



# Changing a Paper Project to ePlans

External Customer Instructions

Do you have a paper submittal that requires corrections or revisions? Our offices are closed to the public, so we will need to convert your project to an electronic submittal to continue reviews.

All requests for converting paper submittals to electronic plans are emailed to [BuildingPermits@LasVegasNevada.gov](mailto:BuildingPermits@LasVegasNevada.gov)

Customers requesting to submit for paper projects during the emergency closure must email us:

1. Dashboard email for their account (create your Dashboard ID at: [LasVegasNevada.gov/Dashboard](http://LasVegasNevada.gov/Dashboard) )
2. Last Name and First Name used for the Dashboard
3. Permit Number

## Scenario #1: Permit is Issued and they need a Revision or Deferred Submittal

1. Customer creates a Dashboard
2. Customer emails us the request as noted above at: [BuildingPermits@LasVegasNevada.gov](mailto:BuildingPermits@LasVegasNevada.gov)
3. A member of the administrative team will then convert the permit and Email the customer when done.
4. Customer will log into their Dashboard and the permit should show on their Active Applications.
5. Customer to submit the Revision under the discipline affected and the “Old” pages under that discipline as “Other”.
  - a. The Dashboard will show the issued permit with the System Options of **Revisions** or **Deferred**:  
Hello **Yolanda Palomo**, welcome to the city of Las Vegas

My Activities      My Applications

Application Number	Project Name	Stage	System Options
C19-04998	DOWNTOWN SANCHEZ	Waiting for Resubmittal	Deferred   Re-Submit
R19-17190	O/B Pimm	Inspections	Revisions   Deferred
R19-17162	Gas line install for BBQ and firepit	Completed	
C19-04504	Ravenna	Inspections	Revisions   Deferred
C19-04583	Ravenna	Inspections	Revisions   Deferred
C19-04558	Reflection Baptist Church	Inspections	Revisions   Deferred

- b. For and Architectural REVISION, the **new sheets** go under “**Architectural Plan**” as 1 PDF and the “**old sheets**” are marked “**Original permit**” and submitted under the “**Architectural Other**” bucket.

Architecture Plan  
Please upload Architecture Plan  
C20-00178-A-V01.pdf  
Allowed file types: .pdf, Maximum allowed size: 500 MB

Architectural Specifications  
Please upload Architectural Specifications  
Click the Browse button to upload a file or drag and drop a file here  
Allowed file types: .pdf

Architectural IECC (if not on the plans)  
Please upload Architectural IECC (if not on the plans)  
Click the Browse button to upload a file or drag and drop a file here  
Allowed file types: .pdf

Architectural Other Documents  
Please upload Architectural Other Documents  
C19-03648-R001-AD02.pdf  
Allowed file types: .pdf

6. Customer submits and we review under the existing processes.
7. Please refer to our Submittal Requirements document on the Dashboard for guidelines on electronic applications. Engineers must provide digital signatures, but contractors and Architects can submit electronic signatures.

## Scenario #2: Application is in Review cycles and the customer needs to submit corrections

1. Customer creates a Dashboard
2. Customer emails us the request as noted above at: [BuildingPermits@LasVegasNevada.gov](mailto:BuildingPermits@LasVegasNevada.gov)
3. A member of the administrative team will then convert the permit and Email the customer when done.
4. Customer will log into their Dashboard and the permit should show on their Active Applications.
5. Permit will be on Customer's Dashboard – select **"Re-Submit"**:

My Activities      My Applications

APPLY FOR +

- Building Permits
- Building Permits With Residential Photovoltaic Plans
- Building Permits Without Plans
- Tract Model Home Plans
- Civil Permits
- Utility Permits

BUILDING AND OFFSITE PROJECTS AND PERMITS ^

Active Applications

Application Number	Project Name	Stage	System Options
<b>C19-05633</b>	Ibuku TI @ Area 15	Waiting for Resubmittal	Deferred <b>Re-Submit</b>
<b>T19-00200</b>	Aviano	In Review	
<b>C19-04998</b>	DOWNTOWN SANCHEZ	Waiting for Resubmittal	Deferred <b>Re-Submit</b>

6. Customer must submit all the disciplines to issue the permit electronically. Please submit your plan files electronically. All pages for each discipline must be submitted.
7. Customer submits the electronic plan through our Dashboard and regular electronic process for reviews continue.
8. When all reviews are approved the permit can be issued electronically.