical engineer, architectural, etc.).

**ID-12. *May a registered interior designer undertake a project that requires more than two additional professional disciplines? (i.e., architect, structural engineer, mechanical engineer, electrical engineer, etc.?)***

No. An architect who is qualified to offer all design services to the public must be hired by the owner to provide and coordinate all disciplines other than the registered interior design.

**ID-13. *When a registered interior designer contracts with an owner to perform interior design services and no more than two other professional disciplines of architecture and engineering are involved in the design of the work, with whom do these additional professional disciplines contract?***

The professional disciplines may contract directly with the owner or with the registered interior designer.

**ID-14. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of a registered interior designer for work on that building without being registered under NRS 623?***

No.

**ID-15. *Is a registered interior designer, who is an employee of a licensed general contractor, required to stamp plans he or she has prepared for his or her employer when the plans are being submitted to the building department under the contractors' exemption?***

No, as long as the registered interior designer receives a W-2, and not a 1099, from his or her employer.

**ID-16. *Is a registered interior designer, who contracts on a 1099 basis with a licensed contractor, required to stamp plans he or she has prepared when the plans are being submitted to the building department under the contractors' exemption?***

Yes.

**ID-17. *Must each sheet of a registered interior designer's set of plans have an original or electronic seal, signature and date?***

Yes.



**ID-18. *May registered interior designers seal his or her drawings with an electronic stamp, signature and date?***

Yes. Registered interior designers may seal their documents either electronically or manually. They may also sign and date by hand, electronically or any combination thereof. The date must be the day the drawings were issued for printing.

**ID-19. *Are registered interior designers required to seal bid documents?***

No. Per NAC 623.763, only plans, specifications, reports and other documents issued by a registrant for official use must be signed, sealed and dated. Bid documents are not considered to be for official use.

**ID-20. *Is it acceptable for original plans to be in a microfiche or electronic format?***

Yes.

**ID-21. *May registered interior designers undertake a project that requires two or more contractors?***

Yes. There is no limitation to the number of contractors a registered interior designer may work with on a project; however, registered interior designers must contract directly with the owner and the contractors must contract directly with the owner.

**ID-22. *May registered interior designers withdraw as the design professional of record?***

Registered interior designers may withdraw as the design professional of record if he or she become aware of a decision made by his or her employer or client, against the registered interior designer's advice, which violates applicable federal, state or municipal building laws and regulations and which will, in the registered interior designer's judgment, materially or adversely affect the safety of the public, or may withdraw upon Board approval.

**ID-23. *May a registered interior designer design and/or specify fire rated assemblies, including, but not limited to smoke barriers, partitions and walls?***

No.

**ID-24. *May a registered interior designer specify rated doors and door frames?***

Registered interior designers are limited to doors and door frames for which the required fire-protection rating does not exceed 20 minutes.

**ID-25. *May registered interior designers design and/or specify elevators and/or stairs on their drawings?***

No. Registered interior designers may only show the location of an elevator and/or stairs on their drawings for "reference" purposes.

**ID-26. *May registered interior designers determine the location of electrical outlets and light fixtures?***

Yes.

**ID-27. *May a registered interior designer prepare permit drawings for an outdoor kitchen/BBQ area?***

No. Only architects, landscape architects, residential designers, engineers and contractors may prepare permit drawings for outdoor kitchen/BBQ areas.

**ID-28. *Do drawings prepared by a design professional (architect, registered interior designer or residential designer) belong to the design professional?***

Yes. Drawings prepared by a design professional have copyright protection under federal law and belong to the design professional or firm, unless the design professional or firm releases the copyright/ intellectual property to the client.

**ID-29. *May a registered interior designer release modifiable CADD drawings to a client?***

Yes.

**ID-30. *May unlicensed individuals call themselves registered interior designers or provide services that fall under the definition of the practice of registered interior design?***

No. Only individuals who hold a certificate of registration are authorized to use the title of registered interior designer and provide the services that fall under the definition of the practice of registered interior design pursuant to NRS 623.

# FREQUENTLY ASKED QUESTIONS

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## RESIDENTIAL DESIGNERS

Residential designer, as used in these questions and answers, is a Nevada registered residential designer, per NRS 623, unless noted otherwise.

