ePlans – Tract Model Processes on the Dashboard

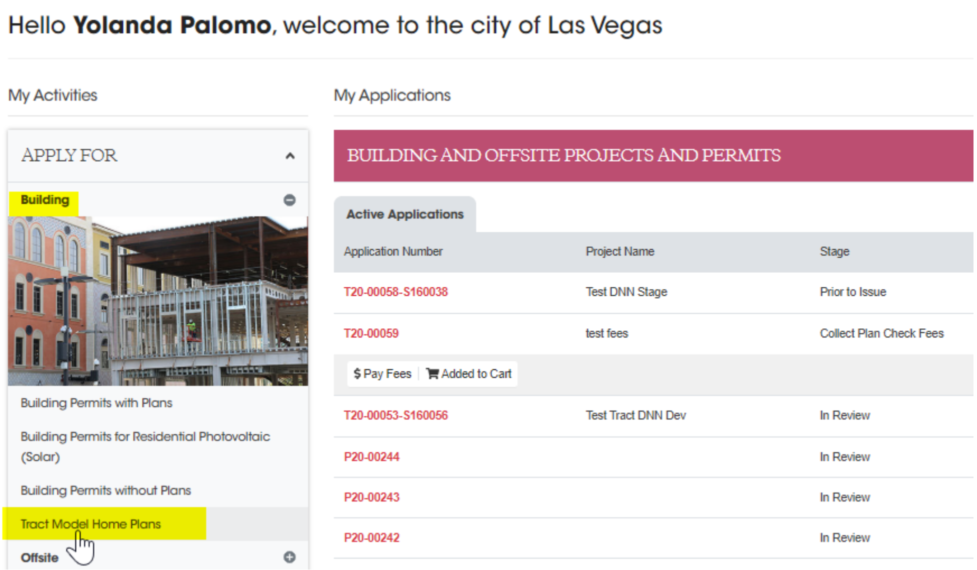
Customer Instructions

All customers must now have a **Dashboard** ID to submit plans to the Departments of Building & Safety and Planning.

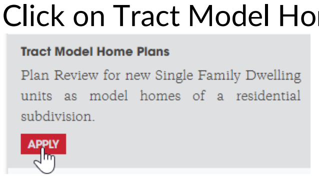
Please use Google Chrome as the internet browser when using our website. The shortcut to the Dashboard is: LasVegasNevada.gov/Dashboard

Scenario #1: Applying for a new Tract/Model plan review

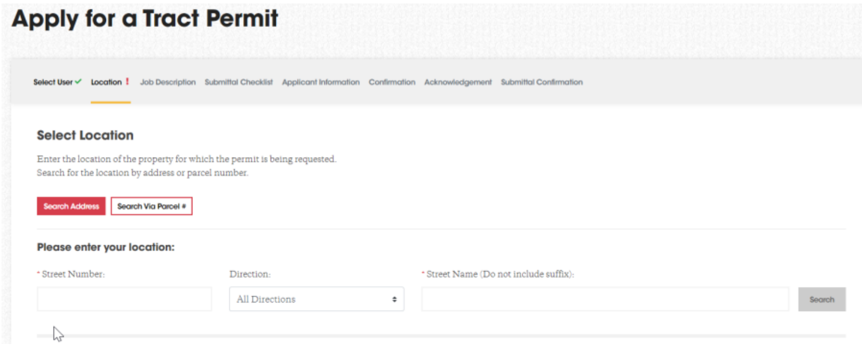
1. Customer logs into the Dashboard; chooses **Building and Offsite Projects and Permits** to expand the options and then chooses "**Tract Model Home Plans**"



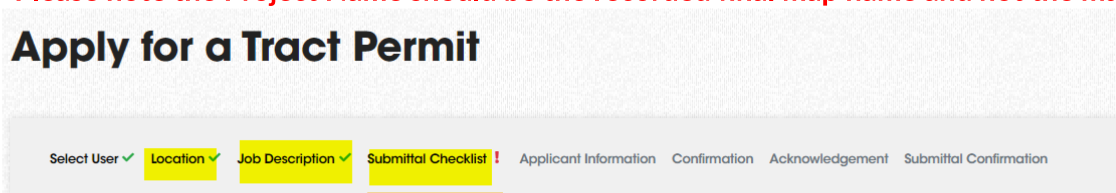
Click on Tract Model Home Plans to get the "Apply" button:



