

June 16, 2010

Re: Electronic Plan Review
Plan Review Submittal to Nevada Blue

To Whom It May Concern:

This letter applies to all persons submitting plans for Commercial Construction Fire and Life Safety Plan Review to the CLCFD and the electronic submittal and review of the submitted plans. All developers, contractors, builders' and project owners shall be familiar with this information. Familiarization with this information will ensure clarity in the process of submission and review of electronic plan review of all Fire and Life Safety plan review requests submitted to the Fire District for review. This shall apply to all commercial projects for review, including fire suppression (sprinkler) and alarm systems.

All plans submitted to Central Lyon County Fire District (CLCFPD) for review shall follow the procedure described in the following paragraphs.

Effective July 1, 2010, plans shall no longer be submitted to the District Office for review. All plans shall be submitted to Nevada Blue. All plans shall be taken to Nevada Blue, either in Carson City at 280 E. Winnie Lane, Carson City, NV 89706, (775) 883-6011; or in Reno at 9738 S. Virginia St., Suite D, Reno, NV 89511, (775) 827-4441, for submittal. Plans shall be taken in paper form to be scanned by Nevada Blue or taken in electronic format for upload to the Portal for review. The Application for Commercial Construction Fire and Life Safety Plan Review (Application for Plan Review) shall be completed and submitted with the plans to Nevada Blue for scanning with the project. The owner/contractor for the project may use the services of Nevada Blue, as outlined by Nevada Blue, for any additional services required for the project such as bidding or independent contractor information, and not affiliated with the plan review.

An additional Application for Plan Review shall be submitted to CLCFPD at 231 Corral Drive, Dayton, NV 89403, (775) 246-6209, with payment for review. This initiates the plan review process and notifies CLCFPD that a project is coming for review. Payment for the plan review and permit fees shall be submitted at 50%, with the remaining 50% due at permit issue, or the full 100% of the plan review fee plus the permit fee may be paid at submittal. **NO MONIES WILL BE HANDLED BY NEVADA BLUE FOR PLAN REVIEW AND PERMIT.** Fees for upload and/or scanning of the project are the responsibility of the owner/contractor of the project and are as determined by Nevada Blue. The valuation of the project shall be provided on Application for Plan Review for determination of the plan review fees. The permit fee shall be added based on

the type of review requested. Applications for Plan Review may be faxed to CLCFPD at (775) 246-6204 and payment made by credit card over the phone.

Nevada Blue shall notify the CLCFPD plans examiner upon submission and upload of the project into the CLCFPD Portal. Once upload is complete and 50% of the payment has been received, the time for review shall begin. Verification of plan review fees and valuation shall be done at the time of project review. The owner/contractor shall be responsible for any discrepancies resulting in an increase in plan review fees based on an incorrect stated valuation. **ALL INFORMATION ON THE APPLICATION MUST BE COMPLETED IN FULL. WE WILL NOT ACCEPT INCOMPLETE APPLICATIONS.** A project is subject to denial based on incorrect or insufficient information within the plans or application. CLCFPD is not responsible for the project upload or verification of information. What is submitted and uploaded to the Portal by Nevada Blue is what shall be reviewed. Any additional information such as specifications or MSDS sheets shall be uploaded into the Portal for review as well.

Plans shall be reviewed via the Nevada Blue Portal. All plans shall be reviewed in the time frame per CLCFPD policy. Once approved, the project shall be signed and released. The contractor shall be notified as to the plan review completion and approval. The outstanding balance for plan review and permit shall then be paid in full to CLCFPD. Nevada Blue shall be notified as to project plan review completion, approval, and release. Nevada Blue will not be advised to release any projects if the project plan review and permit fees have not been paid in full.

Upon review completion, approval, and release, five copies shall be printed and taken to the Lyon County Building Department for submittal and review. The first page of all project copies shall be printed in color for the construction site and Lyon County Building Department review.

CLCFPD Administrative Staff have the ability to track a project submittal, review, and progress through the Nevada Blue Portal if requested to do so by the contractor and at the discretion of the Administrative Staff. Progress may also be verified with the plans examiner.

RESUBMITTED PLANS

The first time plans are re-submitted there is no charge. The charge for subsequent re-submittals is the entire original fee (valuation only not permit fee), as per FP-028.

All re-submitted plans shall now be submitted to Nevada Blue for upload/scan and review. The re-submittal shall be tracked within the Nevada Blue Portal. The re-submitted fees shall still apply, as per FP-028, and the project review shall not begin for the re-submitted plans until full payment has been received by CLCFPD. The owner/contractor is responsible for ensuring that the latest versions of any project pages or revisions are available for review in the Portal.

Please contact our office with any questions at (775) 246-6209 or (775) 246-6300.