**RD-1. *May residential designers overstamp documents prepared and stamped by an out-of-state architect, interior designer or landscape architect for submittal in Nevada?***

No. Residential designers may only stamp design documents prepared by him or her or under his or her responsible control.

**RD-2. *May an owner or contractor make changes to plans prepared by a residential designer?***

No. Changes or modifications to documents prepared by a registered residential designer may only be made by that professional, a professional meeting the criteria set forth in question RD-3, or a building official under criteria set forth in question RD-4.

**RD-3. *May residential designers make changes to plans prepared by another Nevada registered or licensed professional?***

No. Residential designers may only make changes or modifications to plans prepared by another Nevada registrant or licensee under the following conditions:

- a. The residential designer obtains written permission from the original design professional to make changes or modifications to the plans.
- b. The work must be within the scope of the residential designer's practice.
- c. The residential designer initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. The changes to the plans must be a separate submittal on the residential designers' own title block, with his or her own stamp and signature.
- e. Changes to the plans must comply with applicable state and local laws.

If the residential designers do not obtain permission to make changes or modifications to the plans, he or she must redesign the project. The residential designer should be aware of possible copyright issues and may want to contact an attorney for legal advice.

**RD-4 *May a building official make changes to plans prepared by a residential designer?***

A building official may only make minor changes or modifications to documents prepared by a residential designer if that residential designer consents and authorizes the changes.

**RD-5. *May a residential designer prepare and stamp site grading and drainage plans that are incidental to their residential design project as part of the submittal for a permit?***

Yes, if acceptable to the authority having jurisdiction and such plans fall within the scope of the registration.

**RD-6. *May a residential designer serve as the principal design professional on a multi-disciplined project?***

Yes. Architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the "Principal Design Professional" section of this manual.

**RD-7. *May residential designers stamp landscaping plans and irrigation plans in the state of Nevada?***

Yes. Landscape architects, architects, residential designers and civil engineers may stamp landscaping plans and irrigation plans in Nevada.

**RD-8. *May a drafting firm or other unregistered person prepare plans to be submitted to a building official or public authority?***

No. A drafting firm or other unregistered person may only prepare plans to be submitted to a building official or public authority if they are working under the responsible control of a licensed or registered design professional, per NRS 623 or 625, and that licensee or registered design professional stamps/signs the plans to be submitted for a building permit.

**RD-9. *May a residential designer design a single-family residence that is more than two stories in height?***

Typically, structures that are over three stories in height require a structural engineer to design. A residential designer may design if they are qualified and competent to do within the discipline for which they are properly licensed.

**RD-10. *May a residential designer perform work on a residence that is being converted into solely a commercial property?***

No.

**RD-11. *Is a residential designer, who is an employee of a licensed general contractor, required to stamp plans he or she has prepared for his or her employer when the plans are being submitted to the building department under the contractors' exemption?***

No, as long as the residential designer receives a W-2, and not a 1099, from his or her employer.

**RD-12. *Is a residential designer, who contracts on a 1099 basis with a licensed contractor, required to stamp plans he has prepared when the plans are being submitted to the building department under the contractors' exemption?***

Yes.

**RD-13. *Is a residential designer, who is hired directly by the owner to design a set of plans for a single-family residence, required to stamp the plans if the owner is pulling the permit?***

Yes.

**RD-14. *Must each sheet of a residential designer's set of plans have an original or electronic seal, signature and date?***

Yes.

**RD-15. *May a residential designer seal his or her drawings with an electronic stamp, signature and date?***

Yes. Residential designers may seal their documents either electronically or manually. They may also sign and date by hand, electronically or any combination thereof. The date must be the day the drawings were issued.

**RD-16. *Are residential designers required to seal bid documents?***

No. Per NAC 623.763, only plans, specifications, reports and other documents issued by a registrant for official use must be signed, sealed and dated. Bid documents are not considered to be for official use.

**RD-17. *Is it acceptable for original plans to be in microfiche or electronic format?***

Yes.

