



# ePlans – Tract Model Processes on the Dashboard

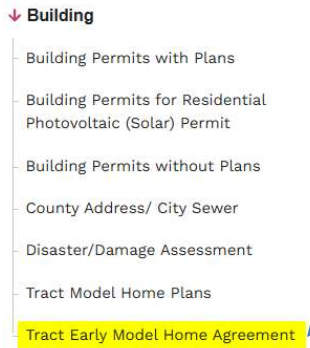
[www.LasVegasNevada.gov/BuildingPermits](http://www.LasVegasNevada.gov/BuildingPermits)

Phone: (702) 229-6251

Please use Google Chrome or Microsoft Edge as the internet browser when using our website. [LasVegasNevada.gov/Dashboard](http://LasVegasNevada.gov/Dashboard)

**Scenario #1: Applying for an EARLY MODEL** – Prior to the recording of the Final Subdivision Map, the developer is allowed to request up to 6 early model permits. The process is now available on our Dashboard, by selecting “**Tract Early Model Home Agreement**”. Here is the process:

- Log into the Dashboard account and expand “**Building**” to select “**Tract Early Model Home Agreement**” and Apply:



- Enter your Final Map or Tentative Map number to begin the process (use the full project number with FMP):  
**Application Form**

Final Map Application Number (or Tentative Map Number if not available)

**Search By:**

Project Number

Project Number

Example: **123456-FMP** or **123456-TMP**

**Search**

Subdivision Map Name

A screenshot of a search form. It has a text input field labeled "Project Number" with a yellow highlight. Below it is a "Search" button. A red text annotation says "Enter the Subdivision Final Map with the complete project number." with an arrow pointing to the yellow highlight. Below the search form is another text input field labeled "Subdivision Map Name".

- Once your Subdivision is confirmed, you may enter up to **6 locations (lots)** and the Tract Model number for each location.
  - Upload the Plot Plan for each model/location and move to the “Submittal Checklist” to upload the Site Plan/**Final Map** copy indicating which lots are requested for this agreement. An Approval letter can also be uploaded if required for the subdivision.

A screenshot of a web application page titled "Submittal Checklist". It shows a progress bar with several steps: "Select User", "Job Description", "Location", "Applicant Information", "Submittal Checklist" (which is active), "Contact Information", "Confirmation", "Acknowledgment", and "Submittal Confirmation". Below the progress bar is a section titled "Upload Your Plans". It contains two numbered steps:
 

- Final Map (Required)**: "Please upload Site Plan indication which lot the model agreement is for". It includes a "Browse" button and a text input field. A note says "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."
 - Approval Letter**: "Please upload Approval Letter if not included with the Plot Plan". It includes a "Browse" button, a text input field, and an "N/A" checkbox. A note says "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."

- At the Confirmation page, the applicant can print a summary of the submittal. This document will also be available after submittal on the Dashboard under “View documents”.
- At the Acknowledgement page, the Developer acknowledges electronically that upon City Departmental approvals, the City of Las Vegas will issue building permits for the model homes of the listed subdivision prior to the recording of the final subdivision map, upon the following conditions:
  1. No changes to the final map as approved will be made, except those required by the City, and all construction and improvements will conform to the approved map.
  2. The permitted model homes will not be sold or occupied for residential purposes until the final map has been recorded.
  3. The issuance of model home permits will be expressly limited to the model home use and will not be construed as a commitment by the City to approve the final map or to approve any zoning matter.
  4. Any approvals from Master Planned Developments must be received prior to permit issuance.
  5. The applicant will indemnify, defend and hold the City and its officers, agents and employees harmless from any liability and from and against any claim, loss or damage it or they may incur because of the issuance of any such permit.

- Submit and the Model permit numbers will generate for the submittal:

**Application Submitted**

Thank you for submitting your application.

**Applications Created:**

**Location:** 1

**Tracking #:** P26-00635-M

An email will be sent when permit fees are available to be paid.

- Planning will assign the addresses first and then the permits will be routed to the standard Plot Plan reviews.
- The system will notify you via email when the permits are ready for payment.
- The Dashboard will show your permits; allow you to pay the fees; see your documents for each permit under the “View Documents” folder; and print your permit & documents when approved.

