



SELF-CERTIFICATION PROGRAM RULES & PROCEDURES

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A. Program Overview

The Self-Certification Program eliminates initial plan reviews by allowing a registered architect or engineer to take responsibility for code compliance and certify that the project complies with the City of North Las Vegas codes, ordinances, and standards. Depending on the scope of the project, permits can be issued within four business days.

In order to participate in the Self-Certification Program, the Professional must meet all the requirements detailed in Section D below. All Projects submitted for the Self-Certification Program must meet the eligibility requirements detailed in Section C below. Project submission requirements and procedures are detailed in Section E. All Self-Certified Projects are subject to audit as described in Section F.

The Department will advertise the Self-Certification Program and post on the City of North Las Vegas website the names of all Self-Certified Professionals who are eligible to participate in the Self-Certification Program. The website will also contain all documents related to the Self-Certification Program to assist the Self-Certified Professional with project submission.

The City reserves the right to suspend operation of the Self-Certification Program as it deems necessary or appropriate. Nothing in these rules shall be construed to prevent a Self-Certified Professional from submitting a project through the standard plan review process.

B. Definitions

As used in these rules, unless the context clearly indicates otherwise:

“Auditor” means any person designated by the Building Official to grade an audit.

“Building Official” The officer or other designated authority charged with the administration and enforcement of the Building Administrative Code. The term “Building Official” may also mean the employees who are appointed and authorized by the Building Official pursuant to NRS 278.570(2) to assist in the performance of the duties of his/her position.

“Department” means either the City of North Las Vegas Land Development and Community Services Department or the Public Works Department, as appropriate.

“Board of Building Code Appeals” (BBCA) serves in an advisory capacity by providing the Department Director and City Council with general advisory oversight of the development process.

“Owner/Tenant” for the purposes of Owner/Tenant Certification, means either the actual owner of the building or property, or the tenant who is “acting as an agent of” the owner.

“Prepared” or *“prepared by or under the direct supervision of”* means: (a) personally prepared by the Self-Certified Professional submitting the project, or (b) if such Self-Certified Professional is a structural engineer, prepared under the personal supervision and control of such structural engineer, or (c) if such Self-Certified Professional is an architect, prepared under the personal supervision and control of such architect.

“Project” means the work identified in a building permit application and accompanying plans.

“Project Prime Professional” means an individual recognized by the Nevada State Board of Professional Engineers & Land Surveyors or the Nevada State Board of Architecture, Interior Design, and Residential Design, in good standing without detrimental reviews or actions. This professional is responsible for the coordination, continuity, and compatibility of each collaborating registrant’s work (when retained by the prime professional).

“Registrant” means the architect or engineer registered in the State of Nevada.

“Registration number” or *“self-certification registration number”* means the registration number issued by the Department upon successful completion of the self-certification training class. Such registration number is separate and distinct from the professional registration issued by the State of Nevada.

“Reviewed by” or *“Reviewed and sealed by”* means: (a) the sealed plans were reviewed by the Self-Certified Professional for code compliance, or (b) the plans were drawn by others and were reviewed for code compliance and sealed by the Self-Certified Professional.

“Self-certification” or *“Self-certified”* means the submission to the Department of a signed, personal verification that: (a) is made by the Self-Certified Professional identified in a building permit application; and (b) accompanies plans filed with the Department by such Self-Certified Professional; and (c) attests that such plans do not contain any false information; and (d) attests that such plans are in compliance with the requirements of the City of North Las Vegas Building Construction Code; and (e) attests that such plans were prepared by, prepared under the direct supervision of, or were reviewed and stamped by the Self-Certified Professional identified in the building permit application.

“Self-Certified Professional” means the professional identified as such on a building permit application and accompanying plans.

“Standard(s)” or *“standard plan(s)”* means plans authorized by the Department to be used in construction on a repetitive basis. Standard plans may include options allowing variations to the building design that may alter the interior and/or exterior appearance.