**RD-18. *May residential designers withdraw as the design professional of record?***

Residential designers may withdraw as the design professional of record if he or she become aware of a decision made by his or her employer or client, against the residential designer's advice, which violates applicable federal, state or municipal building laws and regulations and which will, in the residential designer's judgment, materially or adversely affect the safety of the public.

**RD-19. *Do drawings prepared by a design professional (architect, registered interior designer or residential designer) belong to the design professional?***

Yes. Drawings prepared by a design professional have copyright protection under federal law and belong to the design professional or firm, unless the design professional or firm releases the copyright/intellectual property to the client.

**RD-20. *May a residential designer release modifiable CADD drawings to a client?***

Yes.

**RD-21. *May unlicensed individuals call themselves residential designers or provide services that fall under the definition of the practice of residential design?***

No. Only individuals who hold a certificate of registration are authorized to use the title of residential designer and provide services that fall under the definition of the practice of residential design pursuant to NRS 623.

# FREQUENTLY ASKED QUESTIONS

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## LANDSCAPE ARCHITECTS

Landscape architect, as used in these questions and answers, is a Nevada registered landscape architect, per NRS 623A, unless noted otherwise.

**LA-1. *Does a set of plans stamped and signed by a landscape architect registered in a state other than Nevada meet the requirements for submittal in Nevada?***

No. Only design professionals currently registered or licensed in Nevada may submit plans to a building department.

**LA-2. *May a landscape architect overstamp documents prepared and stamped by an out-of-state architect or landscape architect for submittal in Nevada?***

No. A landscape architect may only stamp design documents prepared by him or under his direct supervision.

**LA-3. *May an owner, contractor or building official make changes to plans prepared by a landscape architect?***

No. Changes or modifications to technical documents prepared by a registered landscape architect may only be made by that professional or a professional meeting the criteria set forth in question LA-4.

**LA-4. *May a landscape architect make changes to plans prepared by another Nevada registered or licensed professional?***

Yes, in certain instances. A landscape architect may revise or change plans prepared by another Nevada registrant or licensee under the following conditions:

- a. Every reasonable effort must be taken to notify and obtain concurrence from the original design professional with respect to changes to the original plans.
- b. The work must be within the scope of the landscape architect's practice.
- c. The landscape architect initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. Changes to the plans must comply with applicable state and local laws.

**LA-5. *May individuals calling themselves landscape architect interns or landscape designers prepare and sell landscape and irrigation plans?***

No. It is illegal to prepare and sell landscape documents if one is not registered or licensed to practice landscape architecture, architecture or engineering in Nevada.

**LA-6. *May a landscape architect prepare and stamp site grading and drainage plans as part of a submittal for a permit?***

Yes, such plans may be prepared or stamped by architects, landscape architects, residential designers or civil engineers. Land surveyors may prepare or stamp site grading and drainage plans as long as they are for residential subdivisions containing four lots or less.

**LA-7. *May a landscape architect perform planning services?***

Yes, a landscape architect may prepare site design and master plan documents, along with zoning applications, special use permit applications and other land use approval documents.

**LA-8. *May a landscape architect prepare and stamp site plans that incorporate a variety of site amenities and features?***

Yes, a landscape architect may prepare and stamp plans or details that include: garden pools, outdoor fountains, waterfalls, retaining walls, decorative walls, raised planters, fences, handicapped ramps, outdoor stairs/steps, play structures, pedestrian bridges, decks, gazebos, picnic shelters, trellises, patio covers and other similar non-dwelling structures that are incidental and necessary to a project's dominant purpose.

**LA-9. *May a landscape architect serve as the principal design professional on a multi-disciplined project?***

Yes. Architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the "Principal Design Professional" section of this manual.

**LA-10. *May a landscape architect design 12-volt (low voltage) outdoor lighting systems and small-scale outdoor 120-volt electrical systems?***

Yes. A landscape architect may prepare and stamp outdoor electrical lighting system plans, as long as the plans are incidental and necessary to a project's dominant purpose.

**LA-11. *May a landscape architect plan for and develop a conceptual site plan which locates the buildings on a project site?***

Yes. A landscape architect can plan for and establish the relationship between the site and its structures, including proposing elevations, grading and positioning, for an overall site and landscape theme.



