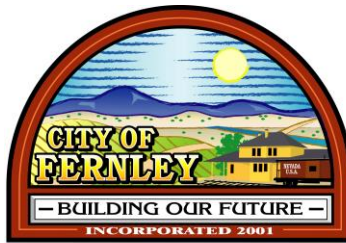


# FREQUENTLY ASKED QUESTIONS

## CITY OF FERNLEY

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Revised 5/2/2019

# FREQUENTLY ASKED QUESTIONS

## ARCHITECTS

Architect, as used in these questions and answers, is a Nevada registered architect, per NRS 623, unless noted otherwise.

**A-1. *Does a set of plans stamped and signed by an architect registered in a state other than Nevada meet the requirements for submittal in Nevada?***

No. Only design professionals currently registered or licensed in Nevada may submit plans to a Building Department.

**A-2. *May an architect overstamp documents prepared and stamped by an out-of-state architect for submittal in Nevada?***

No. A Nevada architect may only stamp design documents prepared by him or under his responsible control.

**A-3. *May an owner, contractor or building official make changes to plans prepared by an architect?***

No. Changes or modifications to technical documents prepared by a registered professional may only be made by that professional, or a professional meeting the criteria set forth in question A-4.

**A-4. *May a Nevada architect make changes to plans prepared by another Nevada registered or licensed professional?***

Yes, with conditions. A Nevada architect may revise or change plans prepared by another Nevada registrant or licensee under the following conditions:

- a. Every reasonable effort must be taken to notify and obtain concurrence from the original design professional with respect to changes to the original plans.
- b. The work must be within the scope of his practice.
- c. The architect initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. Changes to the plans must comply with applicable state and local laws.

**A-5. *May an architect prepare and stamp documents customarily prepared by a licensed engineer?***

Yes. Provided that the work is performed in a competent manner, an architect registered under the provisions of NRS 623, and who practices as permitted by NRS 623, is exempt from the provisions of NRS 625 (Professional Engineers and Land Surveyors).

**A-6. *Do shop drawings have to be stamped by an architect and submitted to the building official for approval?***

No. However, there are some instances where shop drawings could be used as a part of the construction documents, therefore requiring a professional's stamp. For example, a truss or space frame dimensionally shown on the construction document, specified by performance, must be submitted to the building department bearing the stamp of a Nevada registrant.

**A-7. *May an architect stamp site grading and drainage plans as part of a submittal for a permit?***

Yes, if acceptable to the authority having jurisdiction, such plans maybe prepared or stamped by architects, landscape architects, residential designers or civil engineers. Land surveyors may prepare or stamp site grading and drainage plans as long as they are for residential subdivisions containing four lots or less.

**A-8. *May an architect serve as the principal design professional on a multi-disciplined project?***

Yes. Nevada architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the "Principal Design Professional" section of this manual.

**A-9. *May an architect stamp landscaping plans and irrigation plans in the state of Nevada?***

Yes. Landscape architects, architects, residential designers and civil engineers may stamp landscaping and irrigation plans in Nevada.

**A-10. *May an architect stamp and sign documents prepared by his consultants?***

Yes, provided that the documents are prepared under his responsible control.

**A-11. *May a drafting firm or other unregistered person prepare plans to be submitted for a building permit?***

No.

**A-12. *Is it legal for the owner or tenant of a commercial building, or his representative, to perform the services of an architect for work on that building without being registered under NRS 623?***

No.

**A-13. *Is an architect, who is employed by a licensed general contractor, required to stamp plans he has prepared for his employer when the plans are being submitted to the building department under the contractors' exemption?***

No.

**A-14. *Is an architect, who contracts with a licensed general contractor, required to stamp plans he has prepared when the plans are being submitted to the building department under the contractors' exemption?***

Yes.

**A-15. *Is an architect, who is hired directly by the owner to design a single-family residence, required to stamp the plans if the owner is pulling the permit?***

Yes.

**A-16. *Must each sheet of an architect's set of plans have an original wet seal and signature?***

Yes.

