



Nevada Fire Marshal Division

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Nevada State Fire Marshal Third Party Inspection Process

Definitions:

Adopted code(s) – The model codes adopted for use by the Nevada State Fire Marshal Division through NAC 477.281(1).

Adopted standard(s) – Those National Fire Protection Association design standards adopted for use by the Nevada State Fire Marshal Division through NAC 477.281(2), or those standards utilized as an approved alternate method of design.

AHJ – Authority Having Jurisdiction; the State Fire Marshal and/or Nevada State Fire Marshal Division staff assigned to project.

Approved Plans – The construction documents reviewed, approved and sealed by the Nevada State Fire Marshal Division.

As-built Plans – Also known as “record drawings”. This is the final construction documents, corrected to reflect the actual location and type of all fire protection system components. These plans are generated at the end of the project for archival use by the property owner.

Daily Report – A progress report generated on a daily basis that include observations, inspection(s) performed, outcome of inspection(s) and relevant information from the *Third Party Inspector*.

Design professional in responsible charge – The principal designer that has overall authority for the design of the construction documents, and acts as the point of contact regarding issues with the design.

Discrepancy Report – A report sent by the *Third Party Inspector* that notifies the AHJ in writing of compliance issues. This report must be sent within one (01) business day of verification of the compliance issue by the *Third Party Inspector*.

Final Report – A signed report prepared by the Third Party Inspection Firm for the AHJ upon completion of their involvement with the project.

Fire Inspector – Inspection staff or designated individual(s) assigned to project by the AHJ

Nevada State Fire Marshal Division – Authority Having Jurisdiction; AHJ

Plan Revision – A modification or expansion of the scope of work within the previously approved construction documents (*Approved Plans*). This plan change will require a plan review by Nevada State Fire Marshal Division staff prior to installation in the field.

Third Party Inspector – An individual approved by the Nevada State Fire Marshal Division to perform project specific inspections, with limited and defined authority.

Third Party Inspection Firm – A business or entity headed by, or employing a Nevada licensed registered design professional (architect or engineer), which oversees *Third Party Inspectors*.

Weekly Report – When required, this is a report to the AHJ generated on a weekly basis. This report is composed of each daily report, shall indicate all inspections performed over the course of the week, note any missed inspections and identify any outstanding discrepancy items

Background:

Occasionally it becomes necessary to approve outside firms to perform project specific inspections under the authority of the Nevada State Fire Marshal Division due to the complexity of a project or due to a tight construction timeline requiring a *Fire Inspector* continuously onsite.

The *Third Party Inspector* monitors the installed materials and workmanship in compliance with the adopted codes / standards and the *approved plans*. To fulfill this inspection responsibility, the *Third Party Inspector* shall submit periodic inspection reports to the *AHJ* and *Fire Inspector*.

The costs associated with employing a *Third Party Inspection Firm* and *Third Party Inspector(s)* rests solely with the property owner. These costs include, but are not limited to labor, inspection materials and professional liability insurance.

Qualifications:

Third Party Inspection Firm

To be considered for approval by the Nevada State Fire Marshal Division, the *Third Party Inspection Firm* must submit a Statement of Third Party Inspections, with the following:

- The submittal must identify each *Third Party Inspector* assigned to the project, and include copies of their resume, with qualifications, certifications and work history.
- Include proof the Third Party Inspection Firm 's business license issued through the Nevada Secretary of State;
- The Statement of Third Party Inspections must be sealed by the firm's principal registered design professional.

Third Party Inspector

The Third Party Inspector must demonstrate through their work history a journeyman level of experience or higher. This will require a minimum of four (04) years of full time employment tasked with inspection and/or design of a variety of projects, fire protection systems and occupancy types. As required for the requested inspection approval through the Nevada State Fire Marshal Division.

In addition to work experience one (01) or more of the following certificates or licenses must be maintained current without pending disciplinary action:

- A Nevada licensed professional engineer practicing within their area of expertise.
- A Nevada licensed architect practicing within their area of expertise.
- Certification through either the International Code Council (ICC), National Fire Protection Association (NFPA) or the Nevada State Fire Marshal Division as a Fire Inspector II.
- Certification through the Nevada State Fire Marshal Division as a Fire Inspector III.

