

# **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



## 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

LASVEGASNEVADA.GOV

ResidentsVisitorsBusinessGovernmentPayNewsContactLinks

SearchHi, abby

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

Apply For

→ Business Licensing

→ Fire

→ Building

→ Offsite

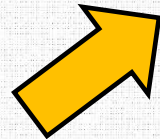
→ Planning and Zoning

→ Barricade

Register For

→ Property Registry

We did not find any applications/registrations to manage.  
Please make a selection from the **APPLY FOR** or **REGISTER FOR** section to submit a new application/registration.



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

LASVEGASNEVADA.GOV

ResidentsVisitorsBusinessGovernmentPayNewsContact

Search

Hi, Yolanda

Hello Yolanda Palomo

Welcome to the city of Las Vegas

RefreshShopping Cart

Apply For

Business Licensing

Fire

Building

Offsite

Planning and Zoning

Business Licensing

Fire Permits

Building and Offsite Projects and Permits

Click to open

Click to open

Click to open

Register For

Property Registry

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

Hello **Abby Shields**

Welcome to the city of Las Vegas



## Apply For

→ Business Licensing

↓ Fire

### New Construction

Plan Review and Permitting for the installation or modification of fire protection and fire life safety systems.

**APPLY**

→ Building

→ Offsite

→ Planning and Zoning

→ Barricade

## Register For

→ Property Registry

## Fire Permits

Click to open ▼

## Building and Offsite Projects and Permits

Click to open ▼



# Apply for a New Fire ePlan

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

## 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

A screenshot of a web application titled "Fire Permits". At the top right, there are "Refresh" and "Click to close" buttons. Below the title is a search bar with a dropdown menu labeled "Application Number" and a text input field "Type to start filtering...". Underneath the search bar are three tabs: "Actions Needed", "Active Applications", and "All Applications". The "Actions Needed" tab is selected and highlighted with a red box. Below the tabs is a table with the following columns: "Application Number", "Project Name", "Stage", and "System Options". The first row of data shows "F22-00636" in red text, "Test for PowerPoint", "Collect Admin Fees", and a "\$" icon. To the right of the table is a button labeled "OPTIONS" with a gear icon.

- **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

Fire Permits

Refresh

Click to close

Application Number

Application Number

Project Name

Stage

Type to start filtering...

Application NumberProject NameStageSystem Options

Fire Permits

Refresh

Click to close

Application Number

Type to start filtering...

Active ApplicationsAll Applications

Application Number	Project Name	Stage	System Options
F22-00637	*TEST* Group B: FA w/ plans + OT	Application Review	OPTIONS
F22-00636	Test for PowerPoint	Application Review	OPTIONS





# Searching, Filters and Refreshing

**Building and Offsite Projects and Permits** Refresh Click to close

Application Number

Actions Needed | Active Applications | **All Applications**

Application Number	Project Name	Stage	System Options
L22-00028	Test Civil save function	Application Intake	OPTIONS
L21-00042-R014	HELLO bucket test civil express	Submittal Review	OPTIONS
L21-00042-R010	bucket test c		

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

**Building and Offsite Projects and Permits** Refresh Click to close

Project Name

Actions Needed | Active Applications | **All Applications**

Application Number	Project Name	Stage	System Options
C22-01451	UNLV Medical Common Restroom	In Review	OPTIONS
PRC20-00107-R009	Medical Education Building (UNLV)	Waiting for Resubmittal	OPTIONS
L21-00307	Summerlin V22-Desert Foothills Sunset Run to FWA	Inspections	\$ OPTIONS
PRC20-00107	Medical Education Building (UNLV)	PR Completed	OPTIONS
T20-00015-S162015	SAVANNAH - UNIT 1 - SUMMERLIN VILLAGE 21 PARCELS E & F	Completed	OPTIONS



# Searching, Filters and Refreshing

Fire Permits

Refresh Click to close

Application Number Type to start filtering...

Actions Needed Active Applications All Applications

Application Number	Project Name	Stage	System Options
F22-00637	*TEST* Group B: FA w/ plans + OT	Returned for Information	OPTIONS
View Documents Add User Contact Us Re-Submit			
F22-00636	Test for PowerPoint	Collect Plan Check Fees	\$ OPTIONS

*Stage Determines the Banner Options*

Fire Permits

Refresh Click to close

Application Number Type to start filtering...

