



REPETITIVE TRACT eSUBMITTAL PERMIT GUIDE

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251

1. All Repetitive Tract Plot Plans will now be submitted on the Customer Portal/Dashboard:

LasVegasNevada.Gov/Dashboard

- o Complete an application/plot plan for each address/building permit being requested and include all the required fields. Additional instructions on the application are available on our handout called “*Repetitive Tract Housing Application Plot Plan Guideline 2026.*”

APPLICATION / PLOT PLAN FOR REPETITIVE TRACT PERMITS

PROJECT INFORMATION

Address: 1 Parcel No.: 2
Recorded Subdivision Name: 3
Zoning: 4 Land Use Entitlements (I.E. TMP, FMP, VAR): 5

SETBACKS

MINIMUM SETBACKS: 6 Front to House: _____ Front to Garage: _____
Side Yard: _____ Corner Side Yard: _____ Rear Yard: _____

PROJECT DETAILS

Plan Check #: 7 Lot #: 8 Block: 9 Book: 10 Page: 11
Approval for: ☐ SPD ☐ Patio Cover ☐ Balcony 13 Number of Stories: ☐ One ☐ Two ☐ Three 14 Model Home: ☐ Yes ☐ No

PLOT PLAN DRAWING

15 Code Year: _____

16

17

1 - Address: The address of the lot being permitted
2 - Parcel No: The assessor's parcel number for the lot being permitted
3 - Recorded Subdivision Name: The subdivision name shown on the recorded final map, not the marketing name
4 - Zoning: The current zoning classification for the project. If project lies within a PD (Planned Development) then the zoning within that development should be provided
5 - Land Use Entitlements: Provide all land use entitlements associated with the project
6 - Minimum Setbacks: Provide all setbacks in conformance with the approved zoning
7 - Plan Check #: Provide the model plan check # that corresponds to the model being proposed on the lot
8 - Lot #: The lot number of the lot being permitted
9 - Block #: If applicable, the block number of the lot being permitted
10 - Book: The book number of the recorded final map
11 - Page: The page number of the recorded final map
12 - Check all boxes that apply
13 - Select the number of building stories of proposed model
14 - Identify if model home or not
15 - Enter Code year which the Model is approved under
16 - In this blank area on the application please draw the plot plan. The plan must be drawn to appropriate scale for clarity. The building footprint and lot property lines must be distinguishable from other graphics. Dimensions of the lot and setbacks must be shown. Lot number and plan number must be indicated. Design review stamp or letter one a second page must be included if applicable.
17 - Complete all fields in the applicant information section

APPLICANT INFORMATION

Contractor/Agent/Owner: _____ Date: _____
State License No.: _____ City License No.: _____
Contact Name: _____ Phone Number: _____
Email Contact: _____

2. Go to the **Dashboard** account and search for your approved Model/SubTract number under your “**Building and Offsite Projects and Permits**” banner – “**All Applications**” tab (search by partial or full number):

Building and Offsite Projects and Permits Refresh Click to close

Application Number T23

Actions Needed Active Applications **All Applications**

Application Number	Project Name	Stage	System Options
T23-00002-S169073	Rancho Holly - Unit 1 (SubTract ApName) 12345678901234567890	Completed	OPTIONS
T23-00011	ACCOLADE TRAILS	In Review	OPTIONS

3. The subtract must already be approved and show with the “Stage” of “Completed”. If you do not have an approved subtract for that Subdivision, then you must first apply for a *Resite* of the original Model.

4. Once the subtract (*the Tract with the subdivision designation*) is located, click on “Options” and “Request Permit”:

Building and Offsite Projects and Permits

RefreshClick to close

Application Number

T23

Actions Needed

Active Applications

All Applications

Application Number

Project Name

Stage

System Options

T23-00002-S169073

Rancho Holly - Unit 1 (SubTract ApName) 12345678901234567890

Completed

OPTIONS

View Documents

Request Permit

View Associated Applications

5. Next step is selecting the addresses/lot numbers that you want to request. The “Location” tab will show all available (un-permitted) addressed on the top grid and all addresses already permitted on the bottom:

SFDTract

Application Details:

Application #:

T23-00002-S169073 (Closed)

Project Name:

Rancho Holly - Unit 1 (SubTract ApName)
12345678901234567890

Scope of Work:

Beazer Homes, E-654- Valencia (SubTract ScopeOfWork) Code Year 2017

WorkType:

Subdivision for Tract Homes
Original

Select UserLocationJob DescriptionApplicant InformationSubmittal ChecklistContact InformationConfirmationAcknowledgement

Submittal Confirmation

Addresses that don't have a permit issued are listed on the top grid.

