



Managing Projects During Reviews

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251

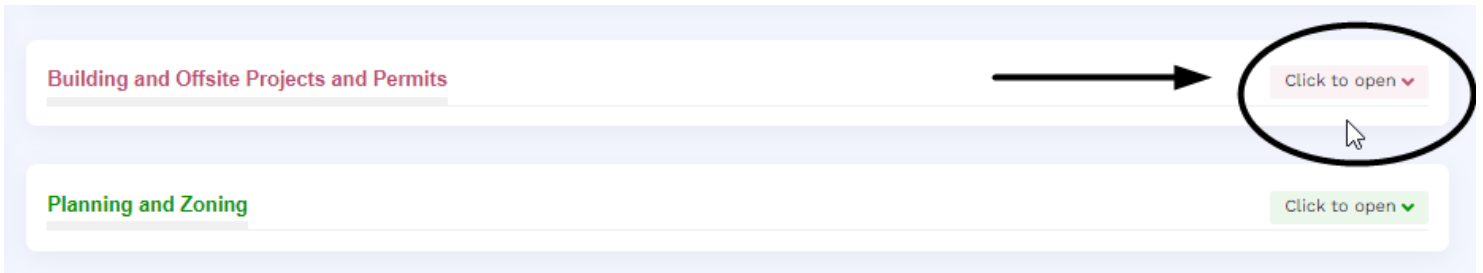
The A, B, C tools to effectively manage your projects with the city of Las Vegas Building & Safety:

- A. Citizen Portal-Dashboard - LasVegasNevada.gov/Dashboard
- B. Check Status (pg.5) - LasVegasNevada.gov/CheckStatus
- C. System Emails (pg.7)

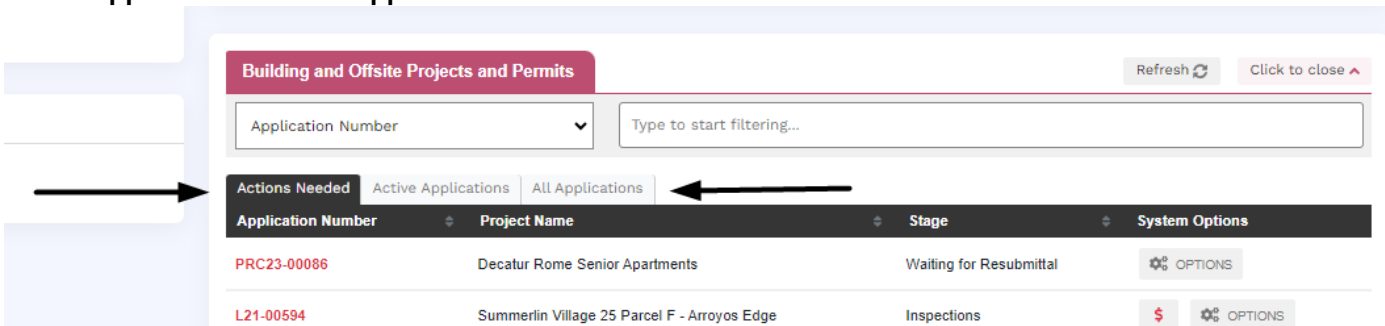
A. Citizen Portal-Dashboard - LasVegasNevada.gov/Dashboard

The Dashboard allows you to submit documents; search for projects; view the status or stage of your project; view the documents in review and markups; respond to comments; and submit revisions after issuance.