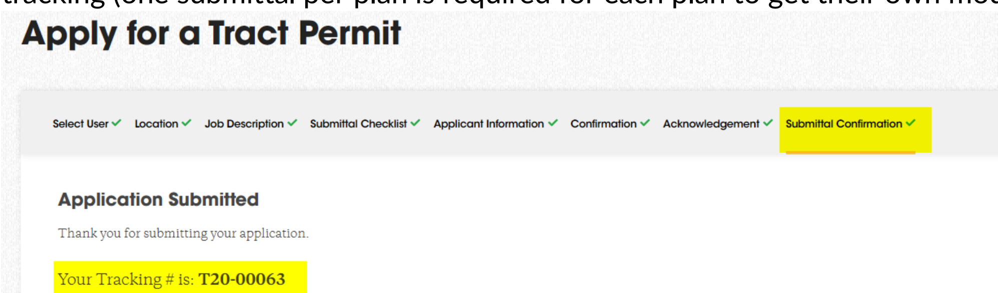
2. Apply with address or parcel and follow the steps on the Dashboard *(look for the header to guide you throughout the steps – Location, Job Description, Submittal Checklist, etc.):*



3. The Dashboard guides customers 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***



4. After the customer submits the plans, no initial fee is required and they get their plan check number for tracking (one submittal per plan is required for each plan to get their own model number):



5. The application number will now be added to the Permit Technician queue for processing. When the code analysis is entered by the Technician, the Plan Check fees will generate and the system will send the applicant an email that fees are due.

6. Fees can be paid online through the Dashboard or our payment portal at: LasVegasNevada.gov/PayPermit Fees can also still be paid in person with our cashiers. Applications will progress to reviews after the plan check fees are paid.

7. Applications will be in Review when the Dashboard shows the stage of “in Review”. Clicking on the model number from the Dashboard will take customers to Check Status where details can be seen regarding plan reviews. A short link for Check Status is: LasVegasNevada.gov/CheckStatus

8. When reviews are completed, it will progress to the final Tech review – milestone of “Preissuance Review”.

9. Techs add the final stamps in Bluebeam and result the Tech review, then the system will automatically send the email to the customer with the plans.

10. The automated email with the plan links looks like this:

Thu 6/4/2020 1:30 PM
ALL-DEV06-DoNotReply@lasvegasnevada.gov
City of Las Vegas Application # T20-00063 for Test Model is approved
To Yolanda Palomo

The application, T20-00063 for Test Model at is approved and your approved plans can be downloaded here:
Application Form

