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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PUBLIC WORKS DIVISION

POLICIES & PROCEDURES

July 2026

Title: Agency Annual Permits

Purpose: The Agency Annual Permit (AAP) allows State Agencies with Qualified Persons to efficiently perform construction of a Qualifying Project.

BUILDING OFFICIAL AUTHORITY

The Deputy Administrator for Compliance and Code Enforcement shall serve as the Building Official for all buildings and structures on property of the State or held in trust for any division of the State Government (NRS 341.100(9))

> The Building Official is hereby authorized and directed to enforce the provisions of the adopted codes of the State. The Building Official shall have the authority to render interpretations of this code and adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall follow the intent and purpose of the codes. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code. (2024 International Building Code. Section 104.2)

AGENCY ANNUAL PERMITS

An AAP allows State Agencies to perform minor remodels and/or repairs without obtaining an individual permit for each discrete project. AAP must only be used for Qualifying Projects with retained Qualified Persons.

<u>Qualifying Projects</u>

Qualifying Projects are light construction including a remodel or alteration to an already approved structure on State Land or land held in trust for the State. If a proposed project; (1) changes the occupancy of the space, (2) increases the occupant load of the space, (3) alters the path of egress, (4) alters structural elements, (5) alters fire resistive construction, or (6) alters fire alarm or fire sprinkler systems to such an extent that recertification of the system is required, it is not a Qualifying Project. (NAC 341.045)

Qualifying Projects must not exceed $100,000. Projects requiring other State Agency oversight including but not limited to the: State Fire Marshal, State Health, Division of Manufactured Housing, or the Nevada Division of Industrial Relations (Elevator and Boilers) are not Qualifying Projects.

Qualified Persons

The Agency requesting an AAP must identify a Qualified Design Professional responsible for the administration of the AAP on behalf of the State Agency. The Qualified Design Professional must be employed or retained by a State Agency to administer the construction work performed under the AAP.

A Qualified Design Professional must be a: (1) Nevada registered architect or engineer, or (2) Nevada licensed contractor. NAC 341.045 (1.) (a) (4) (4) (b)

A Qualified Tradesperson must be employed by the State Agency requesting the AAP.

A Qualified tradesperson is a: (1) journeyman in the relevant field of work; (2) qualified ICC inspector in the relevant field of work with at least 2-years' experience in that field; or (3) licensed contractor in a classification or subclassification that is appropriate for the work to be performed; or (4) State employee acting within the scope of his or her work. NAC 341.045 (1.) (a) (4) (4) (c)

Inspections

All work performed under the AAP must be inspected.

> Construction or work for which a permit is required shall be subject to inspection by the Building Official and such construction or work shall remain accessible and exposed for inspection purposes until approved (2024 IBC, section 110.1)

Record Keeping

The using agency must maintain up to date records for all work performed under an AAP. These records are subject to inspection and audit by SPWD.

> The person to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The Building Official shall have access to such records at all times, or such records shall be filed with the Building Official as designated (2024 IBC, section 105.1.2)

In addition to the AAP Application, first time applicants must submit a written plan detailing their process for compliance, including documentation with the Policy and Procedure.

Any questions must be directed to the Building Official.

Approved: Craig Peterson (Jun 5, 2026 12:00:45 PDT) Date: 06/05/2026

Craig Peterson, Nevada State Building Official

Approved: _____ Date: 06/05/2026

Wilfred J. Lewis Jr, Administrator