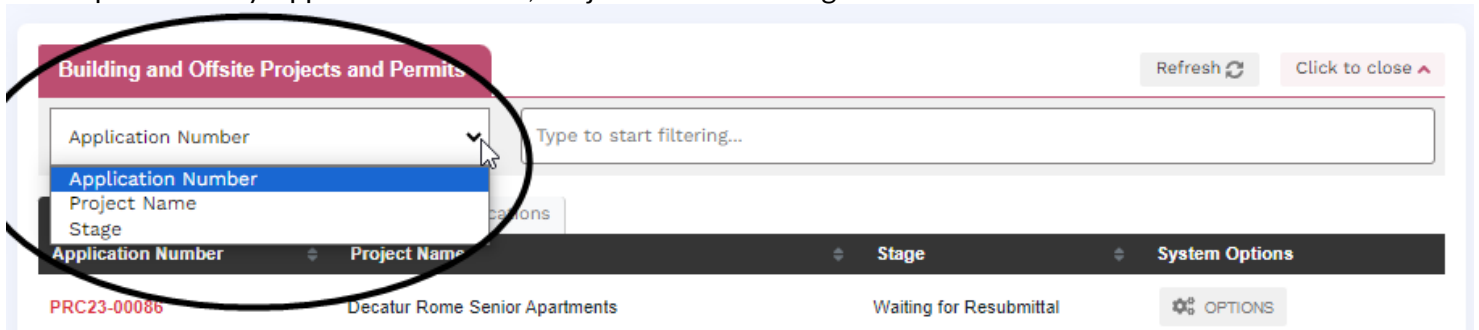
1. Log into the Dashboard/Citizen Portal: LasVegasNevada.gov/Dashboard
2. Expand the Building and Offsite Projects and Permits banner by clicking on “click to open” and view your applications/permits.



3. Once you have applications in the system, you can search under three tabs: **Actions Needed**; **Active Applications** and **All applications**.

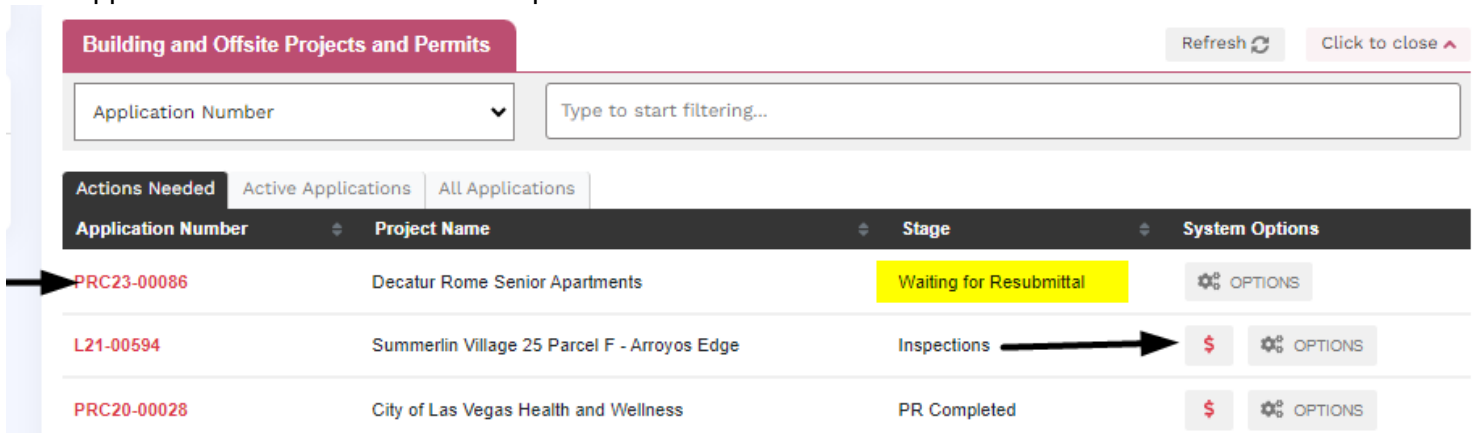


- Each tab is searchable by clicking on it so it turns black and then selecting how you will search. The search options are by Application Number, Project Name and Stage.