- OpenFileLink

Architectural Plan

- OpenFileLink

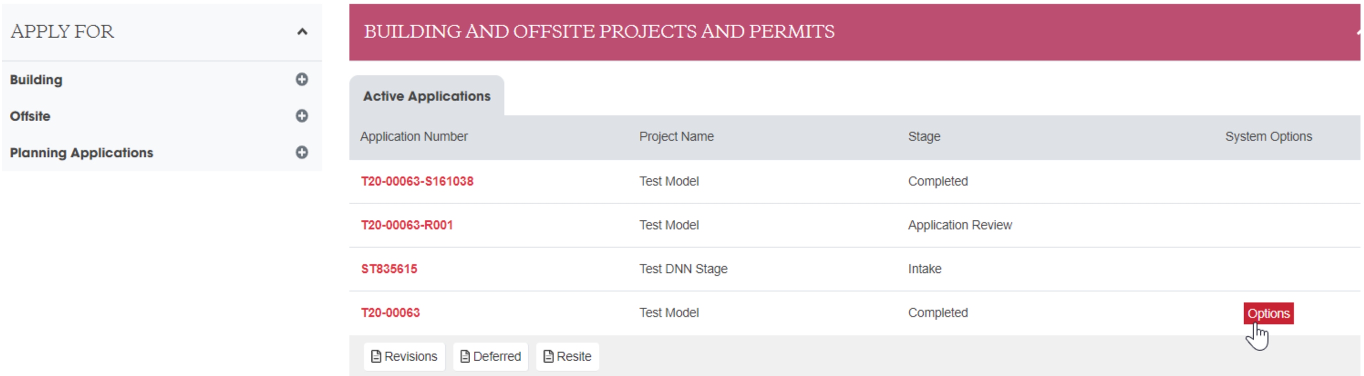
Structure Plan

- OpenFileLink

Structural Report

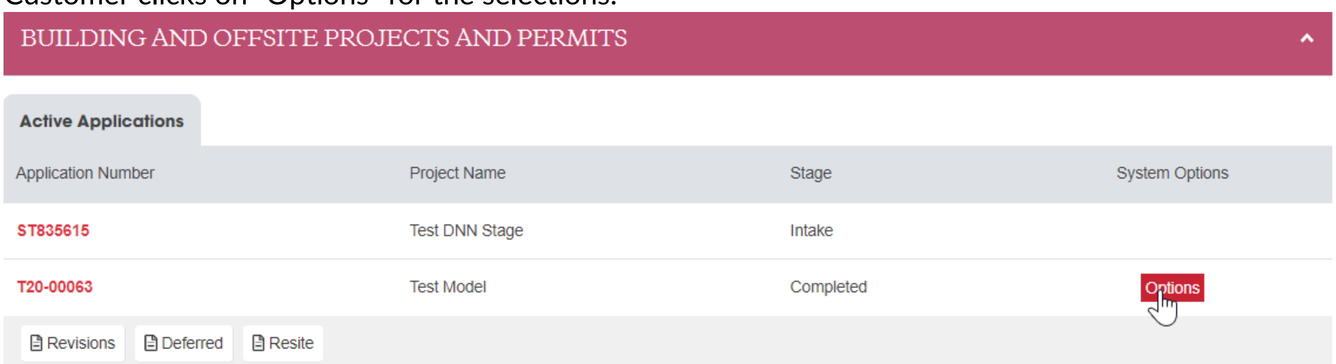
Scenario #2: Tract Revisions or Deferred Submittals

1. The customer selects the Tract from their Dashboard to submit for both revisions and deferred submittals.

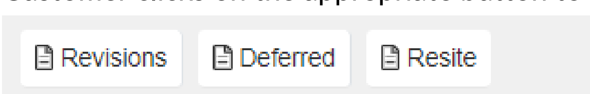


If the Tract isn't showing on the Dashboard they can send us an email to BuildingPermits@LasVegasNevada.gov with their Dashboard email address and last name of the account and we will connect the Tract to the Dashboard.

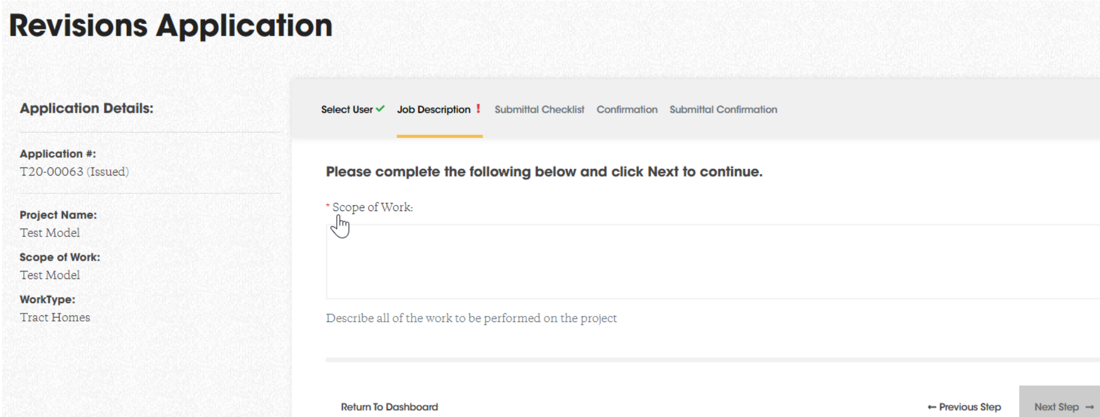
2. Customer clicks on "Options" for the selections:



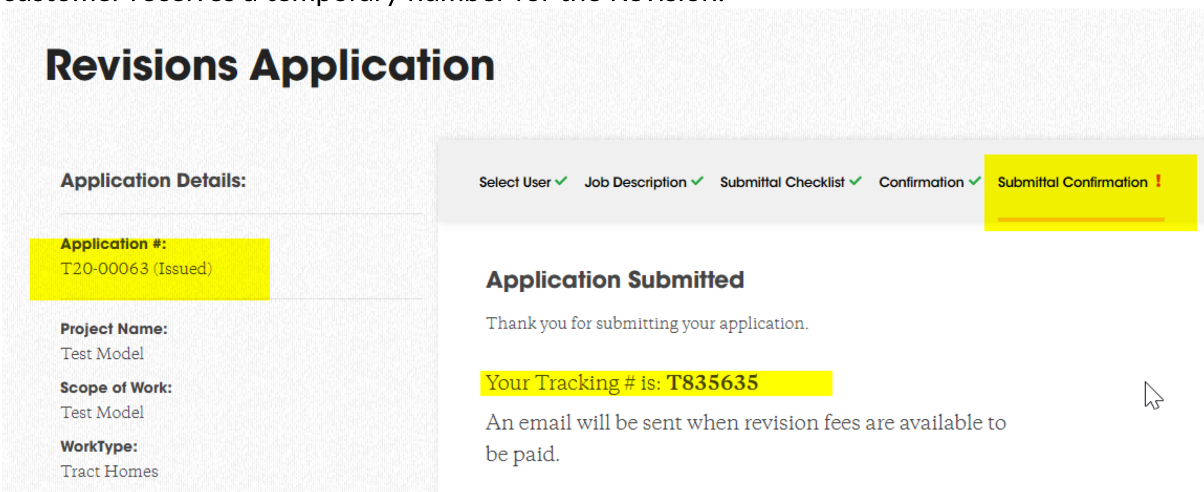
3. Customer clicks on the appropriate button to begin the application.