**LA-12. *Who can stamp landscaping plans and irrigation plans in the state of Nevada?***

Landscape architects, architects, residential designers and civil engineers may stamp landscaping plans and irrigation plans in Nevada.

**LA-13. *Is it legal for the owner or tenant of a commercial building, or his representative, to perform the services of a landscape architect for work on that building without being registered under NRS 623A?***

No.

**LA-14. *May a landscape architect prepare and stamp erosion control/native revegetation plans and wetland mitigation plans?***

Yes.

**LA-15. *Is a person who designs, manufactures or sells irrigation equipment and provides instructions pertaining to the mechanical erection and installation of the equipment but does not install the equipment required to hold a Landscape Architect license?***

No, as per NRS623A.070.1(3)

# FREQUENTLY ASKED QUESTIONS

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## CONTRACTORS

Contractor, as used in these questions and answers, is a Nevada licensed contractor, per NRS 624, unless noted otherwise.

**C-1. *May a contractor prepare and submit his or her own plans to a building department without engaging a design professional?***

A contractor may prepare and submit plans to a building department for work that falls within their license classification, and is for work on their own construction projects.

**C-2. *May a contractor or homeowner submit mail order plans or plans prepared by others and comply with Nevada law?***

No.

**C-3. *If a contractor's license is suspended for any reason, may he or she finish a job that is in progress or a contract that was signed previous to the suspension?***

No. A contractor whose license is suspended may not finish any work in progress. Nor can they submit bids or proposals, sign a new contract, or enter into a contractual agreement during the suspension.

**C-4. *May a general building contractor perform all parts of a project?***

A general building contractor shall not perform specialty contracting in plumbing, electrical, refrigeration and air conditioning, or fire protection without a license for the specialty classification.

**C-5. *If a contractor wants to bid a multi-phase project that exceeds his or her license limit, may he or she bid each phase individually?***

No. The limit is the maximum contract a licensed contractor may undertake on one or more construction contracts on a single construction site or subdivision site for a single client. A contractor is prohibited from bidding or contracting in excess of the monetary license limit established by the State Contractors Board.

**C-6. *If a homeowner obtains a building permit under the owner/builder exemption, can he or she then hire a contractor to perform the construction activity?***

Yes, if the contractor is properly licensed in Nevada to perform the work specified in the contract.

**C-7. *May a contractor prepare plans and then have the owner obtain the building permit under the owner/builder exemption?***

No. The contractor must apply for the permit, thereby attesting that he or she is properly licensed and responsible for the plans and construction activity. Per NRS 623.035, a contractor can only prepare plans for his or her own construction activities.

**C-8. *If a licensed contractor prepares plans under the NRS 623.035 and 623A.070(1)(c) exemptions, can they then sell those plans to another client for whom he or she is not the contractor?***

No, the contractor may only prepare plans, with certain limitations, for his or her own construction activities that he or she is properly licensed to perform.

**C-9. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of a contractor for work on that building without being licensed under NRS 624?***

No.

**C-10. *Does a “spec building” require a contractor’s license?***

Yes.

**C-11. *Is a contractor allowed to perform any work if his or her license is in an inactive status?***

No, the contractor shall not engage in any work or activities, bid to contract or contract if his or her license is inactive. The licensee must first return his or her license to active status.

**C-12. *Are local jurisdictions required to verify a contractor’s license prior to issuance of a permit?***

Yes. A building official shall not issue a building permit to a person acting for another unless the applicant proves to the satisfaction of the building official that they are licensed as a contractor for that work pursuant to the provisions of chapter 624 of NRS, prior to the issuance of the permit.

**C-13. *Are contractors required to include their license number in advertisements?***

Yes. A licensed contractor is required to include their license number on any type of advertising including, but not limited to, letterhead, business cards, directory listings, contracts, bids, proposals, applications for permits, other documents, and any form of advertising.

**C-14. *Are contractors or subcontractors who work for a homeowner on a repair, restoration, improvement, construction or design of residential pools or spas required to pull permits under their own license number?***

Yes. When engaging in the repair, restoration, improvement or construction of residential pools and spas, contractors and subcontractors must apply for, and obtain, all applicable permits for the project under their license number (per NRS 624).

