



ePlan Submission Guideline

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251

Please use Chrome as the internet browser when using our website. LasVegasNevada.gov/Dashboard

Please submit your pdf files online at www.LasVegasNevada.gov/Dashboard

Customers must create a **login** on our website for submittal of plans and tracking of comments.

For company accounts, we recommend the organization create one email address for all plan submittals.

The system will only allow one email address per account. Creating a company account, will allow you to easily track and view all your plans on a personalized online **Dashboard**.

Please note that you will receive an “**activation**” email to create a password for the setup of the Dashboard. Check your junk or spam folders for the “activation” email. The “activation” email is only good for 7 days. Emails come from donotreply@lasvegasnevada.gov.

Submit plans online to the following standards: (follow these instructions to avoid delays)

- Use Google Chrome internet browser for all our website functions.
- Landscape view and standard architectural sheet sizes (such as 11” X 17” or 24” X 36”) drawn to scale. Odd sized documents will not display correctly in our system.
- Documents with TrueType fonts.
- Each discipline has its own individual file (all pages in 1 pdf per discipline) which the system will automatically name. Mechanical plans - “Mechanical” bucket, Plumbing plans - “Plumbing” bucket. Your plans will determine the reviews assigned to the project and inspections generated.
- Submit applications for the permit/project electronically as a pdf file with the standard project information.
- Our pdf applications can be found on our website at this link: <http://www.lasvegasnevada.gov/BuildingForms>
- Zip files are not acceptable.
- PDF packages are not acceptable as they lock the files. When combining files, choose the “combined” file option not a package:
- PDF portfolios are also not acceptable. Please choose to “combine files” as a single PDF.
- Export directly to PDF preferred not printed and then scanned.
- PDF/A type files do not work for submittals, so please save as a standard single PDF file.
- Submit a correction tracking form along with a written narrative with your corrections. Available on our website: (link to form or website).
- For Corrections, submit ONE PDF for each discipline every time you resubmit. Submit corrections only after all the reviews are completed and results posted.
- Engineers must use digital signatures per the Nevada State Engineering Board with full size seal and date of signature.
- **Incomplete files consist of certified, locked or password protected files.**
- Architects, contractors and owner builders can use electronic signatures.
- Sheet title blocks shall remain consistent on each page of the plan set.
- Each plan sheet needs to include the project name and address. Each sheet must be marked clearly to identify the content.
- Format to be Vector preferred. (a PDF is generally a vector file and it is a sharper image with smart data)
- No cross-hatching or fill pattern on the drawings.
- Save files in black and white (1-bit monochrome).
- Export settings: Maintain output scale (avoid “fit to page”)
- Results of plans reviews can be seen online at LasVegasNevada.gov/CheckStatus
- For residential owner/builder permits, we can assist you if you have paper plans for review, we will only accept plans with fewer than 20 sheets. The following timelines will apply for submittals between 5-20 sheets:
 - Up to 1-week delay for the scanning of the plans into the system. The plan review clock will not start until the plans are processed and plan check fees paid.
 - Fees will include \$110 collation/digitizing fee + \$3.00 per sheet for scanning and indexing.

Instructions for Professional Engineers, and Land Surveyors

Digitally sign all electronic documents, however do not certify. As with paper plans, apply a picture of your seal to each sheet. Compile sheets into a single file with seals on each page, and then apply your digital signature to the cover sheet. Any alterations to your signed documents will invalidate the signature.

Examples of a valid signature/seal

Digitally signed by Michael Cunningham
DN: C=US,
E=mcunningham@lasvegasnevada.gov,
O=Building and Safety, OU=Development
Services, CN=Michael Cunningham
Reason: I am the author of this document
Date: 2019.07.22 08:50:48 -0700



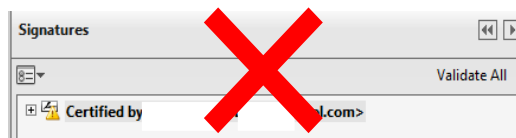
Some documents, like specification books, will require signatures from multiple signers. In this case, use one of the three options below:

Digitally signed by Michael Cunningham
DN: C=US,
E=mcunningham@lasvegasnevada.gov,
O=Building and Safety, OU=Development
Services, CN=Michael Cunningham
Reason: I am the author of this document
Date: 2019.07.22 08:56:49 -0700



- Compile the document with the seals for each design professional on the cover page. Then have each design professional add their digital signature, one at a time, on that cover page, being careful not to make changes to the document that would invalidate previous signatures.
- Have the lead applicant for the project sign and seal the full document. Have each additional design professional sign and seal a separate attachment that has the title and table of contents for the full document or for the pages they are responsible for. Send as multiple documents.
- Divide the document to fit each discipline/design professional, have each design professional seal, and sign his or her section. Send as multiple documents.