**A-17. *Are architects required to seal bid documents?***

No. Per NRS 623.185, only plans, specifications, reports and other documents issued by a registrant for official use must be signed, sealed and dated. Bid documents are not considered to be for official use.

**A-18. *Is it acceptable for original plans to be in microfiche or electronic format?***

Yes.

## ENGINEERS AND LAND SURVEYORS

Engineer or land surveyor, as used in these questions and answers, is a Nevada licensed engineer or land surveyor, per NRS 625, unless otherwise noted.

**E-1. *Does a set of plans stamped and signed by an engineer licensed in a state other than Nevada meet the requirements for submittal in Nevada?***

No. Only design professionals currently registered or licensed in Nevada may submit plans to a building department.

**E-2. *May an owner, contractor or building official make changes to plans prepared by an engineer?***

No. Changes or modifications to technical documents prepared by a registered professional may only be made by that professional or a professional meeting the criteria set forth in question E-3.

**E-3. *May a Nevada engineer make changes to plans prepared by another Nevada registered or licensed professional?***

As a general rule, an engineer may not modify original plans without first obtaining the written consent of the engineer who prepared the original plans. However, if consent cannot be obtained and the modification (1) does not adversely affect the integrity of the original plans and (2) can be clearly shown to be the work of the modifying engineer and not the work of the engineer who did the original plans, then the plans may be modified if:

- a. The engineer requesting to make the revisions to the original plan documents is employed by the firm responsible for the preparation of the original plan documents.
- b. Every reasonable effort has been made to notify the original design engineer in writing of the nature and extent of the proposed revisions to the plan documents.

- c. Every reasonable attempt has been made to obtain the original design engineer's consent to the proposed revision.
- d. The work is within the scope of the modifying engineer's practice.
- e. The modifying engineer assumes full responsibility for the revisions and their effects upon the remainder of the project.
- f. The revisions to the plans must comply with applicable state and local laws.
- g. The modified plans must include a written statement adjacent to the signature stamp of the modifying engineer clearly identifying the portion of the plans that were modified and that the modifying engineer has accepted responsibility for the modification.

**E-4. *May a civil or structural engineer prepare and stamp documents customarily prepared by an architect?***

Yes. As long as the work is performed in a competent manner, a professional engineer licensed under the provisions of NRS 625, who designs buildings as permitted by NRS 625, is exempt from the provisions of NRS 623 (Architects, Registered Interior Designers and Residential Designers).

**E-5. *May a mechanical or electrical engineer prepare and stamp documents customarily prepared by an architect or engineer licensed in a discipline other than their own?***

No.

**E-6. *May a civil engineer structurally design a building more than three stories in height?***

No. Only engineers licensed as structural engineers may structurally design a building more than three stories in height, or more than 45 feet in height from the bottom of the lowest footing, or a sign or radio tower over 100 feet.

**E-7. *May an engineer's calculations be used as plans for construction work?***

- a. Yes, but only when the document provides a clear description of work acceptable to the building official for the work intended.
- b. No, when the document presents only engineering analysis and does not provide a satisfactory description of the work for construction purposes.
- c. No, when amended submittals conflict with the original approved description of work.

**E-8. *Do shop drawings have to be stamped by an engineer and submitted to the building official for approval?***

No. However, there are some instances where shop drawings could be used as a part of the construction documents, therefore requiring a professional's stamp. For example, a truss or space frame dimensionally shown on the construction document, specified by performance, must be submitted to the building department bearing the stamp of a Nevada registered engineer.

**E-9. *May a licensed land surveyor prepare and submit plot plans?***

Yes, with conditions. Land surveyors may only prepare plot plans that provide topographical and related measurement data. Plans that include design features for construction must comply with the standards of a registered professional.

**E-10. *May a civil engineer or land surveyor prepare and stamp site grading and drainage plans as part of a submittal for a permit?***

Yes, if acceptable to the authority having jurisdiction, such plans maybe prepared or stamped by architects, landscape architects, residential designers or civil engineers. Land surveyors may prepare or stamp site grading and drainage plans as long as they are for residential subdivisions containing four lots or less.