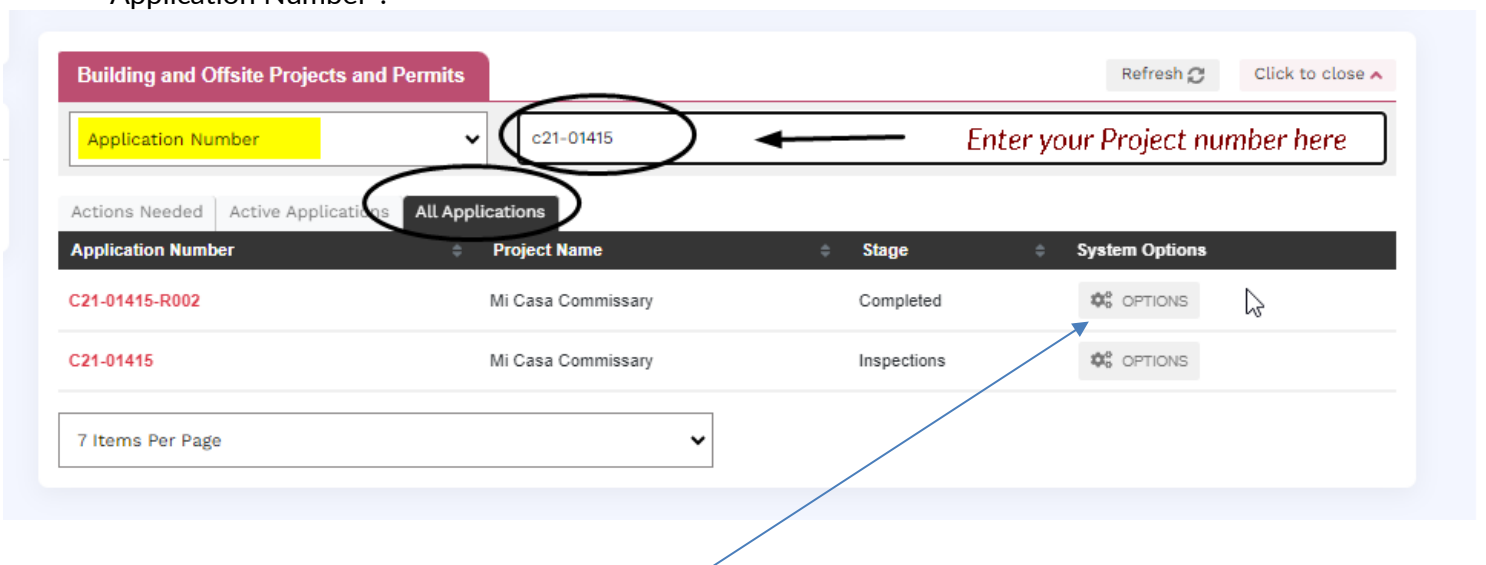


- Other actions from here include sorting the columns by just clicking the banner at the arrows, payments and a quick hyperlink to Check Status when you click on the **red application numbers**.

The "Stage" tells you the progress of the project. "Waiting for Resubmittal" means we are waiting for the applicant to submit a correction response:



- Go to "All Applications" and search on any of the tabs for projects by application (project) number, by "Application Number":



7. Once you locate your project, click on “Options”. This will give you access to different actions based on the project stage:

- a) **Contact Us** – allows you to send us an email question.
- b) **Add User** – let’s you give someone else access to your project and authority to resubmit for you.
- c) **View Documents** – access to the pdf’s submitted
- d) **Re-Submit** – only available when the project has corrections due.
- e) **Revisions or Deferred submittals** *after permit issuance.*
- f) **Schedule inspections** *after permit issuance.*

During Reviews:

The screenshot shows a table with columns: Application Number, Project Name, Stage, and System Options. Two rows are visible:

Application Number	Project Name	Stage	System Options
R24-00103	test	Prior to Issue	\$ [OPTIONS]
R24-00101	Test QAA residential copy R23-03778 prod	Waiting for Resubmittal	[OPTIONS]

Below the table is a yellow bar with four buttons: Contact Us, Add User, View Documents, and Re-Submit.

