DEVELOPMENT SERVICES
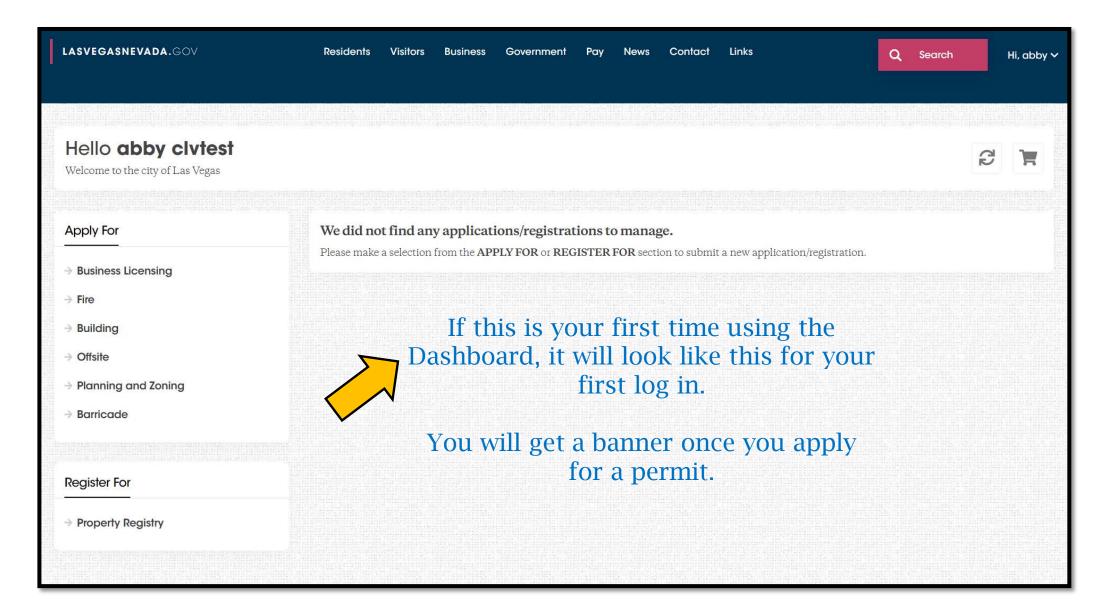## *ELECTRONIC PLAN SUBMITTALS*
DASHBOARD UPDATES

APRIL 2022

ELECTRONIC PLAN – DASHBOARD UPDATES AGENDA

❑ Reminder on browsers
❑ Dashboard home screen for new users
❑ Fire Permits added!
❑ Navigating the Dashboard for project management
❑ Searching, Filters and Refreshing
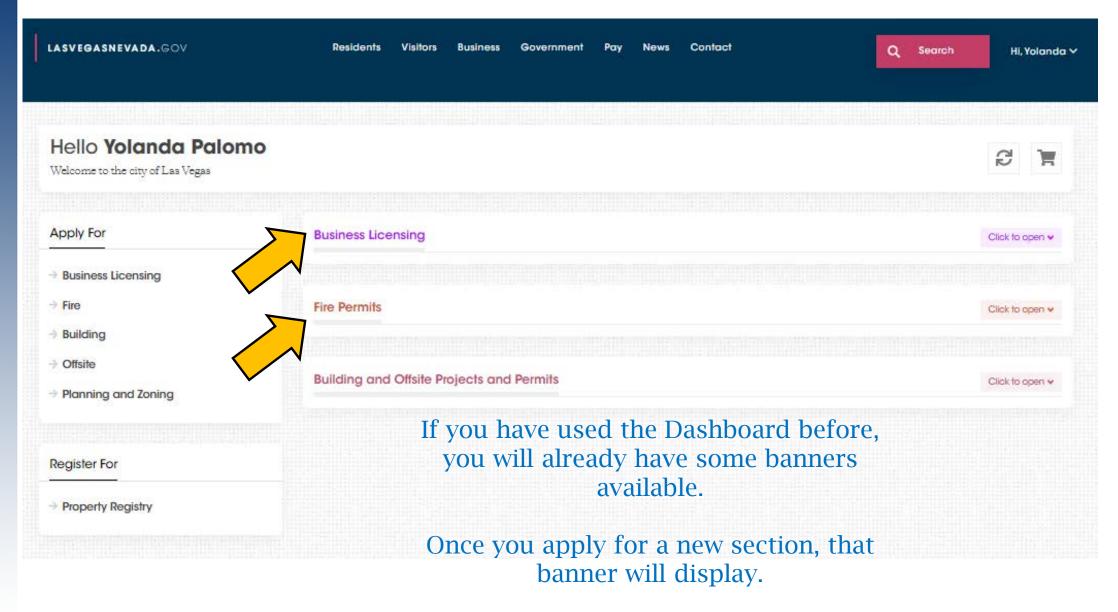❑ Options and Additional Functionality
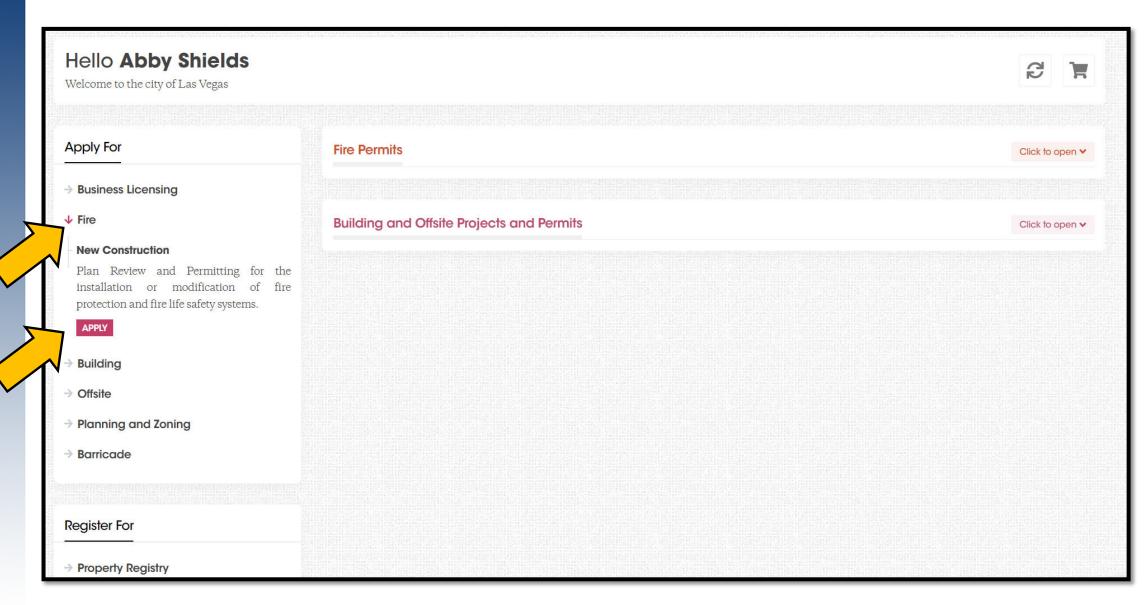❑ Saving projects for Later

LASVEGASNEVADA.GOV

Residents   Visitors   Business   Government   Pay   News   Contact

Search

Welcome to the Citizen Portal

Please use Google Chrome *when creating an account or logging in.*
By creating an account & logging in you will be able to apply for, manage, pay and update the following

Abandoned Property Registry
Business Licensing
Building Permit
Fire Permit
Offsite Permit
Planning & Zoning Application

Sign in to your account

If you already have an account in our portal, please proceed to sign in and continue to your application

Sign In

Create account

Click the button to create a new city of Las Vegas account with just a few clicks!

Register A New Account

Dashboard Home Screen

If this is your first time using the Dashboard, it will look like this for your first log in.

You will get a banner once you apply for a permit.

Dashboard Home Screen

If you have used the Dashboard before, you will already have some banners available.

Once you apply for a new section, that banner will display.

Fire Permits

Apply for a New Fire ePlan

Select Work Type

Please select your work type and fill any additional information we may require

Filter Work Type

Type to filter...