**E-11. *May an engineer serve as the principal design professional on a multi-disciplined project?***

Yes. Nevada architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the “Principal Design Professional” section of this manual.

**E-12. *May a civil engineer stamp landscaping plans and irrigation plans in the state of Nevada?***

Yes. Landscape architects, architects, residential designers and civil engineers may stamp landscaping plans and irrigation plans in Nevada.

**E-13. *May a drafting firm or other unregistered person prepare plans to be submitted for a building permit?***

No.

**E-14. *Is it legal for the owner or tenant of a commercial building, or his representative, to perform the services of an engineer, for work on that building without being licensed under NRS 625?***

No.

**CONTRACTORS**

Contractor, as used in these questions and answers, is a Nevada licensed contractor, per NRS 624, unless noted otherwise.

**C-1. *May a contractor make changes to plans prepared by an architect, registered interior designer, engineer, residential designer or landscape architect?***

No.

**C-2. *May a contractor prepare and submit his own plans to a building department without engaging a design professional?***

A contractor may prepare and submit plans within his license classification to a building department for his own construction activities when all of the following conditions are met:

- a. The project is of a generally small and simple nature and designed within the prescriptive standards of the applicable codes;
- b. The plans cover only that area for which he is licensed (e.g.: plumbers may not prepare electrical plans, etc.);
- c. The plans are prepared only for that project upon which he is the sole legal contractor for the area of work for which the plans are intended;
- d. The plans demonstrate a level of technical competence expected from a registered design professional; and
- e. The plans are signed by the licensee.

**C-3. *May a contractor or owner/builder submit mail order plans or plans prepared by others and comply with Nevada law?***

No.

**C-4. *May a contractor prepare and submit both landscape and irrigation plans to a building department for a permit?***

No, unless the contractor is properly licensed and provides the construction documents for his own construction activities within the scope of his license classification.

**C-5. *If a contractor's license is suspended for lack of qualifier, lack of bond or by board action, may he finish a job that is in progress or a contract that was signed previous to the suspension?***

Yes, with limitations. A contractor whose license is suspended may finish any work in progress. He cannot submit a bid or proposal, sign a new contract or enter into a contractual agreement during the suspension.

**C-6. *May any general building contractor or owner hire unlicensed individuals to perform construction work?***

No. All contractors, including subcontractors, must be properly licensed contractors in the state of Nevada at the time the work is bid and when it is performed.

**C-7. *May a general building contractor perform all parts of a project?***

No. A general building contractor shall not perform specialty contracting in plumbing, electrical, refrigeration and air conditioning or fire protection without a license for the specialty.

**C-8. *If a contractor wants to bid a multi-phase project that exceeds his license limit, may he bid each phase individually?***

No. A contractor may only bid each phase individually if the owner/lender is requesting bids for the phases as separate contracts. A contractor is prohibited from bidding or contracting in excess of the monetary license limit established by the State Contractors Board.

**C-9. *If a homeowner obtains a building permit under the owner/builder exemption, can he then hire a contractor to perform the construction activity?***

Yes, if the contractor is properly licensed in Nevada to perform the work. This exemption only applies to the construction or remodeling of a single-family residential structure occupied, or to be occupied, by the homeowner.

**C-10. *May a contractor prepare plans and then have the owner obtain the building permit under the owner/builder exemption?***

No. The contractor must apply for the permit, thereby attesting that he is properly licensed and responsible for the plans and construction activity. Per NRS 623.330(1)(d), a contractor can only prepare plans for his own construction activities.

**C-11. *If a licensed contractor prepares plans under the NRS 623.330(1)(d) and 623A.070(1)(c) exemptions, can he then sell those plans to another client for whom he is not the contractor?***

No, the contractor may only prepare plans, with certain limitations, for his own construction activities that he is properly licensed to perform.

**C-12. *May a drafting firm or other unregistered person prepare plans to be submitted for a building permit?***

No.

**C-13. *Is it legal for the owner or tenant of a commercial building, or his representative, to perform the services of a contractor for work on that building without being licensed under NRS 624?***

No.

**C-14. *Does a "Spec Building" require a contractor's license?***

Yes.