**Scenario #2: Submit for new Tract/Model plan review**

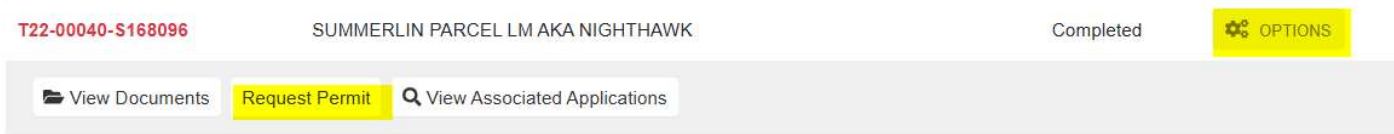
- In your Dashboard; choose **Building and Offsite Projects and Permits** and then “**Tract Model Home Plans**”
- Click on Tract Model Home Plans to get the “Apply” button.
- Use address/parcel and follow the steps (*the header will guide you - Location, Description, Submittal Checklist, etc.*):
- The Dashboard guides you by highlighting where they are in the process with the top banner.
- **\*Please note the Project Name should be the recorded final map name and not the marketing name\***
- Once the fees have been established – they can be paid on the Dashboard or at: [LasVegasNevada.gov/PayPermit](http://LasVegasNevada.gov/PayPermit) .
- To view the progress of your permit with review comments please visit: [LasVegasNevada.gov/CheckStatus](http://LasVegasNevada.gov/CheckStatus)

**Scenario #3: Tract Revisions or Deferred Submittals**

- Select the Tract from your Dashboard to submit for both revisions and deferred submittals.
- If Tract is not there, email customer dashboard email/username to [BuildingPermits@LasVegasNevada.gov](mailto:BuildingPermits@LasVegasNevada.gov) and we can connect the Tract to your Dashboard.
- Select “Options” to begin the application. Revisions have the same process to follow as the normal submittal process
- A revision fee is not due until the revision has been created. Once approved, an email is sent with plan links.
- The plans are also available on the Dashboard under “Options” and “View Documents”. Only the final version of each file is used for the official record of construction.

#### Scenario #4: Plot Plan Permits for Production Homes.

- Submit the SFD Plot Plan Permits once the models receive approval.
- Log into your Dashboard and search, then select your Tract Model number with the correct Subdivision and click on “Options” and then “Request Permit”:



- Complete application for each address / building permit being requested per approved Tract Model Plan.
- Plot plan part of form:
  - Application/plot plan form.
  - 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.
  - Address, lot and block must be indicated.
  - Recorded subdivision name must still be indicated on the application/plot plan.
  - No civil engineering stamp is required except when plot plan is also being used as a grading plan. It must be stamped by a Registered Civil Engineer showing existing and proposed elevations, existing and proposed walls or fences, and any other pertinent information affecting drainage.
  - Design review stamp if applicable.
- Each submittal package must contain applications for one recorded subdivision only.
- Include copies of any other documents such a “waiver of park impact fees” to insure proper credit.
- The status of the reviews can be checked on our website at [LasVegasNevada.Gov/CheckStatus](http://LasVegasNevada.Gov/CheckStatus)

#### Scenario #5: Resites

- Purpose to re-site existing approved plans to a new-recorded subdivision to process SFD Tract plot plan permits.
- As part of the SFD Tract Plot plan submittals, we check the Subdivision code and Project Plan number to see if a unique match exists in our permitting database. Each Project/Planning number has only one subdivision linked to it.
- The subdivision code and Project Plan number are checked for a linked match only has one subdivision linked to it.
- Plan Check Number must match the Subdivision code or the builder needs to provide a plot plan to determine the problem.
- If the subdivision is different from the approved subdivision plans, a Re-site is necessary.

#### SUBMITTAL PROCEDURE FOR RESITES

- The customer selects the Tract from their Dashboard and chooses the “Resite” option.
- Same submittal process as Revisions with fewer buckets than the revisions. \*\* The application is not an option.
- Two possible conditions for the Re-site are provided below.

**Condition One:** If the new subdivision is within the boundary of the original tentative map area, transfer of models can be done administratively through a Permit Technician. Plans and documents can be transferred between the new subdivision and existing subdivision as long as they are in the current code cycle.

- Fill out (1) application
- If new fire sprinkler drawings or calculations are needed upload at submittal. If sprinkler drawings and calculation were completed for, the worst-case scenario for the entire subdivision new drawings and calculations are not needed.
- There will be a fees due per the current Fee schedule and (1) Admin fee, \$55.00 for each model when the re-site is complete.
- Once the Re-site is approved, the contractor will add the new subdivision information (cover plan sheet and letters) to the existing plans in the field for the inspector.

**Condition Two:** If the new subdivision is outside the original tentative map boundaries transfer of models can be completed through a Permit Technician. Plans and documents can be transferred between the new subdivision and existing subdivision as long as they are in the current code cycle.

