



## Residential Photovoltaic (Solar) Permits

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

Phone: (702) 229-6251

### Effective February 15, 2024

All Residential Photovoltaic (PV)/Solar Permits without an ESS (energy storage/battery system) or a ballasted system will be required to submit Electrical plans and an Electrical Load Calculation for a same day permit issuance and inspection.

Installations with an ESS (energy storage/battery system) or a ballasted system will be required to submit for a full plan review and are not eligible for same day issuance.

Here are the steps for the Same Day Permit Issuance:

- Applicants must be licensed electrical contractors for a same day online permit. *Owner/Builder permits are not eligible for this process and must submit plans for a full review.*
- Begin the permit process (use Google Chrome or Microsoft Edge internet browsers):  
Go to [LasVegasNevada.gov/Dashboard](http://LasVegasNevada.gov/Dashboard)

1. If you don't have an account on the Citizen Portal, please create a company account. We recommend using a company email that is a shared inbox and can be accessed by multiple people. The system will send automated emails for permit issuance and inspection results.

#### Welcome to the Citizen Portal

Please use Google Chrome when creating an account or logging in.

By creating an account & logging in you will be able to apply for, manage, pay and update the following

- Abandoned Property Registry
- Barricade Permits
- Business Licensing
- Building Permit
- Fire Permit
- Offsite Permit
- Planning & Zoning Application

#### Sign in to your account

If you already have an account in our portal, please proceed to sign in and continue to your application

[Sign In](#)

#### Create account

Click the button to create a new city of Las Vegas account with just a few clicks!

[Register a New Account](#)

2. Choose "Register a New Account" and enter the name and email address to be used for the account. Do not use the social media links.
  - The system will send you an email to create your password.
  - All emails will come from a [donotreply@lasvegasnevada.gov](mailto:donotreply@lasvegasnevada.gov) please make sure your email servers accepts those notices.

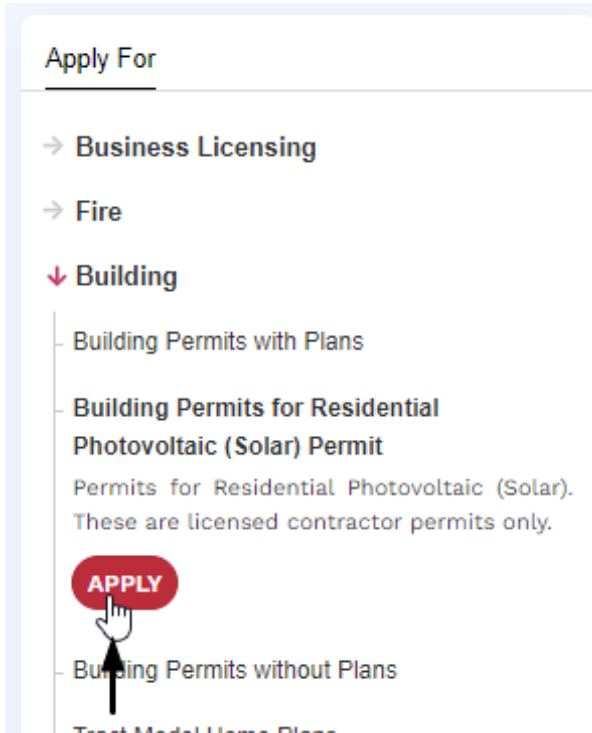
- If you already have an account, then choose to login by clicking “Sign In”:

