



Sparks Fire Department

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Sparks Building & Safety

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Fast Track Plan Review Submittal Requirements

The Sparks Fire Department Fast Track Plan Review program is designed to expedite the turnaround time for simple construction documents. This will be done on a first come, first served basis. There are 6 time slots available weekly (8:00, 8:30, 9:00, 9:30, 10:00, 10:30 Tuesday mornings). To take advantage of this option, apply for a permit at the [Sparks Building & Safety Division](#) or online at www.onenv.us. Then complete the [Fast Track Plan Review Request](#) or call the Fire Prevention Bureau at (775) 353-2266. The permit number will be required in order to request an appointment and needs to be applied for by end of day on Friday to be eligible for an appointment on the following Tuesday morning.

Applications for Fast Track Plan Review will only be processed if the proposed project meets the Fast Track Plan Review submittal requirements listed below.

Submittal Requirements for Fast Track Plan Review:

1. Two sets of plans will be submitted with the appropriate fire sprinkler/alarm/fire flow application including the following:
 - a. Site plan with location of work
 - b. Construction documentation or manufacturer specifications meeting current AHJ adopted codes and standards
 - c. Letter defining the scope of work
 - d. N.I.C.E.T. level II. or engineer stamp per NRS Chapter 625
2. The work being done must not be associated with paint booths, racking/shelving, or any other business or activity which stores or produces hazardous materials.
3. The plan reviewer must be able to review the plans within 30 minutes.
4. At any time, if the reviewer feels that plans cannot meet the conditions for a Fast Track Plan Review, the plans will be logged into the regular fire plan review process and reviewed in the order they are received.
5. All fire alarm and sprinkler plans must be N.I.C.E.T. stamped or include the N.I.C.E.T. Level II certification letter.
6. Construction permits eligible for a Fast Track review:
 - a. 1 – 20 sprinkler heads that do not impact calculations
 - b. 1 – 5 fire alarm notification or initiating devices
 - c. Change in Fire Alarm Communicator (cellular)
 - d. Emergency Fire Alarm Panel Replacement
 - e. Fire flow/Hydrant placement