



Direct Line: (702) 759-0677

INSTRUCTIONS FOR SUBMISSION OF BODY ART & CHILD CARE FACILITY PLANS FOR REVIEW

Southern Nevada Health District Regulations require that properly prepared plans and specifications be submitted to the Health Authority for review and approval for construction or remodeling of body art, child care, schools and water store facilities **prior to the start of such work. Applications submitted after construction or remodeling of the facilities has begun will be charged "after-the-fact" fees as provided in the approved fee schedule.**

Facility permits are not transferable from person to person or from place to place, which subsequently requires application for, and issuance of, a new health permit at the time of purchase. NRS 432A, requires that properly prepared plans and specifications be submitted to the Health Authority for review and approval of change of ownership applications for body art, child care, schools and water store facilities.

1. Appointment for a New Permit or Facility Remodel: An appointment must be made prior to application and plan submission of new permits and remodels. Contact the Health Authority at (702) 759-0677 to schedule a plan review appointment. *Persons making appointments with a Plan Reviewer must come prepared to discuss all aspects of the facility design, and must be empowered to make additions, deletions, or corrections to the design. All appointments are held at the Southern Nevada Health District, 333 N. Rancho Blvd, Suite 450., Las Vegas, NV 89106.*

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 a fee will be charged.

2. Application submission for Change of Ownership: *Submit ALL documents listed in "The minimum requirements for application submission" box by email to specialprograms@snhdmail.org. Persons submitting the application must be prepared to discuss all aspects of the facility design, and must be empowered to make additions, deletions, or corrections to the design. **Applications cannot be processed unless the minimum required paperwork is submitted.***

A "Change of Ownership (COO) applicant may remain in operation while taking over a functioning establishment under the following circumstances:

- The application for COO is made within 30 days of the start date reflected on the lease or execution date of the sale document;
- No major remodeling has taken place within the facility;
- The applicant schedules an inspection within 30 days of the date of application, and passes that inspection with no critical items uncorrected by the end of the inspection. **Failure at the inspection will result in closure with fees.**

A facility that has closed prior to the "Change of Ownership" taking place must remain closed until inspected and approved. A facility that is closed at the time of lease or purchase must apply as a NEW establishment (not eligible of COO). **Establishments that are closed pending inspection may not open for business** until after the inspections have been completed and passed and a health permit to operate has been issued.

The minimum requirements for appointment/application submission:

- Representatives qualified to answer staff questions (including those about facility operations) and empowered to make corrections, additions, or deletions pertaining to the design & operation of the facility.*
- A signed copy of this Instructions for Submission of Facility Plans for Review*
- A Facility Permit Application signed by the legal owner of the establishment*
- A signed copy for our files of proof of ownership in the form of a lease agreement, deed or other executed legal documents.*
- A copy of the plans and specifications (see detailed description below)*
- Ability to pay all applicable fees (Cash, Amex/Discover/MasterCard/Visa [credit card and valid I.D. must match exactly] or Business Check [pre-printed address, no starter checks and no alterations]).*

3. Fees: Fees are collected at the time of application and appointment. Fees due include the fee for plan review/change of ownership as well as the first annual permit fee. **SNHD bills all permits on a fiscal-year (July 1 – June 30), not by anniversary date. Fees CANNOT be PRORATED or adjusted and are non-refundable.** An estimate of fees will be provided if requested, but the determination of final fees due cannot be made until the application is submitted, 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 scaled drawings or plans. **Due to storage space constraints, we can no longer accept roll plans for storage.** Plans must include:

- A. Room dimensions or square footage of each room of the building
- B. A schedule of interior finishes or interior drawings showing floor, base, wall, and ceiling finishes.
- C. A plumbing layout showing floor sinks and type and location of food prep/utility sinks, lavatories, scullery sinks, ice machines, walk-in boxes, drink dispensers, woks, and similar equipment with drains. Hot-water generating capacity must be provided. Plans must show all pressure service and waste & drain piping, including sewage and roof drain lines over all permitted areas.
- 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.
- G. All **School** and **Child Care Facility** packages must include in addition to items **A through F above**:
 - a. Layout of the outdoor play area including climbable equipment, protective surfacing and shade structure(s) if applicable
 - b. Menus for food service, if applicable.
- H. All **Child Care Facility** packages must include in addition to items **A through G above**:
 - a. Height of hand washing sinks with hung or counter drop-in designs specified
 - b. Height of toilet fixtures from floor to the front rim of toilet
- I. All **Body Art Facility** packages must include in addition to items **A through F above**:
 - a. A written Infection Control Plan
 - b. A copy of your proposed Client Consent Form
 - c. A copy of Procedure Aftercare Instructions

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 Plan Review staff, additional meetings will be required if all aspects of 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. 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.

Change of ownership inspections must be completed within 30 days of application – failure to do so may result in an unannounced inspection and possible closure.

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. 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.

The facility must be fully functional, with water, power, gas, and hot-water, and CO/TCO available for review by the inspector.

A re-inspection fee, per permit, will be assessed if the establishment is not ready for a final inspection, at the scheduled appointment. 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., HACCP/Labeling, Individual Sewage Disposal System, Public Water, Underground Storage Tank.

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:

SIGNATURE: _____ PRINT NAME: _____

DATE: _____ NAME OF BUSINESS: _____