**C-15. *May an unlicensed consultant or advisor assist a homeowner in the building of his or her pool or spa?***

No. A person shall not, directly or indirectly, perform or offer to perform, for a fee, any act as a consultant, advisor, assistant or aide to the builder or owner, unless the person holds a contractor license.

**C-16. *May a contractor use money received for one specific construction project for another construction project?***

No. It is a cause for disciplinary action for a contractor to knowingly divert money for a use other than that for which it was received. Additionally, the contractor may also be subject to criminal prosecution.

**C-17. *Is there any exemption for small jobs or repair or maintenance work?***

An exemption is allowed for work to repair or maintain property if the value is less than \$1,000, including labor and materials, is not part of a larger project, and does not require a building permit. The exemption does not include plumbing, electrical, refrigeration, heating or air conditioning work of any kind.

**C-18. *May a contractor enter into a design only agreement with a client to prepare the drawings for a project?***

No. A contractor may only prepare drawings for his or her own construction activities.

**C-19. *May a licensed contractor have a separate contract for design services?***

No. Under the exemption in NRS 623, a contractor licensed pursuant to the provisions of 624 of NRS may only prepare drawings for their own construction activities.

# FREQUENTLY ASKED QUESTIONS

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## ENGINEERS AND LAND SURVEYORS

Engineer or land surveyor, as used in these questions and answers, is a Nevada licensed engineer or land surveyor, per NRS 625, unless noted otherwise.

**E-1. *Does a set of plans stamped and signed by an engineer licensed in a state other than Nevada meet the requirements for submittal in Nevada?***

No. Only design professionals currently registered or licensed in Nevada may submit plans to a building department.

**E-2. *May an owner, contractor or building official make changes to plans prepared by an engineer?***

No. Changes or modifications to documents prepared by a licensed engineer may only be made by that professional or a professional meeting the criteria set forth in question E-3.

**E-3. *May an engineer make changes to plans prepared by another Nevada registered or licensed professional?***

An engineer may modify original plans after obtaining the written consent of the engineer who prepared the original plans. When written consent cannot be obtained and the modification (1) does not adversely affect the integrity of the original plans, and (2) can be clearly shown to be the work of the modifying engineer and not the work of the engineer who did the original plans, then the plans may be modified if:

- a. The engineer requesting to make the revisions to the original plan documents is employed by the firm responsible for the preparation of the original plan documents.
- b. Reasonable effort has been made to notify the original design engineer in writing of the nature and extent of the proposed revisions to the plan documents.
- c. Reasonable attempt has been made to obtain the original design engineer's consent to the proposed revision.
- d. The work is within the scope of the modifying engineer's practice.
- e. The modifying engineer assumes full responsibility for the revisions and their effects upon the remainder of the project.
- f. The revisions to the plans must comply with applicable state and local laws.
- g. The modified plans must include a written statement adjacent to the signature stamp of the modifying engineer clearly identifying the portion of the plans that were modified and that the modifying engineer has accepted responsibility for the modification.

**E-4. *May a civil or structural engineer prepare and stamp documents customarily prepared by an architect?***

Yes, a professional engineer licensed under the provisions of NRS 625, who designs buildings as permitted by NRS 625 and is exempt from the provisions of NRS 623 (architects, registered interior designers and residential designers), may prepare and stamp documents customarily prepared by an architect. The work must be performed in a competent manner and within the engineer's discipline of engineering.

**E-5. *May a mechanical or electrical engineer prepare and stamp documents customarily prepared by an architect or engineer licensed in a discipline other than their own?***

No.

**E-6. *May a civil engineer structurally design a building more than three stories in height?***

No. Only engineers licensed as structural engineers may structurally design a building more than three stories in height, or more than 45 feet in height from the bottom of the lowest footing, or a sign or radio tower over 100 feet.

**E-7. *May a civil engineer structurally design an essential facility as defined by the International Building Code, i.e. a school or a fire station?***

No. Only engineers licensed as structural engineers may design facilities that would be used for emergency responses, i.e. Risk Category IV facilities, that are designated as emergency shelters, buildings having critical national defense functions, police stations, emergency vehicle garages, etc.

