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

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)
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
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

   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.

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

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”:
   
   ![Dashboard Screenshot]

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.