



*Industry Announcement from the  
Building & Safety Department*

**Update Regarding Electronic Plan  
Submittals & other changes at City of Las Vegas**  
July 27, 2020

Effective **August 3, 2020**, we will no longer be accepting paper plans.

**All Projects Shall be Submitted Electronically Online**

- **All** applications, plans and revisions for building permits, as well as, civil offsite permits shall be submitted electronically as PDF files and will be reviewed electronically.
- Projects previously submitted on paper with revisions shall be converted to electronic and submitted through our website at <https://lasvegasnevada.gov/dashboard>.
- If you have an active permit issued on paper that requires revisions, all revisions will be submitted electronically on your Dashboard. Here are the steps for converting a paper plan:
  - Create your Dashboard
  - Email [BuildingPermits@LasVegasNevada.gov](mailto:BuildingPermits@LasVegasNevada.gov) with the following information:
    1. Dashboard email for your account (create your Dashboard ID before making the request).
    2. Last Name and First Name used for the Dashboard.
    3. Permit Number you wish to convert.

**Plan Review Comments will now be on our Website**

- Reviews resulted after August, will have plan review comments available online under the “Review Info” tab at [LasVegasNevada.gov/CheckStatus](https://LasVegasNevada.gov/CheckStatus).
- Plan review comments will also be on the plans as markups. A separate correction letter will no longer be sent as comments will be available online.

## Payments & Scheduling Inspections

- Please note that we will also be discontinuing the use of our IVR (Integrated Voice Response System) for scheduling inspections and paying fees on the phone.
- After August, all inspections should be scheduled online at [LasVegasNevada.gov/ScheduleInspection](https://LasVegasNevada.gov/ScheduleInspection). If you have any scheduling difficulties, you can reach our Inspection Dispatch office Monday-Thursday at (702) 229-6914.
- Payments can continue to be made online at all times through your Dashboard or at [LasVegasNevada.gov/PayPermit](https://LasVegasNevada.gov/PayPermit).
- Payments can also be made in person with our cashiers from Monday-Thursday, 8:00 am - 4:30 pm at our Development Services Offices, 333 N. Rancho Dr., Las Vegas, NV. Due to COVID-19, we are limiting the number of visitors in the lobby and requiring that all visitors wear a facial covering & receive a temperature check before entering the building.

Finally, we would like to remind you to please use Google Chrome as the internet browser anytime you use our website.

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 cun".

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