**E-8. *May an engineer's calculations be used as plans for construction work?***

- a. Yes, but only when the document provides a clear description of work acceptable to the building official for the work intended.
- b. No, when the document presents only engineering analysis and does not provide a satisfactory description of the work for construction purposes.
- c. No, when amended submittals conflict with the original approved description of work.

**E-9. *Do shop drawings have to be stamped by an engineer and submitted to the building official for approval?***

No. However, there are some instances where shop drawings could be used as a part of the construction documents, therefore requiring a professional's stamp. For example, a truss or space frame dimensionally shown on the construction document, specified by performance, must be submitted to the building department bearing the stamp of a Nevada registered engineer.

**E-10. *May a licensed land surveyor prepare and submit plot plans?***

Yes, with conditions. Land surveyors may only prepare plot plans which provide topographical and related measurement data. Plans which include design features for construction must be prepared and stamped by a registered professional.

**E-11. *May a civil engineer or land surveyor prepare and stamp site grading and drainage plans as part of a submittal for a permit?***

Yes. Site grading and drainage plans are typically prepared and stamped by civil engineers. Land surveyors may prepare or stamp site grading and drainage plans for residential subdivisions containing four lots or less.

**E-12. *May an engineer serve as the principal design professional on a multi-disciplined project?***

Yes. Architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the "Principal Design Professional" section of this manual.

**E-13. *May a civil engineer stamp landscaping plans and irrigation plans in the state of Nevada?***

Yes. Landscape architects, architects, residential designers and civil engineers may stamp landscaping plans and irrigation plans in Nevada.

**E-14. *May a drafting firm or other unregistered person prepare plans to be submitted for a building permit?***

No, unless they are working under the responsible charge of a licensed or registered design professional, per NRS 623 or 625, and the professional seals/stamps/signs the plans.

**E-15. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of an engineer, for work on that building without being licensed under NRS 625?***

No.

**E-16. *Is it required by regulation that an engineer or land surveyor have a contract with each client?***

Yes. The contract must include the scope of work, the cost for completion of the work and the anticipated date for completion of the work.

**E-17. *Does an engineering or land surveying firm have to register with the state board to offer or perform services in Nevada?***

Yes.

**E-18. *Can original submittals be submitted electronically?***

Yes. Original engineering or land surveying documents may be submitted electronically provided the documents have a digitally encrypted signature. A digitally encrypted signature is an electronic signature that includes embedded meta data that identifies the signer and encrypts and protects the documents. A digitally encrypted signature is not just an electronic signature. Receiving agencies determine whether paper or electronic submittals will be accepted. Check with your building department or public authority to see if they are capable of accepting file size/type.

**E-19. *Can original submittals be prepared electronically, digitally signed, and submitted in paper format?***

No. Paper documents, that are submitted as originals, must be hand-signed in ink.

**E-20. *Is an engineer or land surveyor allowed to perform any work if their license is in an inactive status?***

No. The professional shall not offer or perform professional services with an inactive license. The licensee must first return their license to active status.

**E-21. *Can an engineer overstamp documents prepared and stamped by an out-of-state engineer for submittal in Nevada?***

No. An engineer may only stamp design documents prepared by them or prepared under their direct supervision.



# FREQUENTLY ASKED QUESTIONS

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## HOMEOWNER

Homeowner, as used in these questions and answers, is an owner of property who prepares his or her own plans, drawings or specifications for a building for his own private residential use, and who is building or improving a residential structure on the property for his own occupancy that is not intended for sale or lease. Architect, registered interior designer or residential designer, as used in these questions and answers, is a Nevada registrant, per NRS 623, unless noted otherwise. Engineer or land surveyor, as used in these questions and answers, is a Nevada licensee, per NRS 625, unless noted otherwise. Contractor, as used in these questions and answers, is a Nevada licensed contractor, per NRS 624, unless noted otherwise. Landscape architect, as used in these questions and answers, is a Nevada registered landscape architect, per NRS 623A, unless noted otherwise.

**H-1. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of an architect, registered interior designer, landscape architect, contractor or engineer for work on that building without being licensed under NRS 623, 623A, 624 or 625?***

No.