Actions Needed Active Applications All Applications

Application Number	Project Name	Stage	System Options
F22-00637	*TEST* Group B: FA w/ plans + OT	Returned for Information	OPTIONS
F22-00636	Test for PowerPoint	Collect Plan Check Fees	\$ OPTIONS
\$ Pay Fees Added to Cart View Documents Add User Contact Us			



# 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.

→ Offsite

→ Planning and Zoning

→ Right-Of-Way

Register For

→ Property Registry

Building and Offsite Projects and Permits

Refresh Click to close

Application Number Type to start filtering...

Actions Needed Active Applications All Applications

Application Number	Project Name	Stage	System Options
C22-00309	Test application	PreIntake	\$ OPTIONS
L22-00028	Test Civil save function	Application Intake	OPTIONS
T22-00043	Test Tract save function	Intake	OPTIONS
R22-00195	Test Residential save	Inspections	OPTIONS
C22-00307	Test Commercial saved	In Review	OPTIONS
L21-00042-R014	bucket test civil express	Submittal Review	OPTIONS

Contact Us

View Documents

Add User



# CONTACT US = MESSAGE CENTER

Fire Permits

Refresh

Click to close

Application Number

Type to start filtering...

Actions Needed

Active Applications

All Applications

Application Number	Project Name	Stage	System Options
F22-00637	*TEST* Group B: FA w/ plans + OT	Returned for Information	OPTIONS
<div><div>View Documents</div><div>Add</div><div>Contact Us</div><div>Re-Submit</div></div>			
F22-00636	Test for PowerPoint	Collect Plan Check Fees	\$ OPTIONS

Send a message for F22-00637

\* Message:

Where are the comments for my plan review denial?

\*ANSWER\*

go to the Check Status Website at

[www.lasvegasnevada.gov/checkstatus](http://www.lasvegasnevada.gov/checkstatus)

Back To Dashboard

Send

Message Sent

Your message for F22-00637 has been sent

OK



# Options and Additional Functionality

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

**Fire Permits** Refresh Click to close

Application Number Type to start filtering...

Actions Needed Active Applications All Applications

Application Number	Project Name	Stage	System Options
F22-00637	*TEST* Group B: FA w/ plans + OT	Returned for Information	OPTIONS
View Documents Add User Contact Us Re-Submit			
F22-00636	Test for PowerPoint	Collect Plan Check Fees	\$ OPTIONS

## Submitted Plans for # F22-00637

Print Document List

Date Submitted	File Name	CLV File Name	Actions
Mar 23, 2022 11:41 AM	RESOLVED.pdf	F22-00637-PlanLtr-V01.pdf	OPEN FILE
Mar 23, 2022 11:41 AM	Schedule Insp Fire - for Rene.pdf	F22-00637-CutSheet-V01.pdf	OPEN FILE

[Back To Dashboard](#)





A Bluebeam Studio file has been shared with you.



Filename: [F22-00637-PlanLtr-V01.pdf](#)

Shared By: ayelamanchili

Download

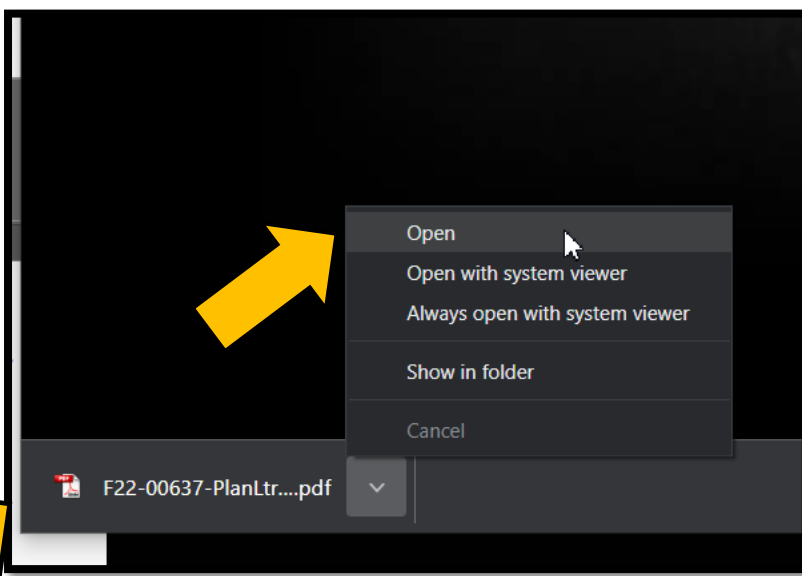
### Collaborate With Studio

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.