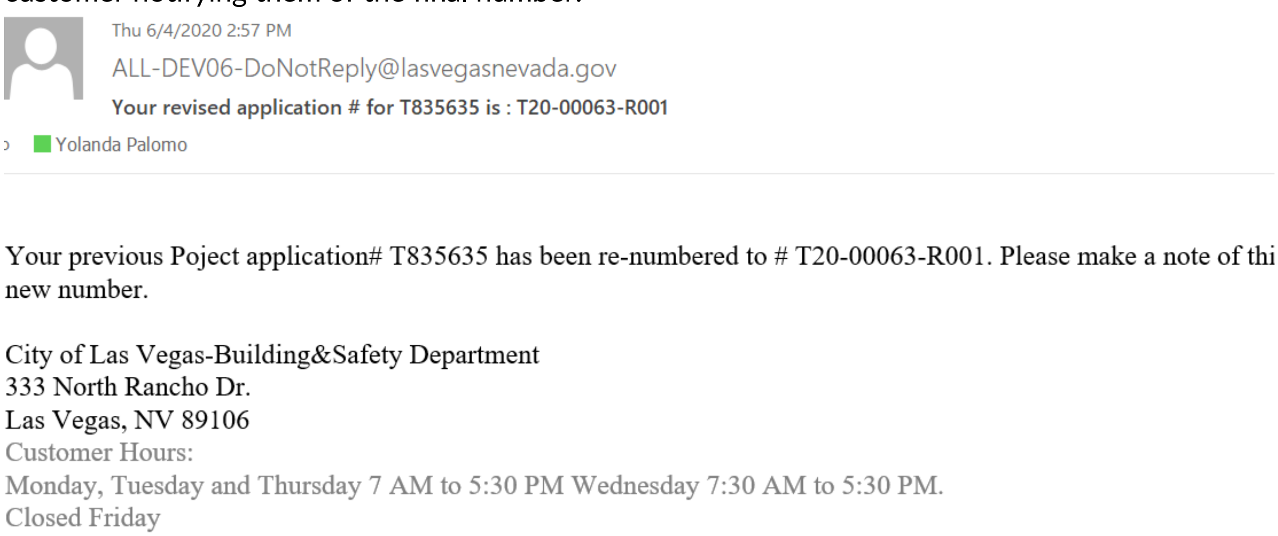
4. For Revisions, the customer follows the normal submittal process to add files and submit:



5. No fees are required for the submittal, but once created there is a Revision fee of $250 due. The customer receives a temporary number for the Revision:



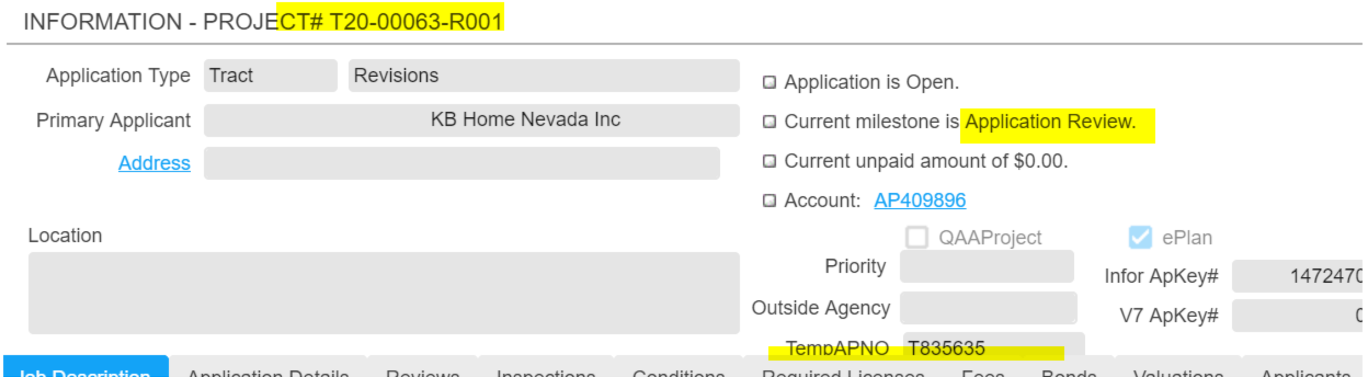
6. Once the application is refreshed in INFOR, it will be renumbered and the email will be sent to the customer notifying them of the final number:


Thu 6/4/2020 2:57 PM
ALL-DEV06-DoNotReply@lasvegasnevada.gov
Your revised application # for T835635 is : T20-00063-R001
Yolanda Palomo

Your previous Poject application# T835635 has been re-numbered to # T20-00063-R001. Please make a note of thi new number.