**C-15. *Is a contractor allowed to perform any work if his license is in an inactive status?***

No, the contractor shall not engage in any work or activities, bid to contract or contract if his license is inactive. The licensee must first return his license to active status.

**C-16. *Are local jurisdictions required to verify a contractor's license prior to issuance of a permit?***

Yes. Any city or county which requires issuance of a permit shall require a written, signed statement from a licensed contractor that he is properly licensed the number of the license and that it is in full force and effect.



**C-17. *Is there a similar requirement for unlicensed individuals who want to pull a permit?***

If the individual pulling the permit is exempt from licensure under the Contractors License Law, then he must personally provide a written and signed affidavit to the Nevada State Contractors Board requesting the exemption under Chapter 624.031 of the NRS.

**C-18. *Are contractors required to include their license number in advertisements?***

Yes. Any time a licensed contractor advertises his services, whether on paper, on the Internet or over the airwaves, a license number must appear. This includes, but is not limited to, letterhead, business cards, directory listings, contracts, bids, proposals, applications for permits, other documents and any form of advertising.

**C-19. *Are contractors or subcontractors who work for an owner/builder on a repair, restoration, improvement or construction of residential pools and/or spas required to pull permits under their own license number?***

Yes. When engaging in the repair, restoration, improvement or construction of residential pools and spas, contractors and subcontractors must apply for, and obtain, all applicable permits for the project under their license number (per NRS 624 and NRS 597).

**C-20. *May an unlicensed consultant or advisor assist a homeowner in the building of his pool?***

No. A person shall not, directly or indirectly, perform or offer to perform, for a fee, any act as a consultant, advisor, assistant or aide to the builder or owner, unless the person holds a contractors license.

**C-21. *May a contractor use money received for one specific construction project for another construction project?***

No. It is a criminal offense for a contractor to wrongfully divert money for a use other than that for which it was received.

**LANDSCAPE ARCHITECTS**

Landscape architect, as used in these questions and answers, is a Nevada registered landscape architect, per NRS 623A, unless noted otherwise.

**LA-1. *Does a set of plans stamped and signed by a landscape architect registered in a state other than Nevada meet the requirements for submittal in Nevada?***

No. Only design professionals currently registered or licensed in Nevada may submit plans to a building department.

**LA-2. *May a landscape architect overstamp documents prepared and stamped by an out-of-state architect or landscape architect for submittal in Nevada?***

No. A Nevada landscape architect may only stamp design documents prepared by him or under his direct supervision.

**LA-3. *May an owner, contractor or building official make changes to plans prepared by a landscape architect?***

No. Changes or modifications to technical documents prepared by a registered professional may only be made by that professional or a professional meeting the criteria set forth in question LA-4.

**LA-4. *May a Nevada landscape architect make changes to plans prepared by another Nevada registered or licensed professional?***

Yes, with conditions. A Nevada landscape architect may revise or change plans prepared by another Nevada registrant or licensee under the following conditions:

- a. Every reasonable effort must be taken to notify and obtain concurrence from the original design professional with respect to changes to the original plans.
- b. The work must be within the scope of his practice.
- c. The landscape architect initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. Changes to the plans must comply with applicable state and local laws.

**LA-5. *May individuals calling themselves landscape architect interns or landscape designers prepare and sell landscape and irrigation plans?***

No. It is illegal to prepare and sell landscape documents if one is not registered or licensed to practice landscape architecture, architecture or engineering in Nevada.

**LA-6. *May a landscape architect prepare and stamp site grading and drainage plans as part of a submittal for a permit?***

Yes, such plans may be prepared or stamped by architects, landscape architects, residential designers or civil engineers. Land surveyors may prepare or stamp site grading and drainage plans as long as they are for residential subdivisions containing four lots or less.

**LA-7. *May a Nevada landscape architect perform planning services?***

Yes, a landscape architect may prepare site design and master plan documents, along with zoning applications, special use permit applications and other land use approval documents.

