



*Industry Notice from the  
Building & Safety Department*  
**E-Plan Conversion-Building, Offsite and Tracts**  
**July 2, 2020**

The City of Las Vegas Department of Building & Safety launched an electronic plan review program on August 5, 2019. As we approach the one year anniversary of the electronic plan review (e-plan) program, only a small number of projects remain in the permitting, plan review and inspection milestones in the paper process.

Therefore, August 3, 2020 will be deadline for all existing, active paper applications to convert to electronic plan review for further plan review and permitting action(s) by the department. Below is a list of milestones and actions that clarify what action must be taken to proceed with further action by the department:

- **Paper submittals with pending corrections:** Submittal of corrections on or after August 3, 2020 shall be submitted electronically and completed in the e-plan process. Paper based corrections will no longer be accepted after July 30, 2020.
- **Paper submittals in “Prior to Issue” status:** No action is necessary to convert to the e-plan format in order to obtain the permit, once permitted, see below for active permitted projects.
- **Active permitted projects:** Submittal of any revisions and/or deferred submittals shall be processed electronically on or after August 3, 2020. Paper based corrections will no longer be accepted after July 30, 2020.
- **Expired Permits and Expired Applications in Review:** Renewal of an application or permit shall be contingent upon resubmittal of documents submitted in the e-plan format.

During the Covid-19 crisis and shutdown of the Development Service Center, the department engineered a system to convert paper submitted projects to electronic plan review; to assist our customers the guide can be found on our website at: <https://files.lasvegasnevada.gov/building-safety/Changing-Paper-Applications-To-ePlans-Customer-Instructions.pdf>. For information regarding developing a dashboard for please see the following: <https://files.lasvegasnevada.gov/building-safety/BuildingSafety-Electronic-Submittal-Requirements.pdf>.

If you have any questions regarding this notice, please contact us.

A handwritten signature in black ink, appearing to read "Kevin T. McOsker".

Kevin T. McOsker, P.E., CBO,  
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