City of Las Vegas-Building&Safety Department
333 North Rancho Dr.
Las Vegas, NV 89106
Customer Hours:
Monday, Tuesday and Thursday 7 AM to 5:30 PM Wednesday 7:30 AM to 5:30 PM.
Closed Friday

7. In INFOR, it will be at “Application Review” and processed by the Tech to reviews:



8. Normal process through the reviews, payment of review fees and when approved, the customer will get the email with the plan links.

Scenario #3: SFD Tract Plot plan submittals

Once the models have been approved the applicant can submit for the SFD Plot Plan Permits. Following these guidelines will help your application to be processed in a timely and efficient manner. Incomplete and incorrect applications will not be processed, and will be returned to applicant with corrections marked for your convenience.

1. Complete application for each address / building permit being requested.
    a. Fill in the application with all the required information:
        1) Plans Check Number (e.g., 20123 AC); include Model Option Letter
        2) Complete Address (include type: ST, AV, LA, BL, etc.)
        3) Contractor Name
        4) Contact Phone Number, Contact Fax Number and Email address
        5) State of Nevada License Number (5 digits)
        6) City of Las Vegas License Number (e.g., C-12-00345)
        7) Lot
        8) Block
        9) Recorded Subdivision Name (Not Marketing name)
        10) Approved Zoning, if project lies within a PD (Planned Development) then the zoning within that development should be provided.
        11) Minimum Setbacks
        12) Signature of Owner/Agent for contractor (Unsigned applications cannot be processed)
        13) Subdivision Book and Page Numbers
        14) Parcel Number
        15) Number of stories
        16) Fire Sprinkler requirement

    b. Plot plan part of form:
        1) Printed on application/plot plan form.
        2) The plan must be drawn to appropriate scale for clarity.
        3) The building footprint and lot property lines must be distinguishable from other graphics.
        4) Dimensions of the lot and setbacks must be shown.
        5) Address, lot and block must be indicated.
        6) Recorded subdivision name must be indicated.

7) 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.

2. Each submittal package must contain applications for one recorded subdivision only. DO NOT MIX DIFFERENT SUBDIVISIONS IN THE SAME SUBMITTAL PACKAGE. (Package contains your scheduled release.

   a. Application/plot plan forms must be in numerical, alphabetical order, NOT lot and block order.
   b. Submit one application/plot plan for each address. Each application should be attached as an individual pdf file.

3. Include copies of any other documents such a “waiver of park impact fees” to insure proper credit.

4. Application/plot plans are submitted to the Development Services Center via the following email: plotplan@LasVegasNevada.gov. The status of the reviews can be checked on our website at LasVegasNevada.Gov/CheckStatus

An example plot plan page is provided on the next sheet and is available on the City of Las Vegas Website.

APPLICATION / PLOT PLAN FOR REPETITIVE TRACT PERMITS

ADDRESS:______________________________________PARCEL NO. __________________________

REC. SUBDIV:____ZONING:______________

LAND USE ENTITLEMENTS (I.E. TMP, FMP, VAR): ____

MINIMUM SETBACKS: FRONT TO HOUSE:_______FRONT TO GARAGE:_________SIDE YARD: ______

CORNER SIDE YARD:_________REAR YARD: _________

PLAN CHECK#:_______________________ LOT______BLOCK________BOOK______PAGE _______

APPROVAL FOR: SFD ☐ PATIO COVER ☐ BALCONY ☐ FIRE SPRINKLERS REQUIRED: YES ☐ NO ☐

NUMBER OF STORIES ONE ☐ TWO ☐ THREE ☐

AP#_____________

CONTRACTOR/AGENT/OWNER DATE STATE LICENSE NO. CITY LICENSE NO.

CONTACT NAME__________________________________PHONE NO.____________________FAX NO. _____________________

EMAIL CONTACT FOR READY NOTICE: ____

BUILDING DEPARTMENT DATE

I hereby certify that I have reviewed this application and the proposed plans and have found that the proposed development meets the requirements of The City of Las Vegas Flood Hazard Reduction Ordinance for the issuance of this Development Permit.

Scenario #4: Resites

Purpose: To re-site existing approved model plans to a new recorded subdivision in order 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 Plan Check Number at the top of the form and the Subdivision code must link with the correct information. If this information does not match with what was entered into the Project Planning Plan Check, then it will not process new permits using Model Generation and the builder will need to bring in the plot plan and meet with the B & S Business Specialist to determine the problem.