Bluebeam Inc., 443 South Raymond Ave Pasadena, California 91105

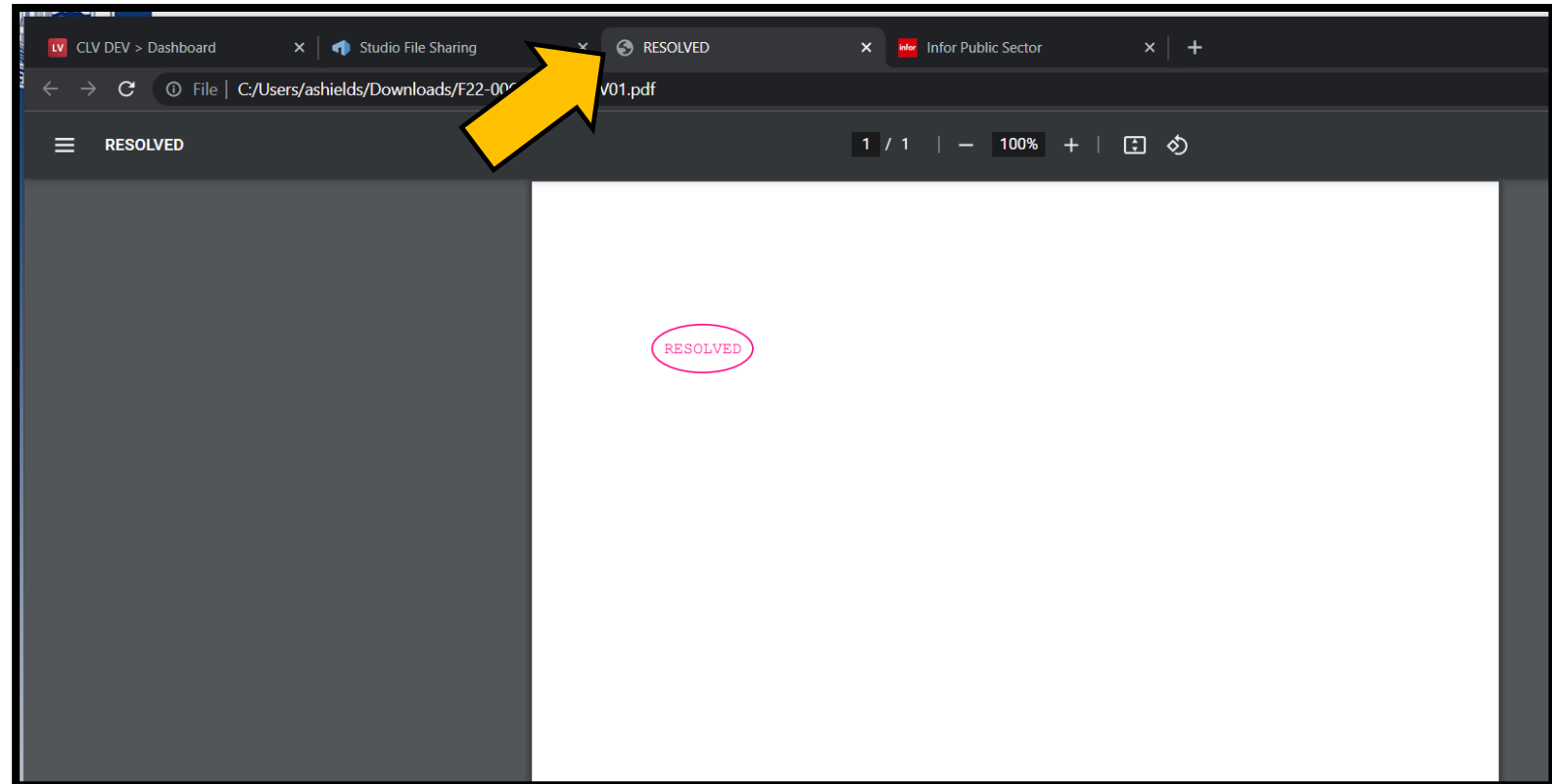
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This will allow you to see any correction mark-ups that may be on the plans after a review is completed.