**LA-8. *May a landscape architect prepare and stamp site plans that incorporate a variety of site amenities and features?***

Yes, a landscape architect may prepare and stamp plans or details that include: garden pools, outdoor fountains, waterfalls, retaining walls, decorative walls, raised planters, fences, handicapped ramps, outdoor stairs/steps, play structures, pedestrian bridges, decks, gazebos, picnic shelters, trellises, patio covers and other similar on-dwelling structures that are incidental and necessary to a project's dominant purpose.

**LA-9. *May a landscape architect serve as the principal design professional on a multi-disciplined project?***

Yes. Nevada architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the “Principal Design Professional” section of this manual.

**LA-10. *May a landscape architect design 12-volt (low voltage) outdoor lighting systems and small-scale outdoor 120-volt electrical systems?***

Yes. A landscape architect may prepare and stamp outdoor electrical lighting system plans, as long as the plans are incidental and necessary to a project’s dominant purpose.

**LA-11. *May a landscape architect plan for and develop a conceptual site plan that locates the buildings on a project site?***

Yes. A landscape architect can plan for and establish the relationship between the site and its structures for an overall site and landscape theme.

**LA-12. *Who can stamp landscaping plans and irrigation plans in the state of Nevada?***

Landscape architects, architects, residential designers and civil engineers may stamp landscaping plans and irrigation plans in Nevada.

**LA-13. *Is it legal for the owner or tenant of a commercial building, or his representative, to perform the services of a landscape architect for work on that building without the benefit of registration under NRS 623A?***

No.

**LA-14. *May a landscape architect prepare and stamp erosion control/native revegetation plans and wetland mitigation plans?***

Yes.

**REGISTERED INTERIOR DESIGNERS**

Registered interior designer, as used in these questions and answers, is a Nevada registered interior designer, per NRS 623, unless noted otherwise.

**ID-1. *May an unregistered or unlicensed individual (interior designer, space planner, kitchen equipment designer, etc.) prepare plans for a building permit?***

No. Unregistered or unlicensed individuals are prohibited by law from engaging in professional practice, unless specifically exempt by law.

**ID-2. *When can an unregistered individual provide design services for the selection of interior furnishings, fixtures and equipment?***

A non-registrant can provide design services when the furnishings, fixtures and equipment selected are not regulated by any building codes or other law, ordinance, rule or regulation governing the alteration or construction of a building.

**ID-3. *Does a set of plans stamped and signed by an interior designer registered in a state other than Nevada meet the requirements for submittal in Nevada?***

No. Only design professionals currently registered or licensed in Nevada may submit plans to a building department.

**ID-4. *May a Nevada registered interior designer overstamp documents prepared and stamped by an out-of-state interior designer for submittal in Nevada?***

No. A Nevada registered interior designer may only stamp design documents prepared by him or under his responsible control.

**ID-5. *May an owner, contractor or building official make changes to plans prepared by a registered interior designer?***

No. Changes or modifications to technical documents prepared by a registered professional may only be made by that professional or a professional meeting the criteria set forth in question ID-6.

**ID-6. *May a Nevada registered interior designer make changes to plans prepared by another Nevada registrant?***

Yes, with conditions. A Nevada registered interior designer may revise or change plans prepared by another Nevada registered interior designer under the following conditions:

- a. Every reasonable effort must be taken to notify and obtain concurrence from the original design professional with respect to changes to the original plans.
- b. The work must be within the scope of his practice.
- c. The registered interior designer initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. Changes to the plans must comply with applicable state and local laws.

**ID-7. *May a registered interior designer serve as the principal design professional on a multi-disciplined project?***

Yes. Nevada architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the “Principal Design Professional” section of this manual.

**ID-8. *If a registered interior designer and an architect are both employed on a project, must the architect have control of the entire project?***

No. The provisions of NRS 623 allow for a registered interior designer to contract directly with a client as long as the contemplated work does not require the services of more than two additional professional disciplines (structural, mechanical, electrical, architectural, etc.).

**ID-9. *When a registered interior designer contracts with an owner to perform interior design services and other professional disciplines are involved in the design of the work, with whom do these additional disciplines contract?***

NRS 623 allows a registered interior designer to collaborate with not more than two additional professional disciplines. The registered interior designer may contract directly with these professions or disciplines and contract directly with the owner.