Select an address to add your new Permit

Type to start filtering...

Select	Address	Lot Number
☐	1940 NITIDA ST , LAS VEGAS NV 89106-	17
☐	1930 MAJALIS PL , LAS VEGAS NV 89106-	20
☐	1922 MAJALIS PL , LAS VEGAS NV 89106-	22
☐	1913 MAJALIS PL , LAS VEGAS NV 89106-	25
☐	1917 MAJALIS PL , LAS VEGAS NV 89106-	26
☐	1921 MAJALIS PL , LAS VEGAS NV 89106-	27
☐	1925 MAJALIS PL , LAS VEGAS NV 89106-	28

7 Items Per Page

12

Address(es) with existing permit for subdivision: 169073

Type to start filtering...

Permits ISSUED listed here:

Address	Application Number	Stage
3714 COLEUS AVE	P26-00550	Create Bluebeam Session
3734 COLEUS AVE	P23-00759	Inspections

6. If you don't see the Address on Page 1, you can search for the address name or click the arrows for the next page.

SFDTract

Application Details:

Application #:

T23-00002-S169073 (Closed)

Project Name:

Rancho Holly - Unit 1 (SubTract ApName)
12345678901234567890

Scope of Work:

Beazer Homes, E-654- Valencia (SubTract ScopeOfWork) Code Year 2017

WorkType:

Subdivision for Tract Homes
Original

Select UserLocationJob DescriptionApplicant InformationSubmittal ChecklistContact InformationConfirmationAcknowledgement

Submittal Confirmation

Select an address to add your new Permit

Majalis

Select	Address	Lot Number
☐	1930 MAJALIS PL , LAS VEGAS NV 89106-	20
☐	1922 MAJALIS PL , LAS VEGAS NV 89106-	22
☐	1913 MAJALIS PL , LAS VEGAS NV 89106-	25
☐	1917 MAJALIS PL , LAS VEGAS NV 89106-	26
☐	1921 MAJALIS PL , LAS VEGAS NV 89106-	27
☐	1925 MAJALIS PL , LAS VEGAS NV 89106-	28
☐	1929 MAJALIS PL , LAS VEGAS NV 89106-	29

7. Select the box (or boxes – *bulk permits are allowed*) next to the addresses that you want for permitting. In this example we are choosing 3 addresses for permits. After selecting all your addresses, scroll down and go to the “next step”:

Select User ✓ Location ! Job Description Applicant Information Submittal Checklist Contact Information Confirmation Acknowledgement

Submittal Confirmation

Select an address to add your new Permit

Type to start filtering...

Select	Address	Lot Number
☒	1940 NITIDA ST , LAS VEGAS NV 89106-	17
☒	1930 MAJALIS PL , LAS VEGAS NV 89106-	20
☒	1922 MAJALIS PL , LAS VEGAS NV 89106-	22
☐	1913 MAJALIS PL , LAS VEGAS NV 89106-	25
☐	1917 MAJALIS PL , LAS VEGAS NV 89106-	26
☐	1921 MAJALIS PL , LAS VEGAS NV 89106-	27
☐	1925 MAJALIS PL , LAS VEGAS NV 89106-	28

7 Items Per Page

1 2

8. Next step is on the “**Job Description**” tab, please click on “Model Home” only if it will be public Model. Then enter an “Estimated Value” for the construction of each structure (only used for reporting purposes). When done click on “next step”:

SFDTract

Application Details:

Application #:
T23-00002-S169073 (Closed)

Project Name:
Rancho Holly - Unit 1 (SubTract ApName)
12345678901234567890

Scope of Work:
Beazer Homes, E-654- Valencia (SubTract
ScopeOfWork) Code Year 2017

WorkType:
Subdivision for Tract Homes
Original

Select User ✓ Location ✓ Job Description ! Applicant Information Submittal Checklist Contact Information Confirmation Acknowledgement

Submittal Confirmation

Select an address to add your new Permit

Type to start filtering...

