



280 S DECATUR BLVD, LAS VEGAS, NV 89107
(702) 759-1633 | www.snhd.info

PUBLIC ACCOMODATION DESIGN ASSESSMENT PERMIT APPLICATION

OWNER INFORMATION (PERMIT HOLDER)

Owner of Business:

Sole Proprietorship:	Partnership:	Corporation:	LLC:
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Registered Owner Mailing Address:

Phone:	Fax:	E-mail:
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Have you applied for a Business License?	Yes	If Yes, Which Jurisdiction?	No	N/A
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FACILITY INFORMATION

Name of Business (DBA):

Facility Address:

Phone:	Fax:	E-mail:
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Representative's Name:	Representative's Phone Number:
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Owner's representatives must have proof of authorization.

Projected Opening Date:	Hour of Operation:	Number of Rooms/Spaces:
Number of Pools:	Number of Spas:	Number of In-room Pools/Spas:

Water Supply Method:	Sewer Disposal Method:
Public Water: Well Water:	Septic System: Community Sewer:

PERMIT TYPES

Type of Application:	NEW:	REMODEL:	CHANGE OF OWNERSHIP:
HOTEL	MOTEL	CONDO/TIMESHARE	HOSTEL
BED & BREAKFAST	RV PARK/SCRV	CAMPGROUND	MOBILE HOME PARK
BUFFET	KITCHEN	CONTINENTAL BREAKFAST	GIFT SHOP
SNACK BAR	OTHER (Describe):		

NCIAA (Nevada Clean Indoor Air Act) Affidavit: I, the applicant or dully authorized agent of the applicant, do hereby attest and affirm that the aforementioned facility is Exempt or Not Exempt from compliance with the requirements of NRS 202.2483 Inclusive

AGREEMENT

- All appointments are held at the Southern Nevada Health District, 333 N. Rancho Dr, Ste 450, Las Vegas, NV. Please call SNHD at (702) 759-1258 to make an appointment to submit plans for new facilities.
- Plan review and annual health permit fees must be paid at the time of appointment. Fees are determined after the plan review meeting. Fees are not refundable or prorated.
- Fee schedule can be found at: <http://www.southernnevadahealthdistrict.org/download/eh-fee-schedule.pdf>
- Acceptable forms of payment are: Cash, Visa, MasterCard, American Express, Business Check (not starter), or Money Orders.

SIGNATURE	PRINT NAME	DATE

FOR OFFICE USE ONLY:

SR	FA	ON	IN
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INSTRUCTIONS FOR SUBMISSION OF PLANS FOR REVIEW – NEW PUBLIC ACCOMMODATIONS

333 N RANCHO DR, STE 450, LAS VEGAS, NV 89106
(702) 759-1258 | WWW.SNHD.INFO | FoodRev@snhd.org

ITEMS REQUIRED FOR PLAN SUBMISSION

- ☑ A completed application and *Instructions for Submission of Plans for Review* signed by the permit applicant.
- ☑ A person in charge able to answer questions about the facility operation and the plans.
- ☑ Proof of Ownership in the form of a Lease, Deed, or other legal document granting permission for the permit applicant to operate at the specified physical location.
- ☑ Menu: If food is served, a menu must be provided
- ☑ **Plans & Specifications (New and Remodel only):** Please submit plans in electronic format (PDF) when possible, or one set of paper drawings or plans (minimum 8.5"x11") for use during the review meeting. Plans must include:
 - Architectural, Civil, Electrical, Mechanical, Plumbing, and Exterior Site Plans
 - The plumbing plan must show restroom location, floor sinks, ice machines and similar equipment with drains, waste lines, supply lines, and all plumbing fixtures. Hot water generating capacity must be provided. If applicable, provide dishwasher specifications located in kitchenettes (must have sanitizing cycle).
 - Interior floor plans to include guestroom plans and elevations, and all finish materials for guestrooms, restrooms, housekeeping, and laundering areas.
 - An equipment list with each piece of equipment clearly labeled or otherwise identified on the plan or drawing.

ADDITIONAL INFORMATION

Electronic Submissions for Remote Review (Preferred)

Once staff have verified that the application packet is complete, you will receive a plan review appointment invitation. Plans are reviewed remotely on the day of the appointment. An inspector will contact you via phone or email when they begin reviewing your plans. The plan status, required corrections, and an invoice will be provided to you via email after the review is complete. Payment of fees is due upon receipt of invoice and may be paid online at www.snhd.info/eh/payment.

In-Person Submissions

If you are unable to submit all required items electronically, an in-person appointment will be scheduled on a "first come, first served basis". Please arrive 15 minutes early for check in. Failure to arrive on time with all required documents will result in the rescheduling of your appointment with a missed appointment fee. At the discretion of SNHD staff, a meeting may be required if all aspects of the operation and facility design are not adequately described. Payment of fees is due upon receipt of invoice and may be paid in-person or online at www.snhd.info/eh/payment. Note: For your safety, the waiting area is limited to no more than 5 people and an in-person meeting is limited to one person (unless an interpreter is required).

Inspections

Up to two on-site visits, a "rough plumbing" inspection, and a "pre-final" walkthrough, may be required or requested prior to the final permitting inspection. Failure of the applicant to provide proof of approvals, if required, from other agencies of jurisdiction (such as Fire Prevention or Building & Safety) may delay the final approval of the project.

Inspection cancellations must be made prior to the inspector's arrival at the facility. A re-inspection fee for each permit will be assessed if the establishment is not ready for a scheduled inspection. All fees must be paid prior to scheduling any field appointments.

Establishments must be fully functional, with water, power, gas, and hot water, with equipment fully operational. A Certificate of Occupancy or Temporary Certificate of Occupancy must be obtained prior to the final permitting inspection for new construction or remodel projects as required by the jurisdiction. Establishments may not stock food or open for business until after the final permitting inspection has been completed and passed and approvals from other agencies have been obtained.

Other Information

Undisclosed design or operational characteristics on plans and/or applications do not constitute approval of such mistakes or omissions. It is the responsibility of the permit holder to properly develop the project and contact all applicable agencies and SNHD programs for approvals such as Individual Sewage Disposal System, Public Water Systems, Underground Storage Tanks, HACCP/Labeling, etc.

Social Distance for Safety

Social distancing requirements for field inspections must be adhered to and include no more than 2 facility representatives at the inspection, physical distancing of at least 6 feet between people, use of face coverings, and excluding individuals who display symptoms of illness from the premises.

I, the undersigned, as a representative of the permit holder/applicant, have read, understand, and agree to be held to the conditions and responsibilities as provided in this document.

Owner/Applicant → Signature:		Owner/Applicant → Print Name:	
Owner/Applicant → Title:		→ Date:	