**ID-10. *May a registered interior designer undertake a project that requires more than two additional professional disciplines?***

No. An architect who is qualified to offer all design services to the public must be hired by the owner to provide and coordinate all disciplines other than interior design.

**ID-11. *Is it legal for the owner or tenant of a commercial building, or his representative, to perform the services of a registered interior designer for work on that building without the benefit of registration under NRS 623?***

No.

**ID-12. *Is a registered interior designer, who is employed by a licensed general contractor, required to stamp plans he has prepared for his employer when the plans are being submitted to the building department under the contractors' exemption?***

No.

**ID-13. *Is a registered interior designer, who contracts with a licensed general contractor, required to stamp plans he has prepared when the plans are being submitted to the building department under the contractors' exemption?***

Yes.

**ID-14. *Must each sheet of a registered interior designer's set of plans have an original wet seal and signature?***

Yes.

**ID-15. *Are registered interior designers required to seal bid documents?***

No. Per NRS 623.185, only plans, specifications, reports and other documents issued by a registrant for official use must be signed, sealed and dated. Bid documents are not considered to be for official use.

**ID-16. *Is it acceptable for original plans to be in a microfiche or electronic format?***

Yes.

**ID-17. *Are licensed contractors included in the collaboration limit placed on registered interior designers?***

No. Registered interior designers are limited to collaborating with two other design disciplines on a project. These disciplines include architecture, electrical engineering, mechanical engineering and structural engineering. Licensed contractors are not included in the limitation.

## RESIDENTIAL DESIGNERS

Residential designer, as used in these questions and answers, is a Nevada registered residential designer, per NRS 623, unless noted otherwise.

**RD-1. *May a residential designer overstamp documents prepared and stamped by an out-of-state architect, interior designer or landscape architect for submittal in Nevada?***

No. A residential designer may only stamp design documents prepared by him or under his responsible control.

**RD-2. *May an owner, contractor or building official make changes to plans prepared by a residential designer?***

No. Changes or modifications to technical documents prepared by a registered professional may only be made by that professional or a professional meeting the criteria set forth in question RD-3.

**RD-3. *May a residential designer make changes to plans prepared by another Nevada registered or licensed professional?***

Yes, with conditions. A residential designer may revise or change plans prepared by another Nevada registrant or licensee under the following conditions:

- a. Every reasonable effort must be taken to notify and obtain concurrence from the original design professional with respect to changes to the original plans.
- b. The work must be within the scope of his practice.
- c. The residential designer initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. Changes to the plans must comply with applicable state and local laws.

**RD-4. *May a residential designer prepare and stamp site grading and drainage plans as part of a submittal for a permit?***

Yes, if acceptable to the authority having jurisdiction, such plans may be prepared or stamped by architects, landscape architects, residential designers or civil engineers. Land surveyors may prepare or stamp site grading and drainage plans as long as they are for residential subdivisions containing four lots or less.

**RD-5. *May a residential designer serve as the principal design professional on a multi-disciplined project?***

Yes. Nevada architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the “Principal Design Professional” section of this manual.

**RD-6. *May a residential designer stamp landscaping plans and irrigation plans in the state of Nevada?***

Yes. Landscape architects, architects, residential designers and civil engineers may stamp landscaping plans and irrigation plans in Nevada.

**RD-7. *May a drafting firm or other unregistered person prepare plans to be submitted for a building permit?***

No.

**RD-8. *May a residential designer prepare and stamp documents customarily prepared by a licensed engineer?***

Yes. As long as the work is performed in a competent manner, a residential designer registered under the provisions of NRS 623, and who practices as permitted by NRS 623, is exempt from the provisions of NRS 625 (Professional Engineers and Land Surveyors).

**RD-9. *May a residential designer design a single-family residence that is more than two stories in height?***

Yes.

**RD-10. *May a residential designer perform work on a residence that is being converted into solely a commercial property?***

No.

**RD-12. *Is a residential designer, who is employed by a licensed general contractor, required to stamp plans he has prepared for his employer when the plans are being submitted to the building department under the contractors’ exemption?***

No.

