



## ***Over-The-Counter Fire Plan Review***

The City of North Las Vegas Building and Fire Safety offers Over-the-counter fire plan review in 15 minute increments, by appointment **only** for the following items subject to the listed restrictions.

### ***Fire Riser Stub-In***

- Covers the portion of piping connecting the approved civil plans to the approved fire sprinkler plans (typically 5' outside of building to 2' above finished floor in riser room)
- Engineered joint restraints are not permitted over-the-counter

### ***Addition or Relocation of Sprinkler Heads*** (Deluge systems not included)

- **Maximum of 25** sprinkler heads
- Standard upright, pendent, or sidewall with a minimum operating pressure of 7 psi
- Flex drops are not allowed to be over-the-counter unless being added to a space already utilizing flex drops
- Occupancy classification where work performed is the same or less than that for the overall system design.

### ***Fire Sprinkler Monitoring Systems***

- Building (or suite if a strip arrangement) is no more than 50,000 square feet
- Fire alarm systems (whether required or not) are not allowed over-the-counter
- Occupant load of the building or suite is less than 100
- Occupancy classification is not in Group E, H, I or R per the adopted building code

### ***Central Station Monitoring***

- Listed Central Station only (others are not allowed over-the-counter)
- Central Station must have a current business license with the City of North Las Vegas

## **MINIMUM INFORMATION ON SUBMITTALS**

When submitting letters and documents, all correspondence shall be addressed to:

City of North Las Vegas Building and Fire Safety  
Fire Safety Section  
2250 Las Vegas Boulevard North Suite 14  
North Las Vegas, Nevada 89030

### ***Letters***

All scope of work letters shall include the project's name and address, including a suite number, if applicable. A paragraph describing the scope of work to be performed shall be in sufficient detail to indicate where on the property the work is to be completed and the type of work to be performed. The make and model of any new devices or equipment shall also be included. The letter shall be signed by a "Qualified Employee"

A scope of work letter may be used in lieu of drawings under the following conditions:

***Fire Sprinklers***

- Tenant Improvement limited to the installation or relocation of five (5) or less sprinklers.
- Emergency Replacement of water mains or valves requiring flushing or inspections.
- Demolition work in conjunction with phased remodeling or construction.
- To correct an “inspection item” written up by a field inspector on an existing property (no existing active permit on-site).
- 13D sprinkler systems being installed based on approved model home template plans.
- Sprinkler Lead-In (In-Building Riser): NOT PERMITTED BY LETTER – see drawings.

***Drawings:*** Drawings shall not exceed 30 inches in height. If the scope of work is small, such as a small tenant improvement or a Sprinkler Lead-In, the drawing may be as small as 8½” x 11” provided that the drawing can convey all the required information. A minimum of three (3) sets of plans, not to exceed four (4) sets, are required to be submitted.

Except for an overall building or site plan, the smallest acceptable scale for shop drawings is 1/8”.

At a minimum, the information required by 2018 International Fire Code as amended by the City of North Las Vegas, 2016 Edition of NFPA 72 for fire alarm, and 2016 Edition NFPA 13 for sprinkler systems, and any information required by the applicable NFPA document for other systems, shall be provided on the plans or in the accompanying documents.

**Failure to follow the above mentioned procedures or provide the minimum required information will result in the application / submittal not being accepted.**

Please contact Fire Plan Review with any questions at 633-2615.