



Direct Line 759-0571

Instructions for Submission of Pool and Spa Plans for Review

Nevada State Law requires that properly prepared plans and specifications be submitted to the Health Authority for review and approval when construction or remodeling is anticipated, and **prior to the start of such work.**

1. Submit one set of complete plans which will include (but not be limited to):
 - a. An equipment list showing type, manufacturer, and model numbers.
 - b. Shop drawings of all custom-built equipment.
 - c. Packet consists of **four** copies of the application, **one** copy of application supplement, **two** copies of the calculation of total dynamic head (hydraulics), and **four** copies of the plans (including architectural, plumbing and electrical prints).
 - d. Manufacturers cut sheets or head loss charts for unique equipment, **one** fence detail, **one** site plan, **one** bathhouse plan and any other detail drawing needed for clarification. Of these, two copies of application, one copy of hydraulics, two sets of plans are returned to the A-10 / A-10E contractor, and one copy of the application and plans are returned to the owner.
 - e. The fee is based on square footage of the body of water to be built; there is a fee per **each** body of water.
 - f. After your plans have been reviewed and approved, if you would like to submit **revised plans only** via e-mail or fax, contact your assigned Plan Reviewer for the e-mail address or fax them to (702) 383-1445. Each submittal of revised plans will be charged an additional fee of \$165.00.
 - g. An estimate of fees will be provided if requested, but the 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 EHS.
 - h. A "Grant Bargain Sale Deed," lease agreement, contract or other legal documents will be required to prove possession of the property. All applications must be submitted with sufficient **Proof of Standing** to make application on behalf of the property owner.
2. An application for a health permit must be made and all applicable fees paid at the time of **appointment and plan submission**. Arrangements for final inspection must be made at least **72 hours (three working days)** in advance of the final inspection.



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 in writing, prior to the application anniversary date, that the application be extended for one year, and provides reasonable justification in writing for granting the extension.

Applications granted one year extensions that are not completed by the next application anniversary date will be deleted from the system. New applications must be made, and additional fees paid, if the project has been deleted following either the original or extended one year periods. No extensions will be granted beyond two years without approval of management.

- 3. If you must cancel your appointment, you must call or e-mail your Reviewer by the end-of-business the previous work day or you will be charged a missed appointment fee. A fee for missed plan review appointments will be charged \$165.00 before another appointment will be scheduled.**
4. Ensure all contractors, sub-contractors, etc., are made aware of the corrections and/or stipulations from the Health District.
- 5. Mistakes or omissions on the plans do not constitute approval of the mistakes or omissions. Proper development of this project is your responsibility and the various parties concerned.**
- 6. Payment of fees does not constitute approval of plans.** Plans accepted for review will be followed by official written documentation noting any **corrections, permit stipulations or limitations** that will be necessary in order for the construction to be approved. **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.**
7. Establishments built prior to submission for Plan Review, **and/or** establishments wishing to receive a final plan review inspection **less than 15 days** following their application will be assessed fees at **double** the **fee** listed on the fee schedule for Plan Review.
8. Establishments **may not open for business** until after the construction and opening inspections have been done and a health permit to operate has been issued.
9. On **new construction**, the **inspector** will conduct **three required pass/fail inspections prior to the final inspection**: (1) excavation and (2) plumbing must be inspected **prior** to pouring gunite and (3) “pre-plaster” inspection, which examines fencing, gates, decks, bath house and equipment (pumps, filters) prior to filling. **If** these inspections are not passed, a **reinspection fee** will be due (see the plan review section of the fee schedule). It is the responsibility of the contractor to call for these inspections 48 hours



in advance to obtain an appointment.

10. Final inspections must be scheduled by appointment at least 72 hours in advance. There will be \$165.00 re-inspection fee per permit if the establishment is not ready for a final inspection after you have requested one. The re-inspection fee must be **paid prior to scheduling another final inspection.**
11. Preliminary/Advisory Plan Review inspections, either in the office (\$135.00) or field (\$165.00), may be made at the request of the public for the fees per inspection.
12. You or your representatives must contact all programs relevant to your project within this agency separately, e.g., Individual Sewage Disposal System, Public Water, Underground Storage Tan, Childcare, Schools.

Signature of Person Representing Owner: _____

Print Name: _____

Owner(s) Name: _____

Date: _____ Name of Project: _____