**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.

Building and Offsite Projects and Permits

Refresh

Click to close

Application Number

prc

Actions Needed

Active Applications

All Applications

Application Number

Project Name

Stage

System Options

PRC22-00012

Wildfire Fremont Casino

In Review

OPTIONS

View Documents

View Associated Applications

Project Package for PRC22-00012

Print Associated Application List

A/P #	Project / Phase Name	Stage	Fees	Actions
PRC22-00012	Wildfire Fremont Casino	In Review	No Fees Required	
C22-00346	Wildfire Fremont Casino	Awaiting PR	No Fees Required	
C22-00357	SIGNS FOR WILDFIRE FREMONT CASINO	Awaiting PR	No Fees Required	
C22-00358	ONSITES FOR Wildfire Fremont Casino	Awaiting PR	No Fees Required	

Back To Dashboard







# 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	Medical 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.

Actions NeededActive ApplicationsAll Applications

Application NumberProject NameStageSystem Options

T22-00043Test Tract save functionIntake

⚙️ OPTIONS

Contact UsView DocumentsAdd User

Users for # T22-00043

Existing Contacts

The following contact already have authorized access to this application.

Full Name	Address	Email
YOLANDA C PALOMO		ypalomo@lasvegasnevada.gov
WESTFIELD KENNETH C & MONIQUE ELLIS	330 RANCHO CIR, LAS VEGAS, NV 89107	rcarlson@lasvegasnevada.gov
D R HORTON INC	1081 WHITNEY RANCH DR 141, HENDERSON, NV 89014	JCHENG@LASVEGASNEVADA.GOV

+

 ADD ADDITIONAL USERS



# Authorized Users

×

**Add Additional Users for # F22-00636**

☒ Individual

☐ Company

\* Email Address:

staulbee@lasvegasnevada.gov

First Name:

Steven

Last Name:

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

← Back To All Users

Select

Search For Another User



# Authorized Users

Select to Add Additional Users

STEVEN M TAULBEE

✉ staulbee@lasvegasnevada.gov

← Back To All Users

!

**Grant Access?**

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

Grant Access

Cancel

✕

Select

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	<div>✕ REMOVE ACCESS</div>

**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 civtest	23757 Valencia Blvd, Valencia, CA 91355, US	abbycivtest@yahoo.com