## Sign in to your account

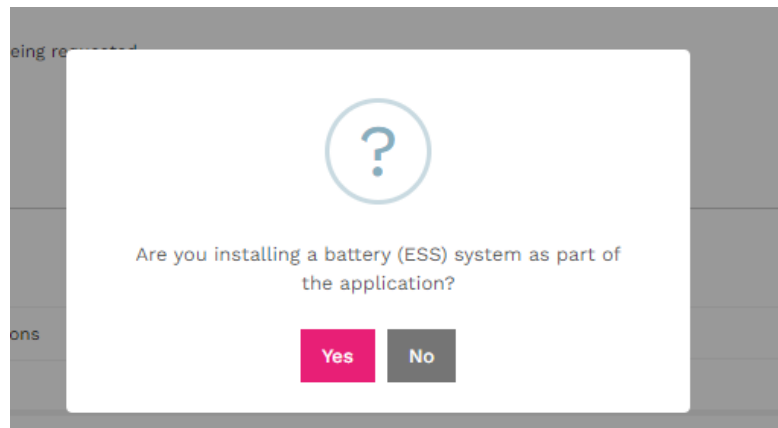
If you already have an account in our portal, please proceed to sign in and continue to your application



- Choose “Apply for”, and expand the Building options to choose “**Building Permits for Residential Photovoltaic (Solar) Permits.**” Click on “Apply” :



- Start your application by answering if this installation has a battery:



- If “Yes”, you must submit the plans for a full review. If “No”, you can continue with the online permit for same day issuance.

7. Location - Enter the project Address (only residential addresses are eligible) and click next:

## Building Permits for Residential Photovoltaic Solar Permit

The screenshot shows the 'Select Location' step of the permit application. At the top, a progress bar indicates the current step is 'Location' (marked with a red exclamation mark), while 'Select User' is complete (green checkmark) and 'Contractor/Company' through 'Submittal Confirmation' are pending. The main heading is 'Select Location'. Below it, instructions state: 'Enter the location of the property for which the permit is being requested. Search for the location by address or parcel number.' Two buttons are available: 'Search Address' (highlighted in pink) and 'Search via Parcel #' (outlined in pink). A section titled 'Please enter your location:' contains three input fields: '\* Street Number:' (a text box with a cursor), 'Direction:' (a dropdown menu showing 'All Directions'), and '\* Street Name (Do not include suffix):' (a text box). A 'Search' button is to the right of the Street Name field. At the bottom, there are links for 'Return to Dashboard', '← previous step', and 'next step →'.

8. Contractor/Company information - Enter your company Multijurisdictional Business license number and click search:

## Building Permits for Residential Photovoltaic Solar Permit

The screenshot shows the 'Search Primary Contractor/Company' step. The progress bar at the top shows 'Select User' and 'Location' as complete (green checkmarks), 'Contractor/Company' as the current step (red exclamation mark), and the remaining steps as pending. The heading is 'Search Primary Contractor/Company'. Instructions read: 'Please, search and select a primary Contractor/Company. Selecting a primary Contractor or Company is required!'. Below this, there are two input fields: 'City of Las Vegas Business License#:' (with a yellow highlight on the text) and a text box containing 'E.X. 1234567899'. A red 'Search' button is to the right of the license number field. A mouse cursor is visible over a horizontal line below the input fields.

9. Contractor/Company information - The system will locate your company name and add it to the information. Enter your Nevada State Contractors License number for electrical work and click search and "Next Step" when confirmed:

Select User ✓

Location ✓

Contractor/Company !

Job Description

Submittal Checklist

Confirmation

Acknowledgement

Submittal Confirmation

### Search Primary Contractor/Company

Please, search and select a primary Contractor/Company.  
Selecting a primary Contractor or Company is required!

City of Las Vegas Business License#:

Search

Contractor/Company Name

INC.

State of Nevada Contractor License#:

00

Search

Return to Dashboard

← previous step

next step →

INC. is an approved contractor to submit this application, click "Next Step" to continue.

Next Step

10. Job Description section - Enter the project name, estimated valuation, scope of work with total kW's and the total kilowatts for pricing; then click on "next step":

Select User ✓

Location ✓

Contractor/Company ✓

Job Description !