**H-2. *If a homeowner obtains a building permit under the owner/builder exemption, can he then hire a contractor to perform the construction activity?***

Yes, if the contractor is properly licensed in Nevada to perform the work. This exemption only applies to the construction or remodeling of a single-family residential structure occupied, or to be occupied, by the homeowner.

**H-3. *May a contractor prepare plans and then have the owner obtain the building permit under the owner/builder exemption?***

No. The contractor must apply for the permit, thereby attesting that he is properly licensed and responsible for the plans and construction activity. Per NRS 623.035(1)(d), a contractor can only prepare plans for his or her own construction activities.

**H-4. *Who is considered an “owner/builder?”***

A homeowner who prepares his or her own plans, drawings or specifications for a building for his or her own private residential use and who is building or improving a residential structure on the property for his or her own occupancy and not intended for sale or lease may apply for an exemption from the provisions of NRS 623 and NRS 624.

**H-5. *May a homeowner prepare plans under the NRS 623.035(1)(e) and 623A.070(1)(a) exemptions for a duplex residential occupancy structure?***

No. Homeowners may only prepare plans for a single-family dwelling that they themselves plan to own and occupy for at least one year. A duplex clearly implies that at least one unit will be a rental or sales property.

**H-6. *May a contractor or homeowner submit mail order plans or plans prepared by others and comply with Nevada law?***

No.

**H-7. *May a homeowner hire a draftsman to draw plans for his or her home?***

No. Only architects, residential designers and some professional engineers may design and draw plans for homes. Licensed general contractors may also design and draw plans for homes if they will be building the home as well. A homeowner who does not wish to hire a properly registered or licensed individual must draw the plans for his or her home themselves.

**H-8. *May a homeowner design their own home and then hire a draftsman to put plans into CADD or another electronic format?***

No. A draftsman may not prepare plans that fall under the practice of architecture or engineering.

**H-9. *May a homeowner as an "owner/builder" perform work in the public right-of-way?***

No.

# FREQUENTLY ASKED QUESTIONS

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## MISCELLANEOUS

Architect, registered interior designer or residential designer, as used in these questions and answers, is a Nevada registrant, per NRS 623, unless noted otherwise. Engineer or land surveyor, as used in these questions and answers, is a Nevada licensee, per NRS 625, unless noted otherwise. Contractor, as used in these questions and answers, is a Nevada licensed contractor, per NRS 624, unless noted otherwise. Landscape architect, as used in these questions and answers, is a Nevada registered landscape architect, per NRS 623A, unless noted otherwise.

**M-1. *Do shop drawings have to be stamped by the design professional and submitted to the building official or public authority for approval?***

Typically, no. However, if shop drawings are submitted to the building official or public authority for design consideration or clarification, then they must be properly stamped/signed/dated by the Nevada professional having competency and appropriate registration/license pursuant to the legal requirements for that design professional.

**M-2. *What component or supplemental designs are required to be stamped or sealed by a design professional when submitted to the building official for approval?***

Components or supplemental designs such as prefabricated metal building drawings, roof truss systems (complete systems) drawings, post tension or prestress designs, alternates to the original submittal, component or system substitutions which substantially change the scope of work or code application and precast concrete building components must be submitted to the building official for approval.

**M-3. *May a land surveyor prepare and submit plot plans?***

Yes. Land surveyors may prepare plot plans which provide topographical and related measurement data. Plans which include design features for construction must be prepared by a registered professional competent to perform the specific design.

**M-4. *Who can prepare or stamp site grading and drainage plans as part of a submittal for a permit?***

If acceptable by the authority having jurisdiction, such plans may be prepared or stamped by architects, landscape architects, residential designers or civil engineers. Land surveyors may prepare or stamp site grading and drainage plans as long as they are for residential subdivisions containing four lots or less.

**M-5. *May an unregistered or unlicensed individual (interior designer, space planner, kitchen equipment designer, etc.) prepare plans for a building permit?***

No. Unregistered or unlicensed individuals are prohibited by law from engaging in professional practice, unless a design professional assumes responsibility.

**M-6. *May a drafting firm prepare plans to be submitted for a building permit?***

A drafting firm may only prepare plans to be submitted for a building permit if that firm is working under the responsible control of a licensed or registered design professional, per NRS 623 or 625.