**RD-13. *Is a residential designer, who contracts with a licensed general contractor, required to stamp plans he/she has prepared when the plans are being submitted to the building department under the contractors’ exemption?***

Yes.

**RD-14. *Is a residential designer, who is hired directly by the owner to design a set of plans for a single-family residence, required to stamp the plans if the owner is pulling the permit?***

Yes.

**RD-15. *Must each sheet of a residential designer’s set of plans have an original wet seal and signature?***

Yes.

**RD-16. Are residential designers required to seal bid documents?**

No. Per NRS 623.185, only plans, specifications, reports and other documents issued by a registrant for official use must be signed, sealed and dated. Bid documents are not considered to be for official use.

**RD-17. Is it acceptable for original plans to be in microfiche or electronic format?**

Yes.

**MISCELLANEOUS**

Architect, registered interior designer or residential designer, as used in these questions and answers, is a Nevada registrant, per NRS 623, unless noted otherwise. Engineer or land surveyor, as used in these questions and answers, is a Nevada licensee, per NRS 625, unless otherwise noted. Contractor, as used in these questions and answers, is a Nevada licensed contractor, per NRS 624, unless noted otherwise. Landscape architect, as used in these questions and answers, is a Nevada registered landscape architect, per NRS 623A, unless noted otherwise.

**M-1. May an owner, contractor or building official make changes to plans prepared by an architect, registered interior designer, engineer, residential designer or landscape architect?**

No. Changes or modifications to technical documents prepared by a registered or licensed professional may only be made by that professional or a professional meeting the criteria set forth in questions A-4, E-3, LA-4, ID-6 or RD-3.

**M-2. Do shop drawings have to be stamped by the principal design professional and submitted to the building official for approval?**

No. However, there are some instances where shop drawings could be used as a part of the construction documents, therefore requiring a professional's stamp. For example, a truss or space frame dimensionally shown on the construction document, specified by performance, must be submitted to the building division bearing the stamp of a Nevada licensee.

**M-3. What component or supplemental designs are required to be stamped or sealed by a design professional when submitted to the building official for approval?**

Components or supplemental designs such as prefabricated metal building drawings, roof truss systems (complete systems) drawings, post tension or prestress designs, alternates to the original submittal, component or system substitutions which substantially change the scope of work or code application and precast concrete building components must be submitted to the building official for approval.

**M-4. May a land surveyor prepare and submit plot plans?**

Yes, with conditions. Land surveyors may only prepare plot plans that provide topographical and related measurement data. Plans that include design features for construction must comply with the standards of a registered professional.



**M-5. *Who can prepare or stamp site grading and drainage plans as part of a submittal for a permit?***

If acceptable by the authority having jurisdiction, such plans may be prepared or stamped by architects, landscape architects, residential designers or civil engineers. Land surveyors may prepare or stamp site grading and drainage plans as long as they are for residential subdivisions containing four lots or less.

**M-6. *May an unregistered or unlicensed individual (interior designer, space planner, kitchen equipment designer, etc.) prepare plans for a building permit?***

No. Unregistered or unlicensed individuals are prohibited by law from engaging in professional practice, unless specifically exempt by law.

**M-7. *May a drafting firm or other unregistered person prepare plans to be submitted for a building permit?***

No.

**M-8. *When can an unregistered individual provide design services for the selection of interior furnishings, fixtures and equipment?***

A non-registrant can provide design services when the furnishings, fixtures and equipment selected are not regulated by any building code or other law, ordinance rule or regulation governing the alteration or construction of a structure.

**M-9. *May individuals calling themselves landscape architect interns or landscape designers prepare and sell landscape and irrigation plans?***

No. It is illegal to prepare and sell landscape documents if one is not registered or licensed to practice landscape architecture, architecture or engineering in Nevada.

**M-10. *May any general building contractor or owner hire unlicensed individuals to perform construction work?***

No, all contractors, including subcontractors, must be properly licensed contractors in the state of Nevada at the time the work is bid and when it is performed.