Annual Smoke Control Special Inspection Report	Battery/Energy Storage System
Bulk CO2 System	Bulk Cooking Oil
Central Station Monitoring System	Clean Agent Extinguishing System
Compressed Gasses/Cryogenic Systems	Emergency Radio System
Fire Alarm System	Fire Alternate Means/Method Request (AMMR)
Fire Protection Report	Fire Pump
Flammable Combustible Liquid System	General/Other
High Piled Storage	Kitchen Hood Extinguishing System
Liquid Petroleum Gas	Medical Gas
NFPA 13 Sprinkler System	NFPA 13D Residential Sprinkler System
NFPA 13R Residential Sprinkler System	Other Engineered Extinguishing System
Pre Construction Water Flow	Smoke Control System/Removal
Sprinkler Notification System (FASN)	StandPipe System
Traffic Calming Device	Underground Fire Line/Riser
Water District Backflow Upgrade	

File Naming

It does not matter what you name the files anymore – just make sure it does not have any special characters

(# & is not allowed)

- and _ are allowed

Filename contains special characters

Please make sure that your file name doesn't include special characters. Dashes and underscores are allowed.

Back To Submittal Checklist

Apply for a NFPA 13 Sprinkler System

Select User ✓ Device Details ✓ Location ✓ Job Description ✓ Submittal Checklist ✓ Applicant Info ✓ Acknowledgments ✓ Submittal Confirmation ✓

Application Submitted

Thank you for submitting your application.

Your Tracking # is: **F22-00592**

Amount Due: $ 55.00

Please note:

In order for us to process the application there is a processing fee that needs to be paid in full. The application will expire in 10 days if the fee is not paid.

Upon payment receipt, we will review the completeness of the application. You will be notified when the review is complete.
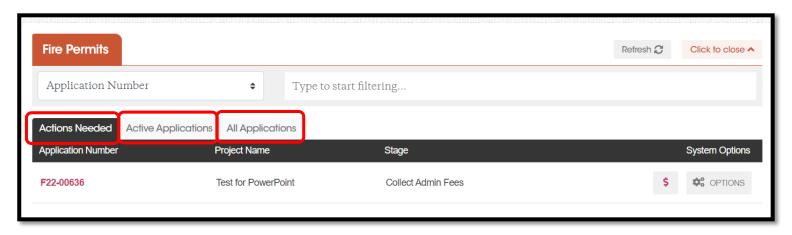
You Can Pay Fees Here

Return To Dashboard

← Previous Step

Navigating the Dashboard

- **ACTIONS NEEDED** – pending items for Customers to complete
  - Payments
  - Resubmit due to missing documents or corrections requested from Plan Review Comments

- **ACTIVE APPLICATIONS** – pending items for the City to complete (mostly)
  - Awaiting application review
  - Awaiting plan review
  - Inspections

- **ALL APPLICATIONS** – all applications, no matter the status, including "Completed"/finished jobs. Soon we will eliminate permits that are closed and 180 days after the final inspection.
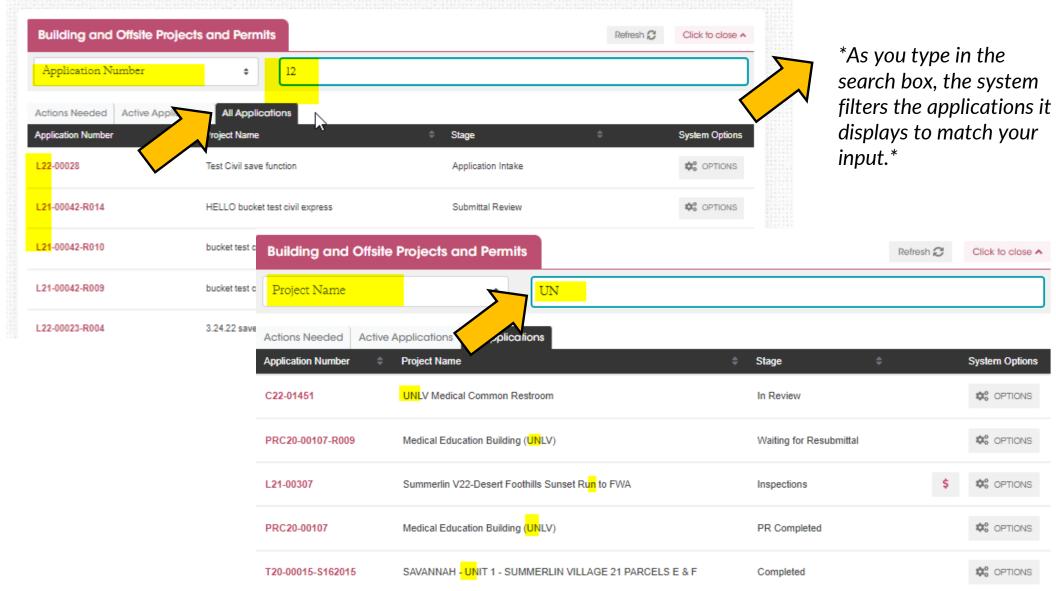
Searching, Filters and Refreshing

Searching, Filters and Refreshing

As you type in the search box, the system filters the applications it displays to match your input.

