702-759-1633
pa@snhd.org

PUBLIC ACCOMMODATIONS PLAN REVIEW

INSTRUCTIONS FOR SUBMISSION OF PLANS
HOTEL/MOTEL, RVPARK, MOBILE HOME PARK, SCRV

Nevada Administrative Code 447 and Southern Nevada Health District (SNHD) Regulations Governing the Health and Safety of Public Accommodation Facilities Section 9 require that properly prepared plans be submitted to the Health Authority for review and approval for construction for public accommodation (PA), Self-Contained Recreational Vehicle (SCRV), Recreational Vehicle (RV), and Mobile Home Park (MHP) establishments prior to the start of such work. **Applications submitted after construction or remodeling has begun will be charged "after-the-fact" fees as provided in the approved fee schedule.**

New Construction submittals must include the following:
- 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).

Instructions for Submission:
- Applications, specifications, and additional documentation must be submitted electronically to PA@snhd.org. SNHD may require hard copies of specific documentation, if necessary.
- Submission of incomplete documentation will be rejected and may result in project delays. Additional fees may apply.
- All materials, details, equipment information, specifications, and any other required information not provided on the construction application must be included on the plans or additional information sheets.
- Projects will maintain as "active" plan review status for up to one year after the last activity. After one year with no activity, the project will be deleted, and resubmittal of plans, applications, and application fees will be required.

Note: Incorrect or incomplete applications or plans may require revisions and resubmittal and may result in a delay of the project. Ensure that all applications and plans are correct prior to initial submittal.

Fees:
- All fees must be paid within five business days after receipt of the invoice.
- The plan review will not begin until all appropriate fees have been paid. Changes in design, corrections to plans, missed appointments, etc., will result in additional fees.
- A re-inspection fee will be applied for all failed inspections
- Fees may be assessed when additional services are required
- Inspection cancellations must be made at least two hours prior to the scheduled inspection or will be considered a missed appointment and fees will be applied.
- Payment of fees does not constitute approval of plans

Plans & Specifications: All submittals must be electronic in PDF format.
PA applications-submittals must include:
- Architectural plan sheets
- Civil Engineering onsite Improvement Plan sheets
- Mechanical (heating ventilation and cooling) plan sheets
- Plumbing plan sheets
- Electrical and lighting/photometric plan sheets
- Specification sheets for the guest room kitchenette dishwashers (if guest room(s) will have them)
- Specification sheets for the guest room heating/cooling units

- Exterior site plan and details (if not part of the Civil Engineering onsite improvement plan sheets)
- Interior floor plans and details (including guestroom plans and elevations should be part of the Architectural plan sheets)
- Name of outside laundry service
- Name of pest control firm
- Biohazard clean-up plan

SCRV and RV applications-submittals must include:

- Scaled/dimensioned site plans (such as engineering drawings showing the following (as a minimum):
  - Site boundaries
  - Layout of facility, with entry and exit locations
  - Site grading/elevation contours
  - RV spaces (numbered) and parking locations (including quantity)
  - Type of RV hookups for water, sewer, power
  - Location(s) of service building(s) housing backup/public restrooms, showers, and laundry facilities
  - Location of office/guest check in area
  - Location(s), quantity, type, and capacity of solid waste containers
  - Location of the onsite amenities (such as pool/spa, recreational area)
- Procedures/Plan for addressing sewage overflows, should that occur.
- Additional information, as requested by the SNHD reviewer.

MH Park applications-submittals must include:

- Civil Engineering onsite Improvement Plan sheets
- Scaled/dimensioned site plans (such as engineering drawings) showing the following (as a minimum)
  - Site boundaries
  - Layout of facility, with entry and exit locations
  - Site grading/elevation contours • MH spaces (numbered) and parking locations (including quantity)
  - Type of hookups for water, sewer, power
  - Location(s) of service building(s) housing backup/public restrooms, showers, and laundry facilities
  - Location of office/guest check in area
  - Location(s), quantity, type, and capacity of solid waste containers
  - Location of onsite amenities (such as pool/spa, recreational area)
- Procedures/Plan for addressing sewage overflows should that occur.
- Additional information, as requested by the SNHD reviewer.

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.

Revised Plans:
Applicants may be required to submit corrected plans and pay applicable resubmittal fees. 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. After your plans have been reviewed and approved, if you wish to change the design or add/delete equipment, etc. revised plans must be submitted. Contact your assigned Plan Reviewer. Each submittal of revised plans will be charged an additional fee.

Inspections:
Up to one on-site status check, 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. Additional inspections for a phased opening will result in additional fees.

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 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 additional fees may be assessed. 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 will 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 the Health District separately, e.g., Food, Individual Sewage Disposal System, Public Water, Underground Storage Tank, Childcare.

Review and Approval of Plans: The Health Authority shall provide a written response to the owner or owner's representative upon completion of the review indicating approval or disapproval of the plans. In the case of disapproval, specific reasons will be given with procedures for resubmittal. Undisclosed design or operational characteristics on the plans and/or applications do not constitute approval of such mistakes or omissions. Proper development of the project is the responsibility of the contractor, design professional, and the various parties involved in the project.
Note: Approval of plans by SNHD does not constitute approval of, nor provide relief from, any requirements of local, state, or federal jurisdictions. It is the responsibility of the permit holder to ensure that the requirements of all applicable regulations, ordinances, codes, or laws are met. SNHD approval is required prior to the start of construction

Final Permitting Inspection:
The final permitting inspection can be conducted after all construction has ended and the facility is ready to operate. The owner or owner's representative must contact the assigned inspector to schedule the inspection at least three business days in advance of the desired inspection date. Inspections will be scheduled according to the inspector's availability. A re-inspection fee will be applied for all failed inspections, and the facility will not be issued an operating permit until the permitting inspection has been passed. Inspection cancellations must be made at least two hours prior to the scheduled inspection to avoid additional fees.

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.

Name of Facility:_____

Signature:_____

Printed Name:_____

Date:_____