



CHANGING A PAPER PROJECT TO EPLANS

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251

If you have a paper submittal that requires corrections or a revision, follow the instructions below on converting your project to an electronic submittal.

- Email requests for conversions to BuildingPermits@LasVegasNevada.gov and include the below information.
 - ◇ Dashboard email for their account (create your Dashboard ID at: LasVegasNevada.gov/Dashboard)
 - ◇ Last Name and First Name used for the Dashboard
 - ◇ Permit Number

SCENARIO #1: PERMIT IS ISSUED AND THEY NEED A REVISION OR DEFERRED SUBMITTAL

- ◇ Customer creates a Dashboard
- ◇ Customer emails us the request as noted above at: BuildingPermits@LasVegasNevada.gov
- ◇ A member of the administrative team will then convert the permit and Email the customer when done.
- ◇ Customer logs into the Dashboard and the permit should show on their Active Applications.
- ◇ Customer submits the Revision under the discipline affected with the “Old” pages as “Other”.
- ◇ The Dashboard will show the issued permit with the System Options of **Revisions** or **Deferred**:
- ◇ 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.
- ◇ Customer submits and we review under the existing processes.
- ◇ Please refer to the Submittal Guidelines for assistance on electronic applications. Engineers must provide digital signatures, but contractors and architects can submit electronic signatures.

SCENARIO #2: PERMIT IN REVIEW AND THE CUSTOMER NEEDS TO SUBMIT CORRECTIONS

- ◇ After a Dashboard is created, email the request as noted above to: BuildingPermits@LasVegasNevada.gov
- ◇ After you receive a completion email - log into your Dashboard
- ◇ Click the drop down arrow to view all Active Applications. **(DO NOT OPEN PERMIT)**
- ◇ Select the Options button located next to the permit number in question: Select “**Re-Submit**”:
- ◇ Submit all disciplines associated with the project in the respective buckets.
- ◇ Customer submits the eplan through the Dashboard and electronic process for reviews continue.
- ◇ Once all reviews are complete - The permit comes to you electronically.