After Permit Issuance:

The screenshot shows a table with columns: Application Number, Project Name, Stage, and System Options. One row is visible:

Application Number	Project Name	Stage	System Options
C24-00032	test all Structural buckets - no saved file	Inspections	[OPTIONS]

Below the table is a yellow bar with five buttons: Revisions, Add User, Deferred, View Documents, and Schedule Inspection.

8. When you click on “Options” and it is expanded, you will see other actions available. Click on “View Documents”.

The screenshot shows a page titled "Building and Offsite Projects and Permits" with a search bar for "Application Number" containing "c21-01415". Below the search bar are tabs for "Actions Needed", "Active Applications", and "All Applications". A table with columns: Application Number, Project Name, Stage, and System Options is shown. Two rows are visible:

Application Number	Project Name	Stage	System Options
C21-01415-R002	Mi Casa Commissary	Completed	[OPTIONS]
C21-01-15	Mi Casa Commissary	Inspections	[OPTIONS]

The "Options" menu for the first row is expanded, showing a "View Documents" button. Arrows point to the "View Documents" button in the expanded menu and the "Options" button in the table row.

At the bottom, there is a "7 Items Per Page" dropdown menu.

9. "View Documents" will open a pop-up window with all the files for that project. Click on "Open File" to view or print the PDF document.

- This is the same link that customers are emailed by the system during corrections and at issuance.
- **Markups** are sometimes placed on these files during plan reviews.
- **Always open the documents and review for markups from the plans reviewer before you respond to any corrections.**
- Looking for markups and reading the comments from the Plan Reviewer in Check Status is critical to understanding what is needed for your project corrections.
- If you had multiple corrections submitted and reviewed, then they will be listed under the discipline by the version number. Remember that the highest version of the file is what we are currently reviewing and what is issued with the permit. Click on "Versions" to see the older files:

Submitted Plans for # PRC24-00001 Print Document List

Date Submitted	File Name	CLV File Name	Actions
Feb 1, 2024 8:10 AM	SoilRpt-V01.pdf	PRC24-00001-SoilRptOther-V02.pdf "Current file"	VERSIONS OPEN FILE
Jan 25, 2024 9:45 AM	19001 CHARLESTON DELTA 3.1 JAN 20-2022-Signed.pdf	PRC24-00001-SoilRptOther-V01.pdf "Previous file"	OPEN FILE

- All corrections must be a complete set with all the relevant sheets.
- If you need to submit an additional document not listed on your resubmittal, contact us for assistance in adding "buckets" or file spaces for you to submit additional documents.
- Once the permit is issued, the approved files are listed in this folder.
- Remember to print all approved files and the permit before calling for inspections.

Submitted Plans for # C21-01415-R002 Print Document List

Date Submitted	File Name	CLV File Name	Actions
May 25, 2023 4:37 PM	2023-05-25 Rev 4 P-Set Mi Casa-signed.pdf	C21-01415-R002-P-V03.pdf	OPEN FILE
May 25, 2023 4:37 PM	2023-05-25 Delta 4 MP Revision Letter.pdf	C21-01415-R002-Correspondence-V02.pdf	OPEN FILE
May 25, 2023 4:37 PM	2023-05-25 Rev 4 M-Set Mi Casa-signed.pdf	C21-01415-R002-M-V03.pdf	OPEN FILE
Apr 17, 2023 1:22 PM	CLV - Revision-Submittal-Application.pdf	C21-01415-R002-App-V02.pdf	OPEN FILE
Apr 11, 2023 4:50 PM	Mi Casa Commissary - ARCH (Revision 4 2023-04-11) DS VK.pdf	C21-01415-R002-A-V01.pdf	OPEN FILE
Apr 11, 2023 4:50 PM	Mi Casa Commissary DELTA 4 ELEC - signed.pdf	C21-01415-R002-E-V01.pdf	OPEN FILE
Apr 11, 2023 4:50 PM	Mi Casa Commissary Delta 4 Electrical Revisions Letter.pdf	C21-01415-R002-EOther-V01.pdf	OPEN FILE

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B. Check Status - LasVegasNevada.gov/CheckStatus

Check Status allows you to see review comments; inspection holds; inspection comments; permit card and certificate of occupancy when applicable.