Submittal Checklist

Confirmation

Acknowledgement

Submittal Confirmation

### Application Form

Project Name:

Test PV

50 characters maximum

Estimated Project Cost (Bond Amount):

15000

Whole dollar amount only, no dollar sign, commas or decimal points. Must be greater than 0

Scope of Work:

Describe the project & include the total kilowatts (kW's)

Describe all of the work to be performed on the project

Photovoltaic System per KW (enter total Kilo Watts):

8

Return to Dashboard

← previous step

Save for Later

next step →

11. Submittal Checklist – this is the step to upload your documents.

## Building Permits for Residential Photovoltaic Solar Permit

Select User ✓ Location ✓ Contractor/Company ✓ Job Description ✓ **Submittal Checklist !** Confirmation Acknowledgement Submittal Confirmation

12. Upload the Electrical Plan the Electrical Load Calculation for the installation at this address, add your contact information and click “next step”:

## Building Permits for Residential Photovoltaic Solar Permit

Select User ✓ Location ✓ Contractor/Company ✓ Job Description ✓ **Submittal Checklist !** 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.

- 1 Electrical Plan (Required)  
Please upload Photovoltaic Electrical Plan  
**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
- 2 Electrical Load Calculation (Required)  
Please upload Electrical Load Calculation  
**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

13. Confirm your documents are uploaded. Click “next step”.

14. Acknowledgement page needs to be checked and click “next step”:

## Building Permits for Residential Photovoltaic Solar Permit

## Building Permits for Residential Photovoltaic Solar Permit

Select User ✓ Location ✓ Contractor/Company ✓ Job Description ✓ Submittal Checklist ✓ **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 →](#)

15. Permit created (see your permit number) – pay your permit fees on the link (*applications are automatically voided by the system in 10 days if unpaid*) :

## Building Permits for Residential Photovoltaic Solar Permit

Select User ✓ Location ✓ Contractor/Company ✓ Job Description ✓ Submittal Checklist ✓ Confirmation ✓ Acknowledgement ✓ Submittal Confirmation ✓

### Application Submitted

Thank you for submitting your application.

Your Tracking # is: **R24-00053**

Amount Due: \$ 314.00

**Please note:**

In order for us to process the application there is a processing fee that needs to be paid in full. The application will expire in 10 days if the fee is not paid.

Upon payment receipt, we will review the completeness of the application.

You will be notified when the review is complete.

**You can pay fees here**

16. An automated email will be sent to your email address with the payment receipt and then a second email upon permit issuance from our [donotreply@lasvegasnevada.gov](mailto:donotreply@lasvegasnevada.gov) server.
17. Print all your documents for the installation and your permit for the inspection. The permit can be printed from permit number link on the Dashboard that takes you to our Check Status page or directly go to Check Status to print the permit: [LasVegasNevada.gov/CheckStatus](https://LasVegasNevada.gov/CheckStatus)
  - a. Search by project number:

## Permit/Application Status

Search By:

Project Number

Project Number:

R24-00053

**Search** **Clear Search**

**R24-00053 - Residential Building Permit (Res)** **Click to open**

**Key Number:** 1832971

**Current Status:** Inspections

**Application Received:** 1/23/2024

**Project Name:** test PV no plan

**Address:** 7313 CASA SOLAR CT

**Type of Work:** Over the counter

**Permit Issued:** 1/23/2024

**Expiration Date:** 7/21/2024

**Scope of Work:** test

- b. Choose to print the permit:

## Permit/Application Status

Return to Dashboard

[← Back](#) [Print](#)

**R24-00053 - Residential Building Permit (Res)**

**Key Number:** 1832971  
**Current Status:** Inspections  
**Application Received:** 1/23/2024  
**Project Name:** test PV no plan  
**Address:** 7313 CASA SOLAR CT  
**Type of Work:** Over the counter  
**Permit Issued:** 1/23/2024  
**Expiration Date:** 7/21/2024  
**Scope of Work:** test

[Reprint Permit/Inspection Card](#)

18. Only one inspection is required for Photovoltaic and that is the **#227 inspection**.

19. The inspector does not need to keep the paper plans since we now have them electronically. They will only be used as reference during the inspection.

20. Schedule inspection online when ready through the Dashboard link or directly at [LasVegasNevada.gov/ScheduleInspection](https://LasVegasNevada.gov/ScheduleInspection)