If it is determined that the subdivision is different from the subdivision that the plans were approved for, then a Re-site of the plans to the new subdivision is necessary. There are two possible conditions for the Re-site. A Permit Technician will research the Subdivision and will determine which condition is applicable.

Condition One: If the new subdivision is contiguous (an adjacent parcel) and was covered by the original soils report, 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.

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

1. Fill out (1) application for each model.
2. Cover letter with all the original plan check numbers and the recorded subdivision, FMP number from the subdivision where the models were originally created. Tell us which subdivision(s) you want to have the re-site go to, include the FMP number.
3. A copy of 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 on this cover plan sheet.
4. Soils update letters referencing the new subdivision. This letter must state that the soils conditions have not changed for the new subdivision.
5. Structural engineer's letter referencing the soils report and update letter, that there are no changes required to the plans or documents, and that the original plan can be re-sited to the new subdivision.
6. Letters from each design professional or contractor for Architectural, Mechanical, Plumbing and Electrical stating it is ok to re-site their plans to the new subdivision.
7. There will be a fee due of $88.00 (.5 hours per plan) and (1) Admin fee, $55.00 for each model when the re-site is complete. Ex. (4) models would be: (4) x ($88.00 + $55.00 = $143.00) = $572.00.
8. Once the Re-site is approved the contractor will add the new subdivision information (cover plan sheet and letters) to the existing plans for the inspector.

Condition Two: If the new subdivision is not contiguous (not an adjacent parcel) or was not covered by existing approved soils report then the following applies:

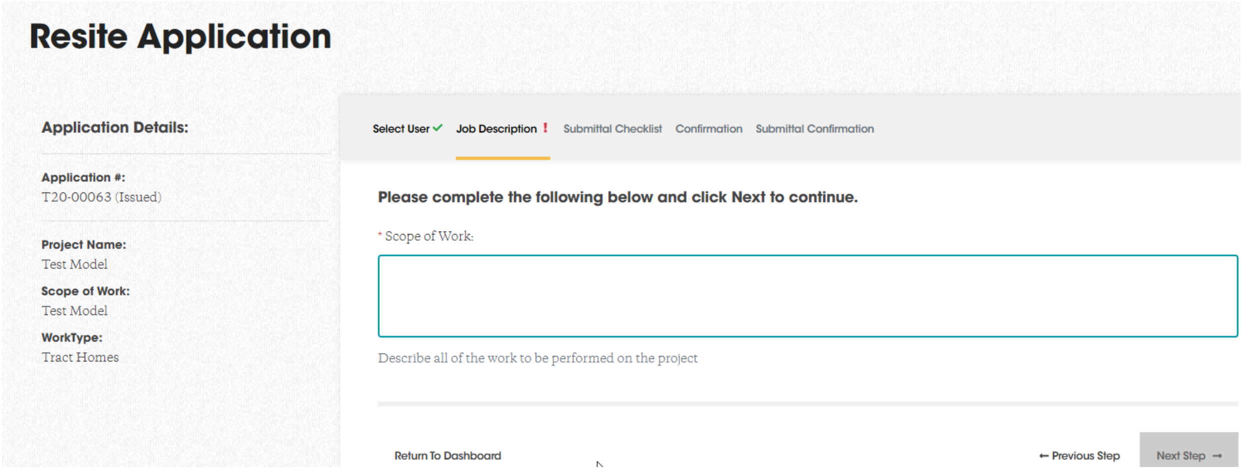
The information presented here is for (1) model. If there is more than (1) model then this information is for each model.

1. Fill out (1) application for each model.
2. Cover letter with all the original plan check numbers and the recorded subdivision, FMP number from the subdivision where the models were originally created. Tell us which subdivision(s) you want to have the re-site go to, include the FMP number.
3. Copy of 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 on this cover plan sheet.
4. Soils reports for the new subdivision, not more than one year old.
5. 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.
6. 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.
7. 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 will have to be approved for use by the structural engineer of record prior to submittal to the building department.
8. Letters from each design professional or contractor for Architectural, Mechanical, Plumbing and Electrical stating it is ok to re-site their plans to the new subdivision.
9. Letters from engineer/contractor stating water pressure is the same as original site or new plumbing plans/calculations are required.
10. At the Developers discretion the plans and documents can be reproduced through CLV or privately through an outside agency. The copied plans must be the "Approved" JOB set. Submit a Records Request form for copies of the original approved plans, truss and calculations to be re-sited. If the structural plans, truss and calculations are being changed due to soils or structural changes this portion does not have to be copied. Plans will be sent out to a reproduction company for duplication. Cost of printing will be billed directly to submitter. Once the plans have come back from the reproduction company, they need to scanned and submitted online through the dashboard.
11. Fees: Standard Revision Fees apply $250.00 for each Model. We will charge additional fees after the second review for each model when the re-site is complete.
12. Once the Re-site is approved the contractor will be contacted and the new plans, truss and calculations will be available for the inspector at the new site.

