



Direct Line: (702) 759-1633

**INSTRUCTIONS FOR SUBMISSION OF PLANS FOR REVIEW -
HOTEL/MOTEL, RV PARK, MH PARK, SCRIV**

Nevada Administrative Code / SNHD Regulations require that properly prepared plans be submitted to the Health Authority for review and approval for construction of public accommodation (PA), Self-Contained Recreational Vehicle (SCRV), Recreational Vehicle (RV) and Mobile Home (MH) Park establishments **prior to the start of such work. Applications submitted after construction or remodeling has begun will be charged "after-the-fact" fees as provided in the approved fee schedule.**

1. Appointments: An appointment may be requested or required depending on the project. *Persons making appointments must come prepared to discuss all aspects of the facility design, and be empowered to make additions, deletions, or corrections to the design.* It is required that both design and operational staff attend the meeting, including the **engineer, architect, manager, or other person familiar with the operations of the establishment.** All appointments are held at the Southern Nevada Health District, 280 S Decatur Blvd., Las Vegas, NV. Or via Web EX meeting may be requested. Email Pa@snhd.org
Appointments cannot be honored unless the minimum required paperwork is provided. Failure to arrive for the appointment, or failure to provide the minimum documentation upon arrival for an appointment constitutes a "missed appointment", and an additional fee will be charged.

The minimum requirements for an appointment:

Representatives qualified to answer staff questions and empowered to make corrections, additions, or deletions pertaining to the design & operation of the facility.

A signed copy of this Instruction Sheet & Plan Review Application signed by the legal owner of the establishment.

A signed copy for our files of proof of ownership or legal standing in the form of a lease agreement, deed, or other executed legal documents.

A copy of the plans (see below for detailed description).

Ability to pay all applicable fees (Cash, Visa/MasterCard [credit card and valid I.D. must match exactly] or Business Check [pre-printed address, no starter checks, no alterations]).

3. Fees: Fees are collected at the time of application and appointment and include the Plan Review and the first annual permit fee. SNHD bills all permits on a fiscal-year (July-June), not by anniversary date. Annual invoices will be sent to the address indicated on your application. Billing address changes can be made at www.southernnevadahealthdistrict.org/download/eh/establishment-file-update.pdf **Fees are not PRORATED.** Determination of final fees due cannot be made until the plans are reviewed, and the type and number of permits is determined by the assigned Plan Reviewer.

Payment of fees does not constitute approval of plans. A signed form will be provided following your meeting to inform you of the approval status of your plans, to provide specific corrections and/or stipulations, to list any permit conditions or limitations, and to request any additional information needed to complete your application. **Plan review fees are only valid for one year from the date of the original submission.** Plan Review applications will be deleted from the system one year and one day from the date of application, unless the responsible party requests an extension, in writing, prior to the application anniversary date.

4. Plans & Specifications: All submittals must be electronic in PDF format. **For meetings only,** provide one set of drawings or plans for use during the review meeting. **Due to storage space constraints, we can no longer accept roll plans for storage, you will be asked to take roll plans with you following review.**

4.1 For PA applications, submittals must include:

1. Architectural plan sheets
2. Civil Engineering onsite Improvement Plan sheets

3. Mechanical (heating ventilation and cooling) plan sheets
4. Plumbing plan sheets
5. Electrical and lighting/photometric plan sheets
6. Specification sheets for the guest room kitchenette dishwashers (if guest room(s) will have them)
7. Specification sheets for the guest room heating/cooling units
8. Exterior site plan and details [if not part of the Civil Engineering onsite improvement plan sheets
9. Interior floor plans and details (including guestroom plans and elevations) [should be part of the Architectural plan sheets]
10. Name of outside laundry service
11. Name of pest control firm
12. Biohazard clean-up plan

4.2 For SCRV and RV applications, submittals must include:

1. Scaled/dimensioned site plans [such as engineering drawings] showing the following (as a minimum)
 - Site boundaries
 - Layout of facility, with entry and exit locations
 - Site grading/elevation contours
 - RV spaces (numbered) and parking locations (and quantity)
 - Type of RV hookups for water, sewer, power
 - Location(s) of service building(s) housing backup/public restrooms, showers, and laundry facilities
 - Location of office/guest check in area
 - Location(s), quantity, type, and capacity of solid waste containers
 - Location of the onsite amenities (such as pool/spa, recreational area)
2. Procedures/Plan for addressing sewage overflows should that occur.
3. Additional information, as requested by the SNHD reviewer.

4.3 For MH Park applications, submittals must include:

1. Civil Engineering onsite Improvement Plan sheets
2. Scaled/dimensioned site plans [such as engineering drawings] showing the following (as a minimum)
 - Site boundaries
 - Layout of facility, with entry and exit locations
 - Site grading/elevation contours
 - MH spaces (numbered) and parking locations (and quantity)
 - Type of hookups for water, sewer, power
 - Location(s) of service building(s) housing backup/public restrooms, showers, and laundry facilities
 - Location of office/guest check in area
 - Location(s), quantity, type, and capacity of solid waste containers
 - Location of onsite amenities (such as pool/spa, recreational area)
3. Procedures/Plan for addressing sewage overflows should that occur.
4. Additional information, as requested by the SNHD reviewer.

Mistakes and/or omissions (undisclosed design or operational characteristics on plans/applications) do not constitute approval of such the mistakes or omissions. Proper development of a project is your responsibility and the various parties concerned.

Assure all contractors, sub-contractors, etc., are made aware of the corrections and/or stipulations from the Health District. ***Failure of the applicant to provide such information noted on paperwork to the building authority or contractor may delay final approval of the project.***

5. Revised Plans: Applicants may be required to submit corrected plans and pay applicable resubmittal fees. Failure to comply with required corrections may result in a failed inspection of the construction project, resulting in additional fees and delayed approval to open. At the discretion of SNHD Plan Review staff, additional meetings will be required.

After your plans have been reviewed and approved, if you wish to change the design or add/delete equipment, etc. **revised plans must be submitted.** Contact your assigned Plan Reviewer. Each submittal of revised plans will be charged an additional fee.

6. Inspections: Up to one on-site status checks, and a “pre-final” walkthrough, may be required or requested prior to the final inspection with no additional fee for “New” facilities or those undergoing a Major Remodel. Additional inspections for a phased opening will result in additional fees.

Requests for final permitting appointments are taken on a “first come, first served basis” ONLY. Arrangements for final inspection should be made well in advance, at least one week to two weeks prior to your planned opening date. Expedited inspection requests made less than 72 hours in advance are subject to inspector availability during regular work hours and will be assessed additional fees. Please plan accordingly. After-hours inspections are made for emergency situations ONLY at the discretion of management and are based on staff availability. Additional fees apply.

Establishments must be fully functional, with water, power, gas, hot-water, equipment operational and at proper temperatures, and CO/TCO available for review by the inspector. Establishments may not open for business until after the inspections have been completed and passed and a health permit to operate has been issued.

A re-inspection fee, per permit, will be assessed if the establishment is not ready for a final inspection. Cancellations must be made prior to staff arrival at the facility. **The re-inspection fee must be paid prior to scheduling another final inspection.**

You or your representatives must contact all programs relevant to your project within this agency separately, e.g., Food, Individual Sewage Disposal System, Public Water, Underground Storage Tank, Childcare.

I, the undersigned, as a representative of the permit holder/applicant, understand and agree to be held to the conditions/responsibilities as provided in this document:

Signed: _____ Print name _____

Date: _____ Name of Facility: _____
(01/06/2022)