Searching, Filters and Refreshing

Options and Additional Functionality

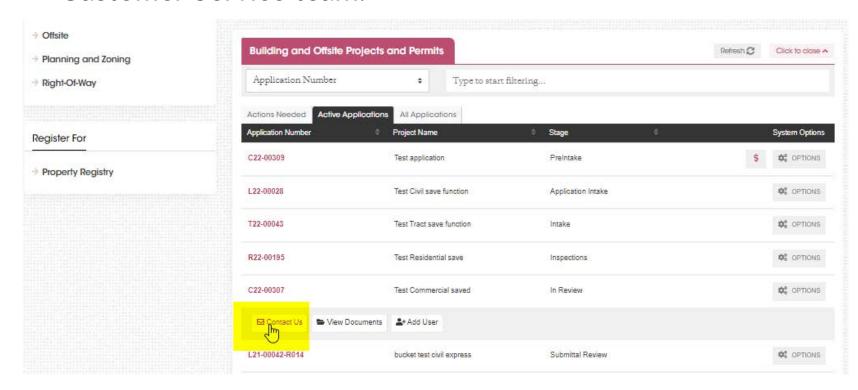1. **CONTACT US – MESSAGE CENTER** – new submittals will be able to email us.

2. **VIEW DOCUMENTS** – see the documents you submitted and print function.

3. **VIEW ASSOCIATED APPLICATIONS** – view the applications on large projects.

4. **ADD USERS**– give other people access to manage your project and resubmit for you.

5. **LINKS to INSPECTIONS** – easy access to schedule once the permit is issued.

Options and Additional Functionality

1. **CONTACT US = MESSAGE CENTER**
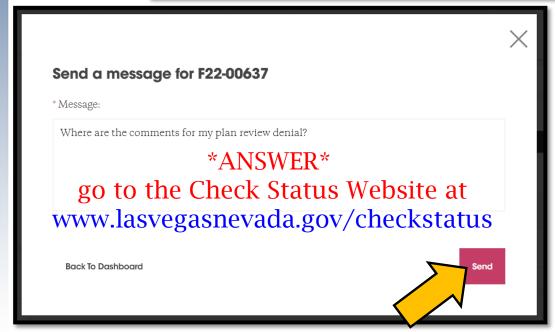   - Under Options before permit issuance for new submittals.
   - Project specific questions can now be emailed from your Dashboard.
   - Emails received are recorded in the project file and go to our Customer Service team.
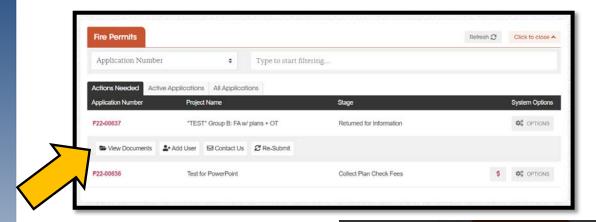
CONTACT US = MESSAGE CENTER

Options and Additional Functionality

2. VIEW DOCUMENTS – see the documents you submitted, print the document list and print your actual documents.

A Bluebeam Studio file has been shared with you.

Filename: F22-00637-PlanLtr-V01.pdf
Shared By: ayelamanchili

Download

Collaborate With Studio

Built into Bluebeam® Revu, Studio enables powerful document management and real-time collaboration. Studio Projects give you a single centralized location to store documents —even entire building projects— in the cloud. And Studio Sessions let project teams review, mark up, modify, and update the same files at the same time. So partners worldwide can instantly connect on the same set of documents.

This will allow you to see any correction mark-ups that may be on the plans after a review is completed.

Remember: *Corrections must be submitted as a full set.*

Architectural review denied?   Submit all sheets as 1 file for your correction and subsequent reviews.