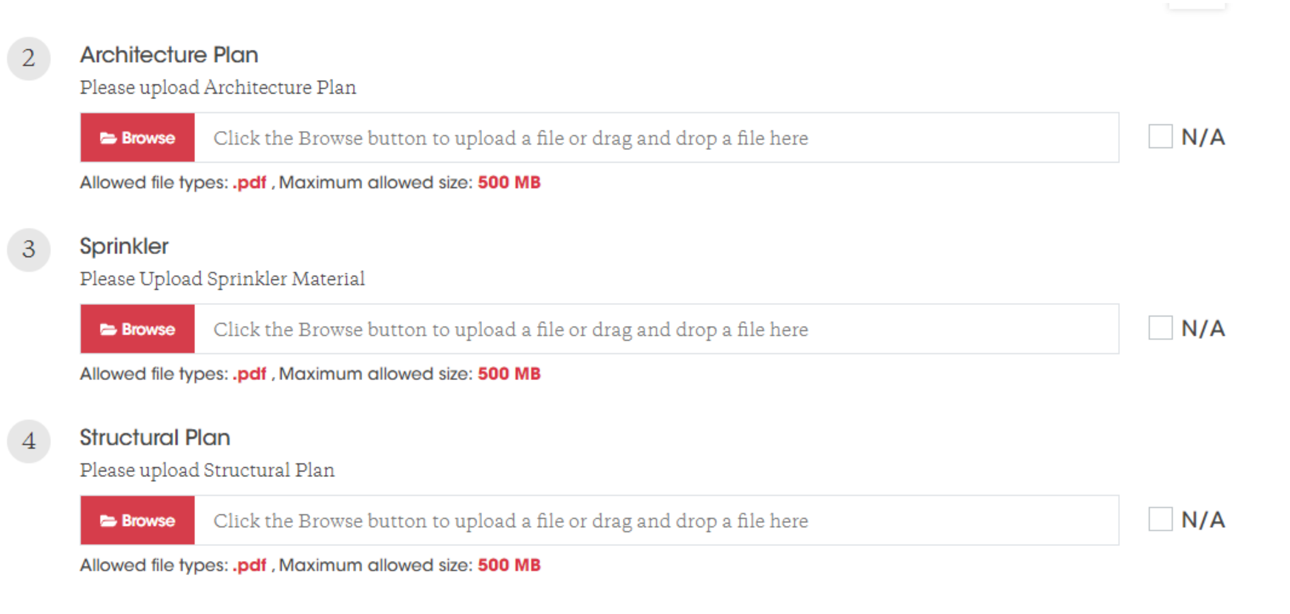
Submittal Procedure for Resites

1. The customer selects the Tract from their Dashboard and chooses the "Resite" option.

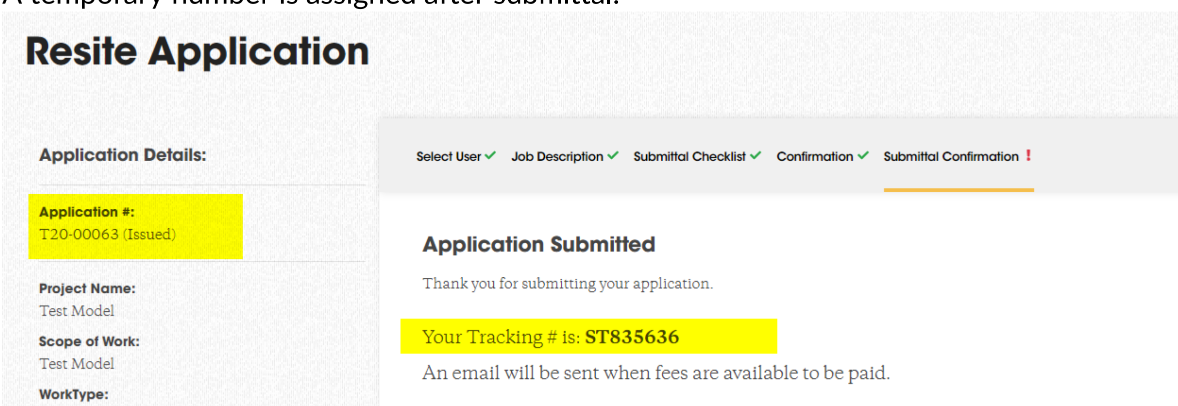
2. Same submittal process as Revisions:



3. Buckets available for Resites are fewer than revisions (application is always required; N/A the disciplines or buckets that are not needed):