1. Search by Address, Parcel, Project Name, Project Number or Key Number. If you have a project number, then we recommend searching for that number or clicking on the project number from your Dashboard, which will also take you to this page.

Permit/Application Status

Search By:

Address

Address

Parcel

Project Name

Project Number

Key Number

Street Name:

Do not include suffix (St., Blvd. Cir.)

Search Clear Search

2. Once the project number is retrieved, "Click to open" to get detailed information.

Permit/Application Status

Search By:

Project Number

Project Number:

C24-00030

Search Clear Search

C24-00030 - Commercial Building Permit (Com) Click to open

Key Number: 1833288

Current Status: In Review

Application Received: 2/21/2024

Project Name: test buckets no files saved

Address: 333 N RANCHO DR

Type of Work: Tenant Improvement

Expiration Date: 8/20/2024

Scope of Work: test buckets no files saved**2/22/24 no session generated**tp

3. Expand each section to get detailed information about that section.

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C24-00030 - Commercial Building Permit (Com)

Key Number: 1833288

Current Status: Completed

Application Received: 1/4/2024

Project Name: MILES GWYN

Address: 1909 DESERT FALLS CT 209

Type of Work: Over the counter

Permit Issued: 1/4/2024

Expiration Date: 7/16/2024

Scope of Work: WATER HEATER (Tankless are not allowed online) (1)

Applicant Click to open

Review Info Click to open

Inspection Status Click to open

Inspections Hold Click to open

Fees Click to open

Outstanding Items Click to open

- In the "Review Info" you can see plan review status, comments and the reviewer's phone number.
- To see only the incomplete reviews, click on the this button:

Review Info

[Print](#) [Click to close](#)

RFI Received was Completed on 2/21/2024

Application Review was Route as Plan Review on 2/22/2024

Application Review was Incomplete Application on 2/21/2024

Show Incomplete/Open Review

#	Review Type	Review #	Plan Submittal Data to City	City Review Start Date	City Review Completion Date	City Plans Reviewer	Plan Review Result
1	Structural Review	1	2/22/2024				
2	Sewer Billing ERU Review	1	2/22/2024				
3	RFI Received	1	2/21/2024	2/21/2024	2/21/2024		Completed
4	Plumbing Review	1	2/22/2024				
5	Mechanical Review	1	2/22/2024				
6	Land Development	1	2/22/2024				
7	Fire Protection Engineering	1	2/22/2024				
8	Electrical Review	1	2/22/2024				
9	Case & Public Planning	1	2/22/2024				
10	Architectural Review	1	2/22/2024				
11	Application Review	2	2/21/2024	2/22/2024	2/22/2024	Yolanda P. (702)229-1239	Route as Plan Review
12	Application Review	1	2/21/2024	2/21/2024	2/21/2024	Yolanda P. (702)229-1239	Incomplete Application

- Each section can be printed.
- Once in the Inspections stage, Check Status will let you view inspector comments and print the *Certificate of Occupancy* or *Certificate of Completion*.

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[Print](#)

C23-03696 - Commercial Building Permit (Com)

Key Number: 1866833
 Current Status: Completed
 Application Received: 10/23/2023
 Project Name: Spec Suite 110
 Address: 7201 W LAKE MEAD BLVD 110
 Type of Work: Tenant Improvement
 Permit Issued: 11/9/2023
 Expiration Date: 8/25/2024
 Scope of Work: T.I. to include minor demo of walls/ceiling and add of sink. Includes P, E.