Options and Additional Functionality

3. VIEW ASSOCIATED APPLICATIONS – view the applications on large projects.

Options and Additional Functionality

3. VIEW ASSOCIATED APPLICATIONS - continued

Project Package for PRC20-00107

🖶 Print Associated Application List

A/P #	Project / Phase Name	Stage		Actions
PRC20-00107	Medical Education Building (UNLV)	PR Completed	No Fees Required	
PRC20-00107-R007	Medical Education Building (UNLV)	Completed	No Fees Required	
PRC20-00107-D011	Medical Education Building (UNLV)	Completed	No Fees Required	
PRC20-00107-D012	Medical Education Building (UNLV)	Completed	No Fees Required	
PRC20-00107-D014	Medical Education Building (UNLV)	Completed	No Fees Required	
PRC20-00107-D006	Medical Education Building (UNLV)	Completed	No Fees Required	
C21-00133	UNLV Medical Education Building	Completed	No Fees Required	
PRC20-00107-D026	Medical Education Building (UNLV)	In Review	No Fees Required	
C20-04940	Medicl Education Building (UNLV)	Inspections	No Fees Required	🕐 Schedule Inspection
PRC20-00107-R009	Medical Education Building (UNLV)	Waiting for Resubmittal	No Fees Required	
PRC20-00107-R008	Medical Education Building (UNLV)	Completed	No Fees Required	

Functions available:
1. *Print the list of applications*
2. *Pay Fees*
3. *Schedule inspections*

Options and Additional Functionality

4. **ADD USERS**– give other people access to manage your project and resubmit for you.

Authorized Users

Add Additional Users for # F22-00636

◉ Individual   ○ Company

* Email Address:

staulbee@lasvegasnevada.gov

First Name: Last Name:

Steven   Taulbee

← Back To All Users   **Invite User ⊕**

Searches permit system to verify that individual already has an account. If the person does not have an account, they will be sent an email asking them to create one.

Select to Add Additional Users for # F22-00636

STEVEN M TAULBEE

✉ staulbee@lasvegasnevada.gov   ☎ (702)415-1691 x   Select

← Back To All Users   Search For Another User

Authorized Users

Grant Access?

Are you sure you want to grant access to application
F22-00636
for
STEVEN M TAULBEE

Grant Access   Cancel

Select to Add Additic

STEVEN M TAULBEE

✉ staulbee@lasvegasnevada.g

Select

← Back To All Users   Search For Another User

Users for # F22-00636

⊕ ADD ADDITIONAL USERS

Authorized Users

An authorized user will have access to manage the application to do things like pay fees, make changes, will receive emails and can check the status of the application. This person is not the owner/principal of the business. You may add people to be an authorized user (i.e. design professional, employee etc).

Full Name	Address	Email	Actions
STEVEN M TAULBEE		staulbee@lasvegasnevada.gov	👤 REMOVE ACCESS

Existing Contacts

The following contact already have authorized access to this application.

Full Name	Address	Email
On Guard Fire Protection	6438 Arville St Suite 155, Las Vegas, NV 89118	TEST@TEST.COM
abby clvtest	23757 Valencia Blvd, Valencia, CA 91355, US	abbyclvtest@yahoo.com

Options and Additional Functionality

5. LINKS to INSPECTIONS – easy access to schedule once the permit is issued.

Save for Later

If you need to stop in the middle of your application – just SAVE FOR LATER

If you are uploading a document to a bucket then trying to save, please make sure you let the document get to 100% complete, otherwise it will not save.

← Previous Step   Save For Later   Next Step →

Application Saved

Your application progress has been saved. We will not have access to any of this information until you have submitted the application. Your progress will be saved on your dashboard for 30 days.

OK

Whenever you return to your Dashboard -

If you no longer have any "Saved Applications", this banner will disappear

Hello **abby clvtest**
Welcome to the city of Las Vegas

Apply For

→ Business Licensing

→ Fire

→ Building

→ Offsite

→ Planning and Zoning

→ Barricade

Saved Applications — Click to open ⌄

Fire Permits — Click to open ⌄

Saved Applications — Click to close ⌃

Fire Permits

Project Name	Location	Type	Purge Date	Actions
test LV City Hall	12 E OGDEN AVE LAS VEGAS NV 89101-	FA	Apr 23, 2022	⊕ Resume ⊗ Delete

We have found at least one pending application. Incomplete applications will delete after 30 days including uploaded documents. If you have questions, email us at LVFireEngineering@lasvegasnevada.gov

Questions?

Yolanda Palomo, Process Review Coordinator
email: ypalomo@lasvegasnevada.gov
Dashboard issues: BuildingPermits@lasvegasnevada.gov