A common error that many applicants make is certifying instead of signing. Because certifying prevents Plan Examiners from performing critical functions needed to complete a review, sign documents. Do not certify.



HOW TO CREATE AND APPLY A DIGITAL SIGNATURE: TUTORIAL AND SCREENSHOTS

To sign documents using Adobe Acrobat or BlueBeam Revu, the first step is to create a “self-signed digital ID.” The digital ID is password protected and contains your name, email address, organization name, a serial number, and an expiration date. It proves your identity every time you use it to sign a file.

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You do not need to create a digital ID each time. Skip forward when no help I needed for ID

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Create a self-signed digital ID using Adobe Acrobat

These instructions are from Acrobat's user guide available here: <https://helpx.adobe.com/acrobat/using/digital-ids.html>.

- In Acrobat, click the Edit menu and choose Preferences, then choose Signatures.
- On the right, click more for Identities & Trusted Certificates.
- Select Digital IDs on the left, and then click the Add ID button.
- Select the option A New Digital ID I Want to Create Now, and click next.
- Specify where to store the digital ID, and click next. Use the option that best fits your needs.
- New PKCS#12 Digital ID File: Stores the digital ID in a file compatible with Windows and Mac OS.
- Windows Certificate Store (Windows only): Stores the digital ID in a common location for Windows applications.

1. Do the following:
 - Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.
 - Choose the 1024-bit RSA option from the Key Algorithm menu.
 - From the Use Digital ID For menu, choose whether you want to use the digital ID for signatures, data encryption, or both. For signing building plans/documents, you only need to choose “signatures.”
 - Click Next.
2. Do the following:
 - Type and confirm a password for the digital ID file. You need this password each time you use your ID.
 - The digital ID file is stored in the default location as shown in the File Name field. If you want to save it somewhere else, click Browse and choose location. Make a note of where your ID is stored.
 - Click Finish.

If a digital ID file with the same name exists, it requires a replacement. Click OK to replace, or browse and select a different location to store the file.
3. The ID is created. NOTE: Make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use it to add signatures to files.

Use your digital ID to sign a PDF file in Adobe Acrobat

This process may vary slightly depending on which version of Acrobat you use.

1. Sign the opened file.
2. In Acrobat XI, click Fill & Sign and then Sign with Certificate.
 - In Acrobat DC, click Tools, scroll down to Forms & Signatures and click the Certificates icon. This will open the Certificates toolbar. Click Digitally Sign on the toolbar.
3. Click Drag New Signature Rectangle (or just OK if you are using Acrobat DC), and then click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.
4. Choose the digital ID you want to use for signing:
 - In Acrobat XI, enter your password and un-check Lock Document after Signing. Then click Sign.
 - In Acrobat DC, select your ID and click Continue. Enter your password on the next screen and **un-check Lock Document after Signing**. Then click Sign.

Note: If your digital ID information is not showing, you can browse your computer to find the ID file.

In Acrobat XI, open the drop-down arrow next to the Sign As field and click **New ID**, then select **my existing digital ID from...a file**.

In Acrobat DC, click **Configure New Digital ID** on the Sign with a Digital ID screen, and then select **Use a Digital ID from a file**.

5. Save file once signed, and then upload to customer portal.
 6. Your signature will appear on the document in the area where you drew the rectangle, and the file will show that the signature is valid.
- Any changes made to the file from this point on will invalidate the signature.

For additional help, consult the Acrobat User Guide available at <https://helpx.adobe.com/acrobat/user-guide.html>.

You can also use Adobe’s digital ID resources available at <https://helpx.adobe.com/acrobat/using/digital-ids.html>.

Create a digital ID using BlueBeam Revu 2018

1. In BlueBeam, click the Tools menu ? Signatures ? Digital IDs...
2. On the window that appears, click the green plus sign to add a new signature.
3. Select Create Digital ID file and in the Usage field, choose Digital Signatures and Data Encryption.
 - Then fill in your personal information, enter a password for the ID file, and click OK.

Use your digital ID to sign a file using BlueBeam Revu 2018

1. In BlueBeam, click the Tools menu ? Signatures ? Sign Document.
2. Click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.
3. Using the Digital ID: drop-down arrow, select the ID file you want to use.
 - Then, enter your password. Under Signature Type, make sure to select Digital Signature.
4. Once you click OK, you will be prompted to save your file