The information presented here is for (1) model. If there is more than (1) model then this information is for *each* model.

- Fill out (1) application
- Cover letter with original plan check numbers and recorded subdivision, FMP number from the subdivision where the models were originally created. Tell us which subdivision(s) you want the re-site go to, include the FMP number.
- A new plan cover page with the “Recorded” subdivision name for the subdivision you want to re-site to. You can leave the marketing name on this plan but we must have the recorded subdivision on it. This cover plan sheet should be the one that shows your plan or model number and code analysis model information on it. Please provide a vicinity map and a map of the overall subdivision on this cover plan sheet. Provide a minimum lot size exhibit with all setback dimensions for the proposed model for the proposed subdivision.
- Soils reports for the new subdivision, not more than one year old.
- Structural engineer’s letter attesting the structural design is acceptable with the new soils conditions, a new wind exposure and a new location as it pertains to the seismic design. This letter must also state that the structural plans and documents can be used in the new location. If the new soils conditions warrant plan and calculation changes then new structural plans with calculations must be submitted for review for each model.
- QAA: Special Inspection will be required on a case-by-case basis. We will verify based on previously approved plans and the new soils, seismic and wind conditions.
- Truss Calculations: If the truss calculations are the same as previously submitted and if they were approved under the current code, no new truss calculations are required to be submitted with the re-site submittal. Under any other condition, new truss calculations will need to be submitted for review and approval. The new truss calculations have to be approved for use by the structural engineer of record prior to submittal
- Letters from each design professional or contractor for Architectural, Mechanical, Plumbing and Electrical stating it is ok to re-site his or her plans to the new subdivision.
- Letters from engineer/contractor stating water pressure is the same as original or new plans/calcs are required.
- Fees: Standard Revision Fee: \$250 each Model. Additional fees for second review each model when re-site complete.
- Re-site approved, contractor contacted, new plans, truss, and calcs should be available for inspector at new site.
- New Fire Sprinkler Drawings and Calculations.

## **SCENARIO #6: SALES OFFICES**

### **Option 1: Construction Trailer Used as a Sales Office**

- Select “Building Permits with Plans “option.
- Apply with address or parcel and follow the steps on the Dashboard (*look for the header to guide you throughout the steps - Location, Job Description, Submittal Checklist, etc.*):
- After the customer submits the plans, an admin fee of \$55.00 is required and they get their plan check number for tracking
- An email is sent when the review is completed for the fees to be paid. Once the fees are paid the permit is issued
- All inspections will need to be fully passed prior to the trailer being occupied.

### **Option 2: Garage Conversion to a Sales Office**

- Select “Building Permits with Plans “option.
- Apply with address or parcel using the commercial building application and follow the steps on the Dashboard (*look for the header to guide you throughout the steps - Location, Job Description, Submittal Checklist, etc.*):
- After the customer submits the plans, an admin fee of \$55.00 is required and they get their plan check number for tracking
- Once the code analysis has completed, the system will send the applicant an email that fees are due.
- Once the permit is issued a 140, Final Inspection will need to be partially passed by CLV for both the model home and the garage conversion prior to occupancy of the building.
- Both permits will remain open until the garage is converted back to a garage and the home is ready to be sold.
- When the customer is ready to do the conversion back to a garage they will request to renew both permits for finals only.
- The 140 Final Inspection will be completed and if possible passed to allow the occupancy of the residential home.

## DOCUMENT UPLOAD INFORMATION

- Through the submittal process, you will need to upload documents that pertain to your application. These include architectural plans, plumbing plans, etc. Below is the list of options available for structural plans and a brief description of what belongs in each location.
- Structural Plan – The complete set of structural plans digitally signed by the engineer of record.
- Structural Truss, TJI etc. – The complete set of items such as truss drawings and calcs. If a deferral is needed, an upload of the deferral agreement to the “Structural Deferred Items” location is required.
- Structural Other Documents – A general location for items such as soils report review letters, backup documentation, etc.
- Structural Calculations – A complete set of digitally signed structural calculations supporting the structural plans
- Structural Deferred Items – A complete application of the [Deferred Submittal Agreement](#), signed by all required parties.
- Soils Report – A complete soils reports and any associated digitally signed letters by the engineer of record. In the case of multiple engineers combined files first and then each engineer digitally signs their respective section.
- When resubmitting, please include all the sheets for each discipline. Only the final approved version of each discipline will be issued when approved.
- Only Engineers are required to use the digital signature process. Please note that we must still be able to markup the files during the review process.