“Structural Peer Reviewer” means a reviewer who is on the city-approved self-certification list for the purpose of providing structural peer reviews for the Self-Certification Program. Three points of criteria must be met; 1) the structural peer reviewer must be a registered Structural Engineer in the state of Nevada, 2) the structural peer reviewer must have attended the Self-Certification training class and 3) the structural peer reviewer must be a different professional than the self-certified Structural Engineer of Record who is sealing the project. If ALL of the above criteria are met, the Structural Peer Reviewer is placed on the city-approved list.

C. Eligible Projects

The projects appearing on the “Self-Certification Eligibility Chart” printed below are eligible

for self-certification by a professional.

Building Plans

Projects Eligible	Projects Not Eligible*
<ul style="list-style-type: none"> All new building construction and additions not included in the “Projects Not Eligible” list to the right Tenant Improvements of B, M, F, & S occupancies Residential model home complexes Fire Sprinkler plans 	<ul style="list-style-type: none"> Hazardous occupancies New high rise buildings (occupied floor more than 55’ above Fire Department access) Extra-large assembly occupancies (A4 & A5) Projects requiring a Fire Protection report Projects in FEMA Special Floodplain Hazard Area Any project considered uniquely complex by the Building Official
<p><i>*A structural peer review by a city-approved structural peer reviewer is required for all projects less than 25,000 square feet that have structural components designed and sealed by a structural engineer.</i></p>	
Random Audit Guidelines	Automatic Audit Guidelines
<ul style="list-style-type: none"> All tenant improvement projects less than 25,000 square feet Requires a structural peer review by a city-approved structural peer reviewer Generally a 10% chance of audit 	<ul style="list-style-type: none"> All new building construction projects are automatically audited No structural peer review required

Civil/Site/Landscape Plans

Projects Eligible	Projects Not Eligible
<ul style="list-style-type: none"> New construction & amendments to civil on-site grading plans for: <ul style="list-style-type: none"> Commercial pad development Industrial and commercial onsite development as determined by Public Works 	<ul style="list-style-type: none"> Projects in FEMA Special Floodplain Hazard Area Residential developments All other civil, site and landscape plans
Random Audit Guidelines	Automatic Audit Guidelines
<ul style="list-style-type: none"> No audit fee assessed Generally a 10% chance of audit 	<ul style="list-style-type: none"> Projects over 1 acres are automatically audited Audit fee is equal to half plan review fee per the approved Bond and Fee Estimate for the project

Note: All Self-Certification plans must be submitted by the following types of registered professionals:

- Building Plans – Architect or Structural Engineer
- Fire Sprinkler Plans- Fire Protection Engineer
- Onsite Civil Improvement Plans – Civil Engineer

If there is a dispute over whether a project is eligible for self-certification under these rules, the Self-Certified Professional can appeal to the Department Director. A final determination of eligibility shall be made by the Department Director.

D. Requirements for Self-Certified Professional

Eligible Professionals

- A. Professional Architects, Structural Engineer, or Fire Protection Engineer:
Professional architects or structural engineers who have been responsible for ensuring code compliance for a minimum of three (3) years may be eligible for participating in the Self-Certification Program for eligible building projects. During that time period, the professional must have been:
1. Registered in the State of Nevada, and
 2. Responsible for compliance with the City of North Las Vegas code, ordinances and standards, and
 3. Certified to seal project drawings.
- B. Fire Protection Engineer (Fire Sprinkler Plans only)
1. Registered in the State of Nevada, and
 2. Responsible for compliance with the City of North Las Vegas code, ordinances and standards, and
 3. Certified to seal project drawings.
- C. Civil Engineers:
Professional civil engineers who have been responsible for ensuring code compliance for a minimum of three (3) years may be eligible for participating in the Self-Certification Program for eligible civil projects. During that time period, the professional must have been:
1. Registered in the State of Nevada, and
 2. Responsible for compliance with the City of North Las Vegas codes, ordinances, and standards, and
 3. Certified to seal project drawings.
- D. Other Professionals:
At the discretion of the Building Official or Public Works Director, other professionals such as, but not limited to, non-structural engineers or professional architects and structural engineers who have not been registered for at least three (3) years in the State of Nevada, may also qualify to participate in the Self-Certification Program. These professionals must demonstrate proven experience with the application of the City of North Las Vegas Building Construction Code and with performing as a “project prime professional” as defined herein.