Select	Address	Model Home Only	Estimated Value
☒	1940 NITIDA ST , LAS VEGAS NV 89106-	☒	150000
☒	1930 MAJALIS PL , LAS VEGAS NV 89106-	☐	100000
☒	1922 MAJALIS PL , LAS VEGAS NV 89106-	☐	125000

Return to Dashboard

← previous step Save for Later

next step →

9. “Applicant Information” tab is auto populated with the Developer’s name from the SubTract and you add the contact information for emails. If you choose to “Use my Profile” it will auto fill from the Dashboard account:

The screenshot shows the SFDTract application interface. On the left, the 'Application Details' sidebar lists the application number (T23-00002-S169073), project name (Rancho Holly - Unit 1), scope of work (Beazer Homes, E-654- Valencia), and work type (Subdivision for Tract Homes). The main content area is the 'Applicant Information' tab, which includes a 'Developer' section with company information (Beazer Homes Holdings LLC) and contact information (Yolanda C, Palomo). The 'Contact Information' section has fields for first name, last name, email address, and primary phone number. A checkbox for 'Use my Profile Information' is checked. The bottom navigation bar includes 'Return to Dashboard', 'previous step', 'Save for Later', and 'next step' buttons.

10. Next is the “Submittal Checklist” where you can upload the Plot Plan and the Approval Letter if one is required for the subdivision. Please note that you will have a tab for each Address/permit request. Once you upload all the documents, click on the next Address to upload that plot plan:

The screenshot shows the SFDTract application interface with the 'Submittal Checklist' tab selected. The left sidebar shows the same application details. The main content area is the 'Submittal Checklist' tab, which includes an 'Upload Your Plans' section. A yellow warning box states: 'Important: You have 3 locations. Please upload plans for each location tab below before proceeding to the next step.' Below this, there are three address tabs: 'Address 1: 1940 NITIDA', 'Address 2: 1930 MAJALIS', and 'Address 3: 1922 MAJALIS'. The 'Address 1: 1940 NITIDA' tab is selected and highlighted in blue. Below the address tab, there are two sections for uploading documents: 'Plot Plan (Required)' and 'Approval Letter'. Each section has a 'Browse' button and a file input field. The 'Plot Plan' section shows a file named 'SFD TRACT PLOT PLAN.pdf' and the 'Approval Letter' section shows a file named 'Letter.pdf'. Both sections have a progress bar at 100%. The bottom navigation bar includes 'Return to Dashboard', 'previous step', 'Save for Later', and 'next step' buttons.

11. Continue to upload the plot plans for each address and when completed click on “next step”: (each plot plan must have a unique file name and be specific to that address)

Application Details:

Application #:
T23-00002-S169073 (Closed)

Project Name:
Rancho Holly - Unit 1 (SubTract ApName)
12345678901234567890

Scope of Work:
Beazer Homes, E-654- Valencia (SubTract
ScopeOfWork) Code Year 2017

WorkType:
Subdivision for Tract Homes
Original

Select User ✓ Location ✓ Job Description ✓ Applicant Information ✓ Submittal Checklist ! Contact Information Confirmation

Acknowledgement Submittal Confirmation

Upload Your Plans

Upload your plans using the plan type list below. If the plan type isn't relevant to your project, please select N/A. Large files may take longer for the upload to be completed. Only one file may be uploaded for each discipline. Do not include characters other than letters, numbers, and periods in the file name.

Please note that all files will be scanned for viruses.

Important: You have 3 locations. Please upload plans for each location tab below before proceeding to the next step.

Address 1: 1940 NITIDA Address 2: 1930 MAJALIS Address 3: 1922 MAJALIS

Address: 1922 MAJALIS PL , LAS VEGAS NV 89106-

Plot Plan (Required)

Please upload plot plan.

Browse P26-00579-M-PlotPlan-V02.pdf

Allowed file type: .pdf , Maximum allowable size: 500 MB
Files cannot have special characters in the name or the file will not be accepted by the system

100 %

Approval Letter

Please upload Approval Letter if not included with the Plot Plan. A stamp on the Plot Plan is acceptable for some subdivisions

Browse Click the Browse button to upload a file or drag and drop a file here

Allowed file type: .pdf , Maximum allowable size: 500 MB
Files cannot have special characters in the name or the file will not be accepted by the system

N/A

Return to Dashboard

← previous step Save for Later next step →

12. Next is the “Contact Information” tab for email notices. Add additional contacts that wish to receive the system emails:

SFDTract

Application Details:

Application #:
T23-00002-S169073 (Closed)

Project Name:
Rancho Holly - Unit 1 (SubTract ApName)
12345678901234567890

Scope of Work:
Beazer Homes, E-654- Valencia (SubTract
ScopeOfWork) Code Year 2017

WorkType:
Subdivision for Tract Homes
Original

Select User ✓ Location ✓ Job Description ✓ Applicant Information ✓ Submittal Checklist ✓ Contact Information ! Confirmation

Acknowledgement Submittal Confirmation

Add Additional Contacts Add

The individuals listed here are the designated contacts for this application. They will receive all email correspondence and may be contacted by phone as needed.