# Options and Additional Functionality

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

Building and Offsite Projects and Permits

Refresh Click to close

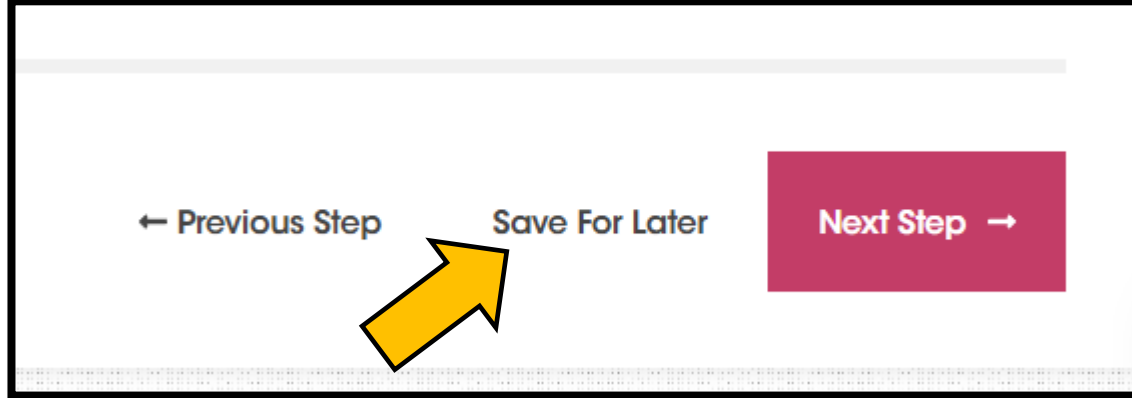
Stage inspections

Actions NeededActive Applications

Application Number	Project Name	Stage	System Options
R22-00195	Test Residential save	Inspections	OPTIONS
RevisionsDeferredSchedule Inspection			
R22-00194	Test emails	Inspections	OPTIONS
C22-00293	Test TI	Inspections	OPTIONS
C22-00288	Test PV with plans	Inspections	OPTIONS
L22-00023	3.24.22 save test for Utility 2 docs	Inspections	OPTIONS

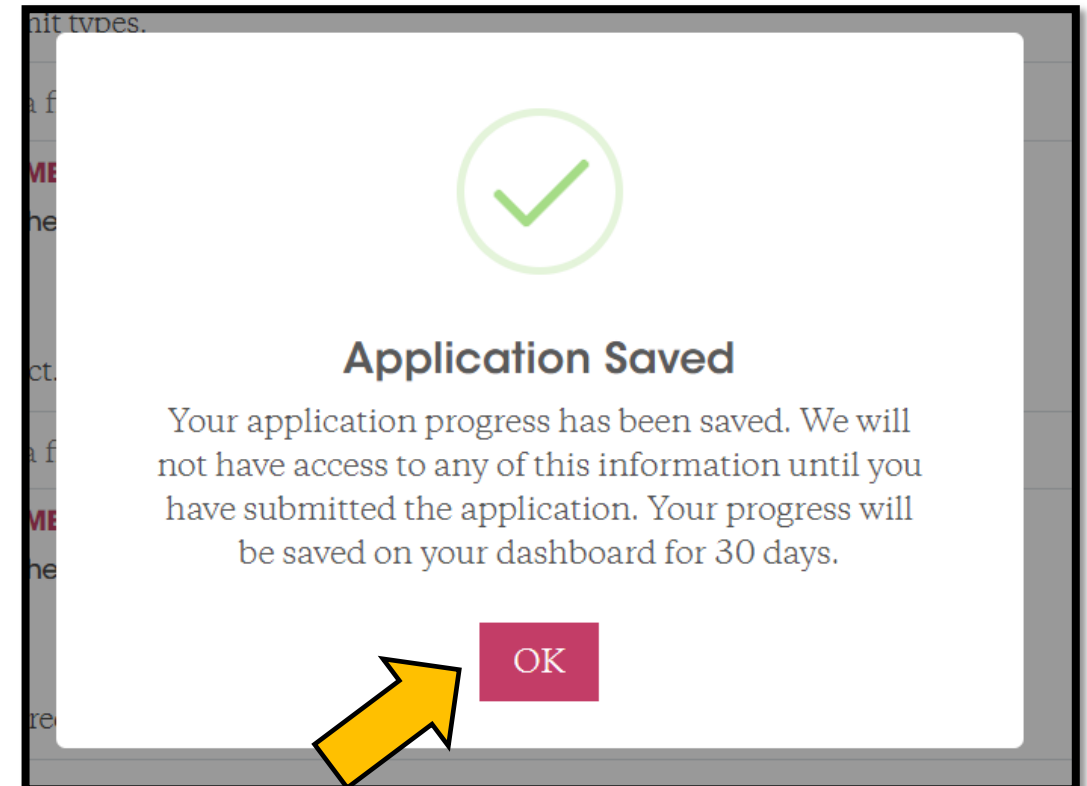


# Save for Later



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.*





# Whenever you return to your Dashboard -

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 ▼

↺

🛒

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

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	<div>➡ Resume</div> <div>ⓧ Delete</div>

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](mailto:LVFireEngineering@lasvegasnevada.gov)





# Questions?

Yolanda Palomo, Process Review Coordinator

email: [ypalomo@lasvegasnevada.gov](mailto:ypalomo@lasvegasnevada.gov)

Dashboard issues: [BuildingPermits@lasvegasnevada.gov](mailto:BuildingPermits@lasvegasnevada.gov)