[Certificate of Occupancy](#)

Applicant

[Click to open](#)

Review Info

[Click to open](#)

Inspection Status

[Print](#) [Click to close](#)

#	Insp. Type & Description	Insp. Count	Status	Scheduled Date	Completion Date	Inspector	Location
1	940 CERTIFICATE OF OCCUPANCY	1	Passed	2/27/2024	2/27/2024	Ronald G. (702)303-1671	
2	540 FIRE FINAL BUILDING	1	Passed	2/26/2024	2/26/2024	Anthony K. (702)303-3090	
Comments: 02/26/2024 Met with GC of LF Harris & Co. Pass. -FI Krieg							
3	440 FINAL PLUMBING	1	Passed	2/26/2024	2/26/2024	Ronald G. (702)303-1671	
4	420 ROUGH PLUMBING - TOP OUT	1	Partpassed	1/26/2024	1/26/2024	Jane T. (702)776-5967	

***All approved construction documents must be printed and onsite for inspections. The Permit/Inspection card must also be printed and onsite before inspections. Print the Permit/Inspection card from*

LasVegasNevada.gov/CheckStatus

C. Emails - Did you know our system sends you email notifications?

All Emails are system generated and come from the sender donotreply@lasvegasnevada.gov. Check your junk or spam and enable emails from this address. These are automated system emails throughout the project lifeline. Here is a listing of the most common emails:

1. Application Received:

Application Receipt Confirmation Email

From: DoNotReply@lasvegasnevada.gov

To: All contact emails entered during submittal

Subject: City of Las Vegas Application has been received: C24-12345

Thank you for submitting an Application/Project to the City of Las Vegas for Generator Replacement. We are c and will notify you via e-mail when your application has been accepted for review. Please note that plan review

2. After the Permit Technician reviews the submittal, if more information is needed we will Return for more Information:

RFI Email

From: DoNotReply@lasvegasnevada.gov

To: All contact emails entered during submittal

needs additional information to proce

The Tenant Improvement application for Interior Remodel at 1201 STEWART AVE LAS VEGAS NV 89101 ha: to be resubmitted:

- Architecture Plan

Additional Comments :

3. Fees Due email – Plan Check fees must be paid before reviews can start.

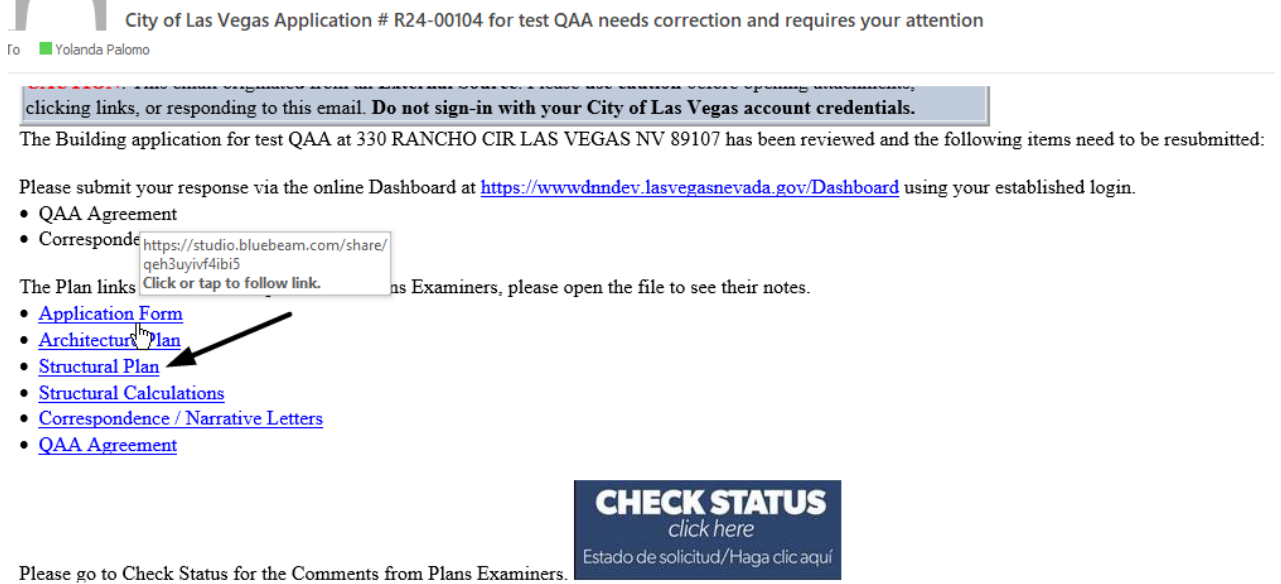
- Fees can be paid online by credit card or electronic checks at LasVegasNevada.gov/PayPermit.
- Fees can also be paid in person at our Customer Care Center at 500 S. Main Street, Las Vegas, NV 89101.

