



*Industry Advisory from the  
Building & Safety Department*

**Update Regarding Electronic Plan  
Submittals for Counter Review at City of Las Vegas**

Effective **November 18<sup>th</sup>, 2019** all applications for building submittals for Counter Review must be submitted electronically as PDF files and will be reviewed electronically. Projects previously submitted on paper with revisions will stay on paper submittals, but new projects must all be electronically submitted through our website at <https://lasvegasnevada.gov/dashboard>.

Please note that after **November 18<sup>th</sup>**, we will not accept paper plans for new submittals. If you drop off 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.

If you have any questions or concerns, please feel free to contact us at (702) 229-6251, or email our Deputy Director, Michael Cunningham, at [mcunningham@lasvegasnevada.gov](mailto:mcunningham@lasvegasnevada.gov).

Sincerely,

A handwritten signature in blue ink that reads "Mil C." followed by a stylized surname.

Michael Cunningham, P.E.  
Deputy Building and Safety Director  
City of Las Vegas  
Building and Safety Department