



Clark County Fire Prevention Bureau

Mission Statement: "To provide the highest level of fire protection and related services"

- TITLE:** SEARCH OF FIRE PREVENTION BUREAU RECORDS GUIDE
- SCOPE:** Search of Fire Prevention Bureau (FPB) records for property addresses or Assessor Parcel Number's (APN) located within un-incorporated Clark County Nevada.
- PURPOSE:** To standardize the FPB requirements relating to the search of FPB records by address or APN for property located in un-incorporated Clark County Nevada.

SPECIFICATIONS AND REQUIREMENTS

Provide a completed application, appropriate fees, and a completed Search of Fire Prevention Bureau Records Request Form. **Note:** Requests cannot be processed until the CCFD Plans & Permits Intake Division has received the completed application, appropriate fees, and the Search of FPB Records Request Form.

Requests for a search of FPB records for a specific property address or APN for a property shall include a minimum fee of \$80.00, which is required at time of request submittal. Should the record search require more than one hour for FPB personnel to complete, an additional fee of \$80.00 per hour will be assessed. When search requests include multiple addresses and/or multiple APN's (multiple buildings and/or suites are considered multiple addresses), a fee of \$80.00 must be submitted for each address and/or APN along with a separate completed application and Search of FPB Records Request Form. Search requests must be received no later than ten (10) business days prior to the need date.

The FPB will limit the search to currently available FPB records, which includes only the last three years of records, unless we are specifically requested to conduct additional research.

When necessary the Fire Prevention Bureau may expedite the search, per your request, for an additional \$85.00 expedite fee for each address. Three (3) working days are required for expedite search requests once received by the CCFD Plans & Permits Intake Division.

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Search requests shall include the following:

A. FLAMMABLE & COMBUSTIBLE LIQUID STORAGE TANKS & PERMITS

Requests for a search of FPB records regarding Flammable & Combustible Liquid - Above Ground Storage Tanks (AST) and/or Underground Storage Tanks (UST's) and/or Storage/Use Permits shall include:

1. Physical Address for the property.
2. When the physical address is unknown, provide the APN.
3. Name of the Business, and other information as available.

B. HAZARDOUS MATERIALS STORAGE/USE PERMITS

Requests for a search of FPB records regarding Hazardous Materials Storage/Use Permits shall include:

1. Physical Address for the property.
2. When the physical address is unknown, provide the APN.
3. Name of the Business, and other information as available.

C. FIRE CODE VIOLATIONS

Requests for a search of FPB records regarding Fire Code Violations shall include:

1. Physical Address for the property.
2. When the physical address is unknown, provide the APN.
3. Name of the Business, and other information as available.

D. FIRE DEPARTMENT RESPONSE TO FIRES, HAZ/MAT INCIDENTS, AND HAZMAT CLEAN-UP OPERATIONS

Requests for a search of FPB records regarding Fire Department response to fires, hazardous materials incidents, and hazardous materials spill clean-up shall include:

1. Physical Address for the property.
2. When the physical address is unknown, provide the APN.
3. Name of the Business, and other information as available.

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E. REQUEST FOR PLANS

1. Physical Address for the property.
2. Name of the Business, and other information as available.
3. Plan type (fire sprinkler, fire alarm, fire hydrants, etc.)
4. E-mail address whereby electronic copies (when available) can be sent.

F. OTHER

1. Physical Address for the property.
2. When the physical address is unknown, provide the APN.
3. Name of the Business, and other information as available.

For information please email us at permits@co.clark.nv.us or call (702) 455-7316.