



# Department of Building & Fire Prevention

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## NOTICE TO INDUSTRY

### **SUBJECT: RUSSELL CAMPUS BUILDING LOBBY OPEN FOR LIMITED SERVICES BEGINNING FEBRUARY 1, 2021**

Beginning February 1, 2021, the Russell Campus Building Lobby will be open to customers for limited face-to-face service on an **appointment and walk-in basis**. The services that will be available are as follows:

- Make payment and pick-up the permit and drawings for applications where hard copies were previously submitted.
- Submit corrections on a previously made hard copy application submission for which a permit has not yet been issued.
- Submit and pick-up mylars.
- Research records archives.
- General questions\Customer Service.

To schedule an appointment, please refer to our website:

[https://www.clarkcountynv.gov/government/departments/building\\_fire\\_prevention/index.php](https://www.clarkcountynv.gov/government/departments/building_fire_prevention/index.php)

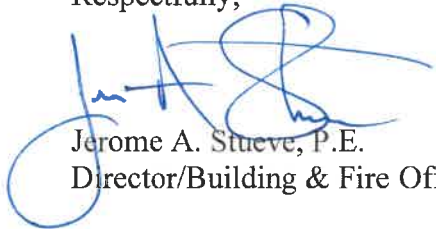
**All new permit applications, drawing revisions, reports, etc. are still required to be submitted electronically. Please refer to our website for additional details on the electronic submittal process:**

[https://www.clarkcountynv.gov/government/departments/building\\_fire\\_prevention/index.php](https://www.clarkcountynv.gov/government/departments/building_fire_prevention/index.php)

The following safety protocols will be observed:

- Customers will be required to enter the building using the North Entrance, by the flagpoles.
- Customers will be requested to use hand sanitizer when entering the building.
- Customers will be requested to wear face coverings over their nose and mouth the entire time they are in the building. Facial covering may be provided, as supplies are available.
- Customers will be expected to stay at least 6 feet from other people, including the staff.

Respectfully,

A handwritten signature in blue ink, appearing to read 'JAS', with a large circular flourish on the left side.

Jerome A. Stueve, P.E.  
Director/Building & Fire Official

JAS/ta