



Direct Line: (702) 759-1258

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

Nevada Administrative Code / SNHD Regulations require that properly prepared plans and specifications be submitted to the Health Authority for review and approval for construction or public accommodation, SCRVS, RV and MH Park establishments **prior to the start of such work. Applications submitted after construction or remodeling of food facilities 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 by staff, prior to or at the time of application and plan submission, depending on the project. *Persons making appointments must come prepared to discuss all aspects of the facility design, and must 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.** *If an appointment is required by staff or requested by the applicant, third-party "plans runners" must be accompanied by a person knowledgeable about the operations of the facility and the scope of the project.* **All appointments are held at the Southern Nevada Health District, 333 N. Rancho Blvd, Suite 450., Las Vegas, NV.**

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. Fees due include the fee for Plan Review as well as 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: Provide one set of drawings or plans for use during the review meeting, as well as a set of electronic plans in PDF format. ***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.*** Plans must include:

- a) A floor plan layout showing layout of areas, and location, size and type of equipment, **room layout & fixtures**, ice machine locations, HVAC, employee restrooms, customer restrooms, etc. Each piece

- of equipment is to be clearly labeled on the plan with its common name, or otherwise identified on the plan drawing or equipment schedule. Specifications sheets may be provided.
- b) A plumbing layout showing floor sinks and type and location of food prep/utility sinks, lavatories, ice machines, similar equipment with drains. Hot-water generating capacity must be provided. Plans must show all pressure service and waste & drain piping, including sewage.
- c) A schedule of interior finishes or interior drawings showing floor, base, wall, and ceiling finishes.
- d) A schedule for lighting, or reflected ceiling plans showing locations and types of lighting fixtures.
- e) An equipment list showing type, manufacturer, and model numbers.
- f) Shop drawings of all custom-built equipment.

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. 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 Food Plan Review staff, additional meetings will be required if all aspects of food-flow & facility design are not adequately described.

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

6. Inspections: Up to two on-site status checks, a “rough plumbing” inspection, 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.

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: _____

(01/11/2017)