Insurance Requirements

The Self-Certified Professional is required to furnish to the requisite department a certificate of professional liability insurance, issued by an insurer authorized to insure in the State of Nevada, with limits of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate for all claims made during the policy period.

Professional of Record Statement

The Self-Certified Professional is required to submit a Professional of Record Self-Certification Statement in which the Self-Certified Professional shall be required to certify to the city and to the person hiring or otherwise retaining the Self-Certified Professional for such project that:

- A. The Self-Certified Professional has been a State of Nevada registered engineer or architect for at least three (3) years; and
- B. Within the preceding five-year period, the Self-Certified Professional has not been convicted or found liable of: (1) knowingly making a false statement of material fact on or in connection with any permit application, or (2) knowingly submitting in support of a permit application any document containing false or fraudulent information, or (3) knowingly affixing a false signature to any permit application; and
- C. The attached application and every page of the accompanying plan(s) stamped by the Self-Certified Professional: (1) were prepared by, under the direct supervision of, or reviewed by such Professional; (2) are complete; and (3) are, as of the date of submission, in accordance with the requirements of the City of North Las Vegas codes, ordinances, and standards as well as any other applicable laws; and
- D. The attached application and all technical submissions made by the Self-Certified Professional in connection with the self-certified project were prepared in accordance with and meet the “standard of care” required of the profession; and
- E. All information and assertions made by the Self-Certified Professional in the permit application and documents submitted in support of such permit application are true and correct; and
- F. If the Self-Certified Professional becomes aware of any false or inaccurate statement in the permit application, accompanying plans or any document submitted in support of such permit application, regardless of whether such false or inaccurate statement was made by such Self-Certified Professional or by his agent or employee, the Self-Certified Professional will immediately take all measures necessary to correct such false or inaccurate statement; and
- G. The Self-Certified Professional understands that the City will rely upon the truth and accuracy of the certifications contained in the Professional of Record Self-Certification Statement as the basis for issuing a permit under the Self-Certification Permit Program; and
- H. The Self-Certified Professional understands that the self-certified project identified in the permit application is being approved for a permit subject to audit and/or field inspection by the department and the permit is subject to revocation if necessary or appropriate to protect the public health, safety or welfare; and
- I. If the department determines that the submitted plans do not conform to the requirements of the City of North Las Vegas codes, ordinances, and standards as well as any other applicable law, the Self-Certified Professional agrees to submit a revision to permit in a timely manner and to take all remedial measures to bring the submitted plans and any construction there under into conformity; and

- J. The Self-Certified Professional understands that the failure to submit any required plan revision to the department in a timely manner will result in automatic suspension of their self-certification privileges under the Self-Certification Permit Program, until such time that a plan revision is submitted and/or the matter is resolved to the City's satisfaction and may result in notification of such fact to the Nevada State Board of Engineers & Land Surveyors and/or the Nevada State Board of Architecture, Interior Design and Residential Design.

Nothing in this rule shall be construed to prohibit the City from requiring additional certifications in the Professional of Record Self-Certification Statement.

Owner/Tenant Certification Statement

For each project, the Self-Certified Professional is required to submit to the City, an Owner/Tenant Certification Statement, which shall be signed and dated by the owner or tenant responsible for the work identified in the permit application and in which such owner or tenant shall certify:

- A. Authorized the work of all professionals and consultants named in the permit application and accompanying plans; and
- B. Agrees to take all measures necessary to correct any misrepresentation or falsification of facts made knowingly or negligently in the permit application or in any document submitted in support of such application by the owner or tenant, as applicable, or by such owner's or tenant's agents, contractors or employees; and
- C. Understands that the Self-Certified project is being approved for a permit subject to audit and/or field inspection; and
- D. Agrees to take all remedial measures necessary to bring the plans and all construction completed under the permit for the project into conformity with requirements of the City of North Las Vegas codes, ordinances, and standards as well as all other applicable laws.