**M-11. *Are local jurisdictions required to verify a contractor's license prior to issuance of a permit?***

Yes. Any city or county which requires issuance of a permit shall require a written, signed statement from a licensed contractor that he is properly licensed the number of the license and that it is in full force and effect.

**M-12. *Is it legal for the owner or tenant of a commercial building, or his representative, to perform the services of an architect, registered interior designer, engineer, landscape architect or contractor for work on that building without being licensed under NRS 623, 623A, 624 or 625?***

No.

**M-13. *Who is considered an "owner/builder?"***

An owner of property who prepares his own plans, drawings or specifications for a building for his own private residential use and who is building or improving a residential structure on the property for his

own occupancy and not intended for sale or lease may apply for an exemption from the provisions of NRS 623 and NRS 624.

**M-14. *If a homeowner obtains a building permit under the owner/builder exemption, can he then hire a contractor to perform the construction activity?***

Yes, if the contractor is properly licensed in Nevada to perform work. This exemption only applies to the construction or remodeling of single-family residential structure occupied, or to be occupied, by the homeowner.

**M-15. *May a contractor prepare plans and then have the owner obtain the building permit under the owner/builder exemption?***

No. The contractor must apply for the permit, thereby attesting that he is properly licensed and responsible for the plans and construction activity. Per NRS 623.330.1(d), a contractor can only prepare plans for his own construction activities.

**M-16. *May an owner/builder prepare plans under the NRS 623.330(1)(e) and 623A.070(1)(a) exemptions for a duplex residential occupancy structure?***

No, he may only prepare plans for a single-family dwelling that he himself plans to own and occupy for at least one year. A duplex clearly implies that at least one unit will be a rental or sales property.

**M-17. *May a contractor or owner/builder submit mail order plans or plans prepared by others and comply with Nevada law?***

No.

**M-18. *May an owner/builder hire a drafting firm to draw plans for his home?***

No. Architects, residential designers and some professional engineers may design and draw plans for homes. Licensed general contractors may also design and draw plans for homes if they will be building the home as well. An owner/builder who does not wish to hire a properly registered or licensed individual must draw the plans for his home himself.

**M-19. *Other than the building, zoning and public works departments, do any other agencies need to review plans before a building permit or approval to proceed can be issued?***

It varies on the type of project and the requirements of the jurisdiction where the project is located. Check with the approving authority. As an example, the State Fire Marshal's Office and State Health Department must review health care facilities. The local health district may review plans for any food service facility or public swimming pool, and may need to approve demolition permits due to dust pollution, asbestos abatement, fuel tanks, etc. Fire protection elements and alarm systems may be reviewed separately by the Fire Department. Sanitation, sewage and water supply are other factors that may require review or separate permits.

**M-20. *Where do I obtain a building permit for construction activities on state property?***

Construction work is governed and permitted upon review and approval of the plans by the State Public Works Board. A building permit from the State Public Works Board is required. Payment of plan review, inspection and permit fees are required. For specifics, contact the State Public Works Board.

**M-21. *Do local building authorities have jurisdiction on state lands?***

No. The State Public Works Board is the building authority.

**M-22. *Does the State Public Works Board inspect school construction?***

No. The State Public Works Board only has plan review authority under NRS 393.

**M-23. *Who reviews and inspects construction activities of privately owned buildings and facilities on state land?***

The State Public Works Board is the building authority.

**M-24. *What is the definition of a “design-build” contract?***

Design-build contract means a contract between an owner or public body and a design-build team in which the design-build team agrees to design and construct a project.

The Legislature enacted laws to permit public bodies to contract with a design-build team or specialty contractor for the design and construction of a public work or other project.

**M-25. *When is a design-build contract used for a public works project?***

The use of the design-build approach for public works is regulated pursuant to NRS 338. In general, design-build may be used only in situations where its use will render significant cost or timesavings, or if the project is highly specialized and technical in nature. In addition, certain construction cost thresholds for differing types of work are set forth in the statute. Due to the variety of the specific conditions contained in the law, it is advised that the language be reviewed in its entirety prior to initiating any public project utilizing the design-build method of delivery.