When done adding contacts, click next step

Return to Dashboard

← previous step Save for Later next step →

5 | Page

13. The “Confirmation” tab will list all the addresses submitted for permitting and provide you with a printable confirmation summary:

Application Details:

Application #:
T23-00002-S169073 (Closed)

Project Name:
Rancho Holly - Unit 1 (SubTract ApName)
12345678901234567890

Scope of Work:
Beazer Homes, E-654- Valencia (SubTract
ScopeOfWork) Code Year 2017

WorkType:
Subdivision for Tract Homes
Original

Select User ✓ Location ✓ Job Description ✓ Applicant Information ✓ Submittal Checklist ✓ Contact Information ✓ Confirmation !

Acknowledgement Submittal Confirmation

Confirmation

Please review each section and edit as needed, then click "Next" to proceed.

Print Confirmation Summary

User

Name

Yolanda C Palomo

Address

495 S Main Street, Las Vegas, NV 89101

Primary Phone

(702) 229-1239

Email

ypalomo@lasvegasnevada.gov

Application Form

Project Name

Rancho Holly - Unit 1 (SubTract ApName) 12345678901234567890

Scope of Work

Beazer Homes, E-654- Valencia (SubTract ScopeOfWork) Code Year 2017

Documents Submitted

Address 1: 1940 NITIDA | Estimated Value: \$150,000.00 | Model Home: Yes

File

Company

Plot Plan (Required)

SFD TRACT PLOT PLAN.pdf

Beazer Homes Holdings LLC

Approval Letter

Letter.pdf

Beazer Homes Holdings LLC

Address 2: 1930 MAJALIS | Estimated Value: \$100,000.00

File

Company

Plot Plan (Required)

SFD Tract Plot Plan 2.pdf

Beazer Homes Holdings LLC

Approval Letter

Not Applicable

Address 3: 1922 MAJALIS | Estimated Value: \$125,000.00

File

Company

14. Next step: “Acknowledgement”

Application Details:

Application #:
T23-00002-S169073 (Closed)

Project Name:
Rancho Holly - Unit 1 (SubTract ApName)
12345678901234567890

Scope of Work:
Beazer Homes, E-654- Valencia (SubTract
ScopeOfWork) Code Year 2017

WorkType:
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Original

Select User ✓ Location ✓ Job Description ✓ Applicant Information ✓ Submittal Checklist ✓ Contact Information ✓ Confirmation ✓

Acknowledgement ! Submittal Confirmation

Acknowledgement

☒ I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the city is not responsible for inaccuracies in information presented, and that inaccuracies, false information, or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission.

Return to Dashboard

previous step

next step →

6 | Page

15. Final step: **“Submittal Confirmation”** (this step takes a few minutes as the systems prepares the applications)

SFDTract

Application Details:

Application #:
T23-00002-S169073 (Closed)

Project Name:
Rancho Holly - Unit 1 (SubTract ApName)
12345678901234567890

Scope of Work:
Beazer Homes, E-654- Valencia (SubTract
ScopeOfWork) Code Year 2017

WorkType:
Subdivision for Tract Homes
Original

Select User ✓ Location ✓ Job Description ✓ Applicant Information ✓ Submittal Checklist ✓ Contact Information ✓ Confirmation ✓

Acknowledgement ✓ Submittal Confirmation !

Application Submitted

Thank you for submitting your application.

Applications Created:

Address: 1940 NITIDA
Tracking #: P26-00687-M
An email will be sent when permit fees are available to be paid.

Address: 1930 MAJALIS
Tracking #: P26-00688
An email will be sent when permit fees are available to be paid.

Address: 1922 MAJALIS
Tracking #: P26-00689
An email will be sent when permit fees are available to be paid.

[Return to Dashboard](#)

16. All the permits will now be listed on your **Dashboard** and any corrections will be submitted through the portal.
17. The status of the reviews can be checked on our website at LasVegasNevada.Gov/CheckStatus
18. For Plot Plan **revisions after submittal**, submit revised application/plot plan to plotplan@lasvegasnevada.gov for approval of changes and include the following:
- Indicate on the application that it is a revised plot plan and add the permit number
 - Cloud or circle any changes that have been made to the Plot plan