Nothing in this rule shall be construed to prohibit the City from requiring additional certifications in the Owner/Tenant Certification Statement.

Hold Harmless Letter

For each project, the Self-Certified Professional is required to submit an Owner Hold Harmless Letter, which shall be signed and dated by the owner responsible for the work identified in the permit application and in which such owner shall agree to the following:

- A. To protect, defend, indemnify and hold harmless the city of North Las Vegas and its officers, representatives, managers and employees against any and all claims, liabilities, judgments, costs, expenses, delays, demands or injuries arising out of or in any way connected with the design, construction, code compliance review or issuance of a building permit for the project identified in the permit application; and

- B. That if construction is contrary to the City of North Las Vegas codes, ordinances, and standards as well as any other applicable law or to any permit issued under the Self-Certification Program, the owner shall, without undue delay, remove or modify, at such owner's own expense, any component of such construction that does not conform to the requirements of the City.

Nothing in this rule shall be construed to prohibit the City from requiring additional agreements in the Owner Hold Harmless Letter.

Self-Certification Class

Each Self-Certified Professional participating in the Self-Certification Program must successfully complete an on-demand, on line, City-sponsored training class. Such class shall provide attendees with instruction about the self-certification permit process, examining plans for compliance with the City of North Las Vegas codes, ordinances, and standards, and the administrative aspects of the self-certified permit process. The class, which shall be offered continuously, shall be open to all architects and engineers who are currently registered in the State of Nevada and meet the qualifications of Section D above.

Upon successful completion of the class, attendees will receive a certificate and registration number enabling them to self-certify projects and to participate in the Self-Certification Program. Information about registering for the Self-Certification Program training class is available at www.cityofnorthlasvegas.com. Enrollment in the class shall be on a "first-come, first served" basis.

A fee is required to attend the class, which shall cover the cost of administering the Self-Certification Program.

The Self-Certified Professional's certification shall expire three years from the date of issuance and then every three years thereafter.

E. Project Submission Procedures

The Self-Certification Program submission process requirements is available online www.cityofnorthlasvegas.com. The Self-Certified Professional can download the relevant Self-Certification Program Submittal Checklist at the same website location. Assistance with pre-submittal requirements can be obtained at the Permit Application Center. Staff will determine if any variances or use permits are needed.

Once all the applicable pre-approvals listed on the relevant Submittal Checklist have been obtained, the Self-Certified Professional shall submit plans to the City. All completed applications, forms, letters and other documents listed on the relevant Submittal Checklist shall be provided with the plans.

The project address and scope of work stated in the permit application must agree with the address and the scope of work shown on the submitted plans. Such application must contain all required information about the contractors for the project, including, but not limited to, the name, address and license number of the general contractor.

If the project identified in the permit application is a tenant improvements in an existing building, the work covered by the permit application must be limited to work for a single tenant only. Both the permit application and accompanying plans must be stamped by the Self-Certified Professional who prepared or reviewed the plans and is submitting the plans for Self-Certification under the Self-Certification Program.

If the self-certified project is a standard plan of a commercial building, approved by the Building Department under the current code, the following materials must also be submitted:

- a. One set of the previously approved plans signed and stamped by the same Self-Certified Professional identified in the building permit application, or
- b. A copy, with all City approvals, of the previously approved plans signed and stamped by the same professional of record identified in the building permit application. Each set of such plans must be:
 1. Sealed by the Self-Certified Professional certifying the plans; and
 2. Prepared by, under the direct supervision of, or reviewed by the Self-Certified Professional, certifying the plans; and
 3. Attached to a cover sheet meeting the requirements listed below:

A cover sheet shall be attached to each set of plans and shall contain the following:

- a. Signed and stamped by the Self-Certified Professional responsible for preparing the plans; and
- b. Contain an Index of Drawings as required by law; and
- c. Contain the following certification statement, which shall be wet-inked in black or plotted to the cover sheet: "I hereby certify that these drawings are prepared by me, under my supervision, or reviewed by me and to the best of my professional knowledge conform to the City of North Las Vegas codes, ordinances, and standards." Such certification statement shall be signed by the professional of record who prepared the plans.