4. **Corrections Email** – When a plan review is denied and all reviews are completed, the system will send an email notice with links to the plans.

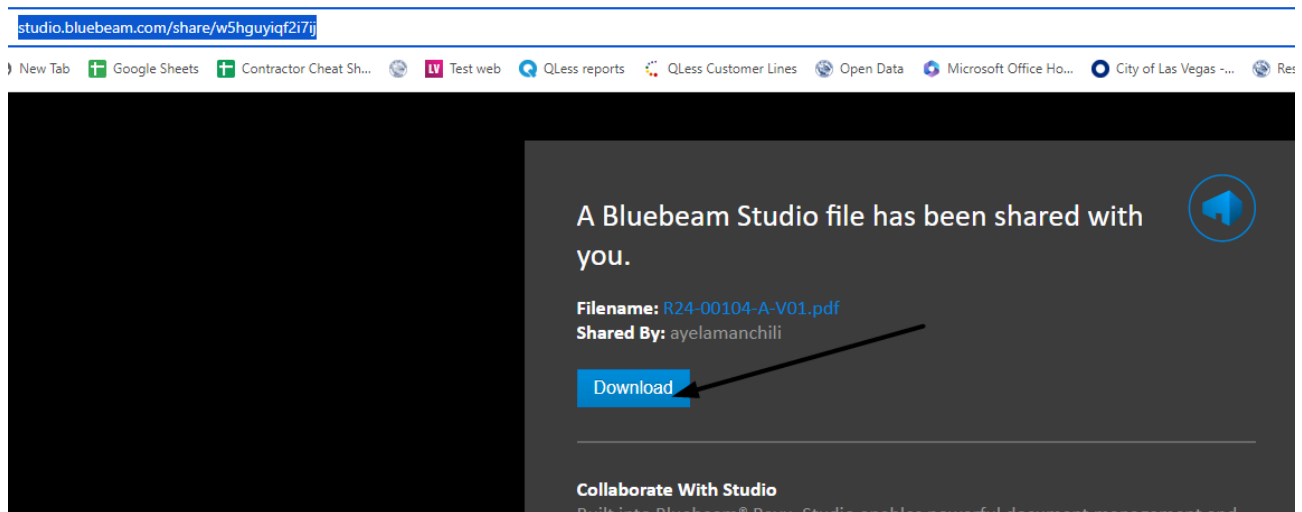
- a. Scroll to the bottom of that email and open the links to the plans. All your plans are located in the email, but you must click on link and open the file to see the reviewer markups or open directly from your Dashboard under “options” and “view documents”.