Responsibilities

Third Party Inspector

1. Performance of all inspections approved through the Statement of Third Party Inspections, which has been reviewed and approved by the Nevada State Fire Marshal Division.
2. Prior to performing a scheduled inspection the *Third Party Inspector* must first verify that the portion of the project under construction has been permitted by the Nevada State Fire Marshal Division.

If it is determined that the work being performed has not been permitted through the Nevada State Fire Marshal Division, the *Third Party Inspector* must notify the Nevada State Fire Marshal Division within one (01) business day.

3. At time of scheduled inspection the *Third Party Inspector* must verify that the *approved plans* are onsite. The Nevada State Fire Marshal Division *approved plan* set is the only construction drawings approved for use during the inspection process.

If it is determined that the *approved plans* are not onsite and/or available for use during the inspection, the Third Party Inspector must notify the Nevada State Fire Marshal Division within one (01) business day through the *Discrepancy Report* process.

4. The *Third Party Inspector* may not approve any revisions or modifications to the Nevada State Fire Marshal Division *approved plans* or construction documents.

If it is determined that the *approved plans* do not match what is being constructed onsite; the *Third Party Inspector* must notify must stop the inspection and require that the contractor submit *plan revisions* to the Nevada State Fire Marshal Division for review and approval. Once the approved revised plan sheets have been collated into the contractor's *approved plans*, the contractor may reschedule the inspection with the *Third Party Inspector*.

5. The *Third Party Inspector* must generate *Daily Reports* for review by the *Fire Inspector*.
6. Submit *Final Report* for review and approval by the Nevada State Fire Marshal Division.
7. Assist the *Fire Inspector* with the final inspection.

Nevada State Fire Marshal Division

1. The Nevada State Fire Marshal Division approves the *Third Party Inspection Firm*, and by extension the *Third Party Inspector(s)*.
2. The Nevada State Fire Marshal Division may terminate the approval for the *Third Party Inspection Firm*, or an individual *Third Party Inspector* at will.

3. Review all submitted construction documents for compliance with the adopted codes and standards. The Nevada State Fire Marshal Division is charged with the authority to review the plans, specifications, material sheets, third party inspection program and other submittal documents for compliance.
4. The Nevada State Fire Marshal Division shall review the *Final Inspection Report*.
5. The Fire Inspector shall perform the final inspection upon clearance of all outstanding *Discrepancy Reports*; however, the Nevada State Fire Marshal Division may authorize a phased final inspection to proceed while the discrepancy issues are being resolved.

Fire Inspector

1. Periodically visit the project and supervise the *Third Party Inspector* in performance of his/her duties
2. Collect and review the *Daily Reports* generated by the *Third Party Inspector*.
3. Follow up and investigate all *Discrepancy Reports*. If unable to achieve compliance, advances outstanding *Discrepancy Report* issues to his/her direct supervisor. Communicate with *Third Party Inspector* regarding the status of all *Discrepancy Reports*.
4. Perform final inspection with the assistance of the *Third Party Inspector*.

Required At Project Completion

The *Third Party Inspection Firm* shall submit a minimum of four (04) bound *Final Reports* under seal and signed by the firm's principal registered design professional upon completion of their involvement with the project. This *Final Report* shall include, but not be limited to the following:

- Copies of *Daily Reports*
- Indicate the status and outcome of all inspections performed;
- Acknowledgement that the work, as installed / constructed meets the *approved plans*;
- Note any items not in conformance, or any unresolved items, or any discrepancies in inspection coverage (i.e., missed inspections). These must be itemized within the report.

Distribution of Approved Final Report

Upon approval by the Nevada State Fire Marshal Division, the bound copies of the *Final Report* shall be distributed to the following parties:

- Nevada State Fire Marshal Division
- State Public Works Division or the local building department, as applicable
- The *Third Party Inspection Firm*
- A copy returned for archive with the approved plans onsite