Each page of the construction plans **must** contain the following:

SELF-CERTIFIED BY: _____

Certification # _____
(Insert name of Self-Certified Professional) *Date*

- *Plans were prepared by or under the direct supervision of, or reviewed by the Self-Certified Professional,*
- *Plans are complete,*
- *The plans are, as of the date of submission, in compliance with City of North Las Vegas building, civil, site and zoning codes, ordinances, and all other applicable laws.*

The Project Coordinator or designee will review the project to:

- A. Verify that all applicable applications, forms, letters and other documents listed on the Self-Certification Submittal Checklists, or otherwise required by the City, have been submitted and completed in full by the appropriate parties.
- B. Verify that the project meets the Self-Certification Program criteria.
- C. Verify that all necessary pre-approvals have been obtained.
- D. Verify all plan sheets and files are in accordance with Submittal Standard Guidelines.
- E. Verify Certificate of approval from a city-approved structural peer reviewer or standard plan approval if applicable.
- F. Screen plans for apparent compliance with the requirements of the City of North Las Vegas codes, ordinances, and standards as well as any other applicable laws.

If the Project Coordinator or designee determines that all Self-Certification Program requirements have been met, the project shall be accepted for admission to the Self-Certification Program.

If the Project Coordinator or designee determines that the plans submitted by the Self-Certified Professional require minor corrections to bring the plans into compliance with the City of North Las Vegas codes, ordinances, and standards, the Self-Certified Professional will be given the opportunity to make the necessary changes and submit revised/additional sheets and/or documentation.

If the Project Coordinator or designee determines that any of the Self-Certification Program requirements have not been met, they shall reject the project for submittal to the Self-Certification Program.

After a project is accepted for submittal to the Self-Certification Program and prior to the issuance of a permit for such project, the Project Coordinator or designee will conduct a final review of the project to verify that the application for the permit and all accompanying documents are complete.

Upon completing the final review of a project, the Department will notify the Self-Certified Professional as to whether the requested permit will be issued under the Self-Certification Program.

If the permit is issued, such permit shall be stamped by the Department, as follows:

City of North Las Vegas – Self-Certified Project

If the permit is not issued, such notification shall state the reasons why the permit was not issued.

F. Auditing Procedures

All self-certified plans are subject to audit by the appropriate Department to determine whether the plans and/or projects are in compliance with the requirements of the City of North Las Vegas codes, ordinances, and standards. The audit will also measure the efficiency of the Self-Certification Program. There are two types of audits: random and automatic.

Random Audit Process

The Department will perform audits on randomly selected projects that are allowed in the Self-Certification Program. Projects may be randomly audited if the Department determines that:

1. In any given month, a Self-Certified Professional has had four or more projects accepted for Self-Certification by the department and none of those projects has been audited by the department;
2. Within the preceding 12 months, no project submitted by the Self-Certified Professional has been audited by the department;
3. A project accepted for Self-Certification is a complex project. For purposes of this item, the term “complex project” means a project involving at least four of the following plan review disciplines:
 - a. Accessibility
 - b. Architectural
 - c. Electrical
 - d. Mechanical
 - e. Plumbing
 - f. Structural
4. A Self-Certified Professional has failed any audit within three years; or
5. A field inspection conducted by the department finds that the plans permitted under the Self-Certification permit program are not in compliance with the requirements of the City.

Automatic Audit Process

The appropriate department will perform audits on all new construction or renovation projects that are allowed in the Self-Certification Program and listed under “Automatic Audit” on the Eligibility Chart contained in Section C. An Automatic Audit will be completed within thirty (30) days of permit issuance.