*****It's important to look at the markups on the plans AND read the reviewer comments on Check Status before preparing your corrections.*****

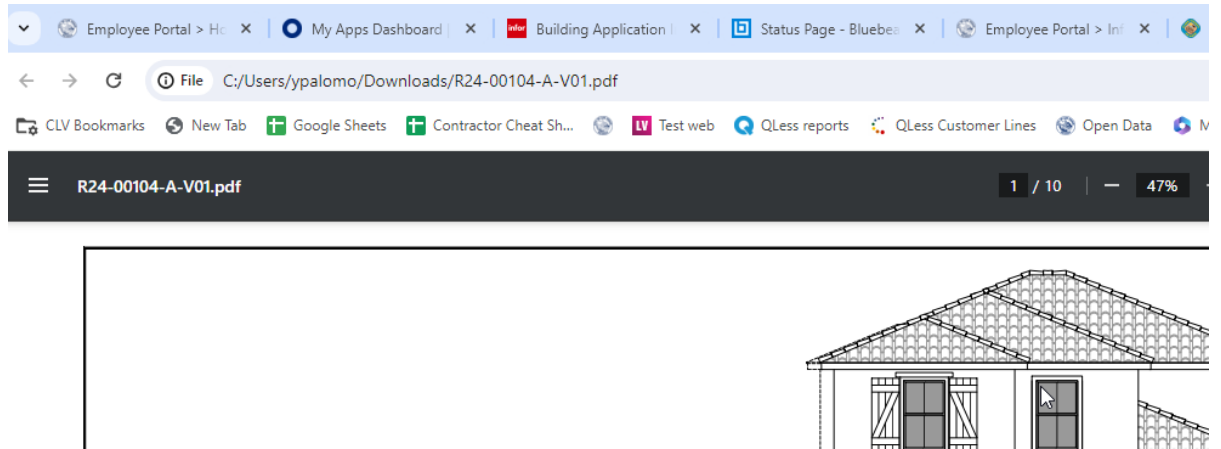
- b. Here is an email sample and you click on the plan links to open the files:



- c. Once you click on the link, a new popup will open and you will see this and you need to click on the download button: (Bluebeam software is not required for viewing the files)

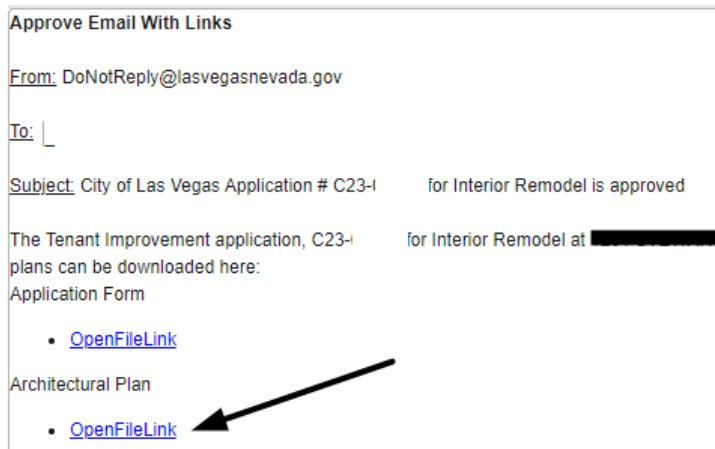


d. Clicking on the “download” button will give you access to the pdf file:



e. The files are also still available on your Dashboard under “options” and “view documents”.

5. **Prior to Issue Email** – The project has been reviewed for code compliance and is now approved for construction. The permit fees must be paid now for permit issuance.
6. **Approve Email with Links** – After the permit fees are paid, the system will email you with links to the final files. The files are also still available in your Dashboard under the “view documents” option. The permit is printed from the Check Status page. All construction documents and the permit shall be printed and available during all inspections.



7. **Survey at Issuance Email** – at permit issuance, we send you an optional survey. Give us your feedback on how we did during the process.
8. **Inspection emails** for results – when inspections are completed, the system will notify you of the result. The Check Status page will also list the inspection result and comments from the Inspector.
9. **Inspector Changed** email – if your assigned inspector changes on the day of your inspection due to staffing changes, the system will email you the notice with the name and cell phone number of the new inspector.