**M-7. *When can an unregistered individual provide design services for the selection of interior furnishings, fixtures and equipment?***

A non-registrant can provide design services when the furnishings, fixtures and equipment selected are not regulated by any building code or other law, ordinance rule or regulation governing the alteration or construction of a structure.

**M-8. *When can an unregistered individual specify the selection of interior furnishing, fixtures and equipment which may be regulated?***

If the individual or firm has a certificate issued by the Nevada State Fire Marshal, they may specify furnishing, fixtures and equipment (not including finishes or space planning) that are regulated typically in a commercial setting.

**M-9. *May individuals calling themselves landscape architect interns or landscape designers prepare and sell landscape and irrigation plans?***

No. It is illegal to prepare and sell landscape documents if one is not registered or licensed to practice landscape architecture, architecture or engineering in Nevada.

**M-10. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of an architect, registered interior designer, engineer, landscape architect or contractor for work on that building without being registered or licensed under NRS 623, 623A, 624 or 625?***

No.

**M-11. *May a contractor prepare plans and then have the owner obtain the building permit under the owner/builder exemption?***

No. The contractor must apply for the permit, thereby attesting that he or she is properly licensed and responsible for the plans and construction activity. Per NRS 623.035.1(d), a contractor can only prepare plans for his or her own construction activities.

**M-12. *May a homeowner prepare plans under the NRS 623.035(1)(e) and 623A.070(1)(a) exemptions for a duplex residential occupancy structure?***

No. Homeowners may only prepare plans for a single-family dwelling that they themselves plan to own and occupy for at least one year. A duplex clearly implies that at least one unit will be a rental or sales property.

**M-13. *May a contractor or homeowner submit mail order plans or plans prepared by others and comply with Nevada law?***

No.

**M-14. *Other than the building, zoning and public works departments, do any other agencies need to review plans before a building permit or approval to proceed can be issued?***

It varies on the type of project and the requirements of the jurisdiction where the project is located. Check with the approving public authority. As an example, the State Fire Marshal's Division and State Health Department must review health care facilities. The local health district may review plans for any food service facility or public swimming pool, and may need to approve demolition permits due to dust pollution, asbestos abatement, fuel tanks, etc. Fire protection elements and alarm systems may be reviewed separately by the Fire Department. Sanitation, sewage and water supply are other factors that may require review or separate permits.

**M-15. *Is a building permit for construction activities on state property required?***

A building permit from the State Public Works Division is required. For specifics, contact the State Public Works Division.

**M-16. *Do local building authorities have jurisdiction on state lands?***

No. The State Public Works Division is the building authority.

**M-17. *Does the State Public Works Division inspect school construction?***

No. The State Public Works Division only deals with those schools located on State of Nevada owned property, however they may do plan review when requested by a school district. Typically, the local school districts will permit thru the local authority having jurisdiction (AHJ) unless they are large enough to have their own building department (NRS 393.110).

**M-18. *Who reviews and inspects construction activities of privately-owned buildings and facilities on state land?***

The State Public Works Division is the building authority.

**M-19. *What is the definition of a “design-build” contract?***

Design-build contract means a contract between an owner or public body and a design-build team in which the design-build team agrees to design and construct a project. The Legislature enacted laws to permit public bodies to contract with a design-build team or specialty contractor for the design and construction of a public work or other project.

**M-20. *When is a design-build contract used for a public works project?***

The use of the design-build approach for public works is regulated pursuant to NRS 338. In general, design-build may be used only in situations where its use will render significant cost or time savings, or if the project is highly specialized and technical in nature. In addition, certain construction cost thresholds for differing types of work are set forth in the statute. Due to the variety of the specific conditions contained in the law, it is advised that the language be reviewed in its entirety prior to initiating any public project utilizing the design-build method of delivery.

**M-21. *Does a business license or Nevada Secretary of State filing qualify an individual or firm to provide services that fall under NRS 623, NRS 623A, NRS 624 or NRS 625?***

No. It is recommended that the appropriate regulatory board be contacted to verify if the individual or firm is properly registered/licensed and if they've been disciplined before hiring them.

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