Review Criteria

Each self-certified project selected for an audit, whether random or automatic, will be audited for compliance with the City of North Las Vegas codes, ordinances, or standards. The auditor for each discipline will complete the review in accordance with the scoring system described in the “Self-Certification Program Auditing Procedures.”

Audit Results

The Department shall notify the Self-Certified Professional and the Owner of Record in writing of the results of any audit conducted. The notification will provide a summary of the audit results and will direct the Self-Certified Professional to address all code violations found in the audit. Failure to submit required corrections by the date identified in the notification may result in the revocation of the Self-Certified Professional’s privileges.

For information about the audit selection process and scoring system, see “Self-

Certification Program Auditing.

G. Revisions

The revision procedure is dependent on whether it is a **voluntary** change due to alterations in construction material, design or in response to field conditions; or a **mandatory** change due to an inspector identifying a code violation or plans missing critical information.

Voluntary Field Changes and Revisions

The Self-Certified Professional shall provide to Department inspection staff a request in writing that a field change or revision is requested. The Project Coordinator or designee will determine if plans must be provided to complete the change

Mandatory Field Changes and Revisions

When a City inspector determines that the self-certified plans contain code violations or are missing critical information, the inspector shall get a second opinion his/her supervisor.

If the item is confirmed to be a code violation or the City requires more information critical to ensuring that the project meets City requirements, the Project Coordinator will inform the Contractor and the Self-Certified Professional in writing (e-mail is sufficient). Corrections and/or additional information will be required to reach a resolution.

If plan revisions are required, the Self-Certified Professional will be directed to submit the revisions within a reasonable time period, prior to covering the work in question. Failure to submit plan revisions as directed will result in revocation of the Self-Certified Professional's privileges.

If a violation is discovered by field inspection, it will be recorded with the permit and tracked. These violations will be marked at time of inspection as a (Failure due to design flaw), and any project that accumulates a score of five (5) or greater will be subject to a mandatory Audit.

For details on the process to follow to revise plans or resolve code violations, see the "Field Changes and Revisions Procedure".

H. Deferred Building Plan Submittals

The self-certified professional shall clearly indicate on the cover sheet all items to be deferred. Each deferred submittal must bear the shop drawing stamp of the engineer and architect of record. For items such as alternate design elements (i.e. alternate stair designs), The engineer of record may serve as the peer reviewer for these items.

I. Suspension and Revocation of Self-Certification Privileges

As described in Section F. Audit Results above, the failure of the Self-Certified Professional to submit required corrections identified in any audit by the specified date may result in revocation of the Self-Certified Professional's privileges. Additionally, a Self-Certified Professional's privileges will be revoked if three (3) audits are failed within a three-year period; or remedial measures within such Self-Certified Professional's control are not taken to bring the required plans and any construction there under into compliance with the city of North Las Vegas codes, ordinances, and standards.

If a Self-Certified Professional's privileges are subject to revocation for any reason, the Department shall cause a dated notice to be mailed, by first class mail, to such Self-Certified Professional at his or her last known business address. Such dated notice shall inform the Self-Certified Professional of the following facts:

Unless the Self-Certified Professional can show cause not to revoke their privileges, they shall be revoked for a period of time up to one year. To reinstate privileges, the Self-Certified Professional must again attend the full training class at full cost. The revocation of the Self-Certified Professional's Self-Certification Program privileges shall become effective ten (10) business days after the date on which notice is mailed under this rule. The City also has the authority to permanently revoke the Self-Certified Professional's privileges.

A Self-Certified Professional's self-certification privileges shall be permanently revoked by the Department, if such Self-Certified Professional is convicted or found liable of: (1) knowingly making a false statement of material fact on or in connection with any permit application, or (2) knowingly submitting in support of a permit application any document containing false or fraudulent information, or (3) knowingly affixing a false signature to any permit application.

The City may revoke any permit issued under the Self-Certification Program if an audit or inspection indicates that the permitted project or any portion thereof poses a threat to the public health, safety or welfare.