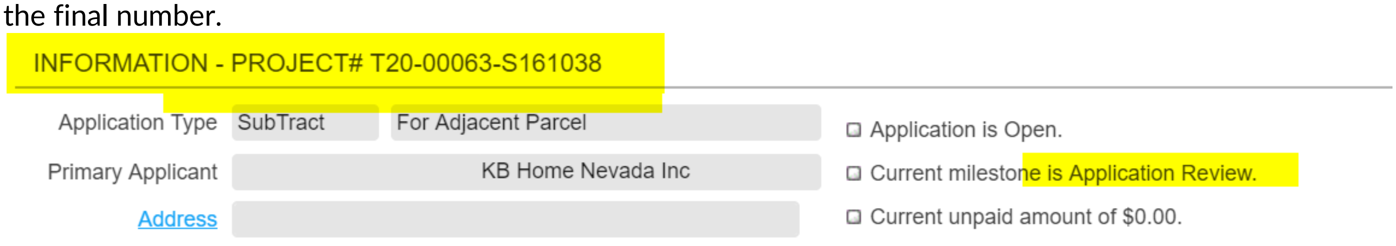


4. A temporary number is assigned after submittal:



5. The Tech will need to select the worktype (contiguous or noncontiguous) at "Intake" with the temporary number.

6. Then the application progresses and the number changes. The Tech will add the subdivision number and then the application re-numbers to the final numbered sequence and the customer receives an email with the final number.



Thu 6/4/2020 3:16 PM

ALL-DEV06-DoNotReply@lasvegasnevada.gov

Your revised application # for ST835636 is : T20-00063-S161038

To Yolanda Palomo

Your previous Poject application# ST835636 has been re-numbered to # T20-00063-S161038. Please make a note of this new number.

City of Las Vegas-Building&Safety Department
333 North Rancho Dr.
Las Vegas, NV 89106
Customer Hours:
Monday, Tuesday and Thursday 7 AM to 5:30 PM Wednesday 7:30 AM to 5:30 PM.
Closed Friday

7. The application is routed for reviews and fees generate.

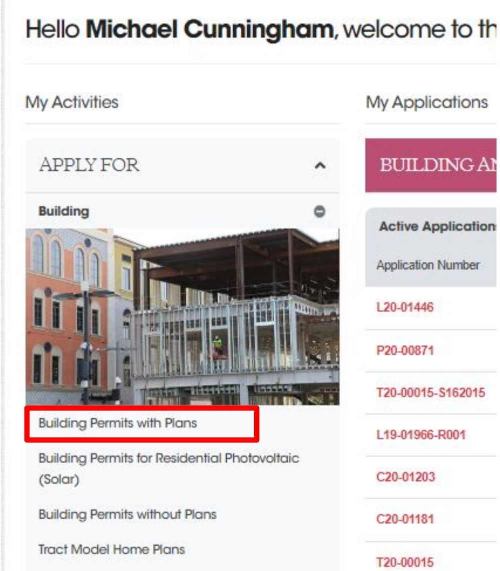
8. Email on Fees is sent after all the reviews are approved including the Technician final review.

9. Once fees are paid the system sends the documents via email.

Scenario #5: Sales Offices

Option 1: Construction Trailer Used as a Sales Office

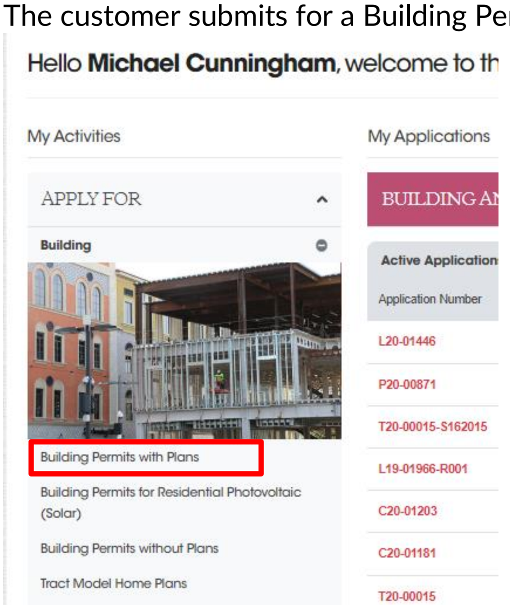
1. The customer submits for a Building Permit by choosing "Building Permits with Plans "option.



2. 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.):*
3. After the customer submits the plans, an admin fee of $55.00 is required and they get their plan check number for tracking
4. The application number will now be added to the Permit Technician queue for processing. When the code analysis is entered by the Technician, the Plan Check fees will generate and the system will send the applicant an email that fees are due.
5. Once 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

1. The customer submits for a Building Permit by choosing "Building Permits with Plans "option.



2. 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.):

3. After the customer submits the plans, an admin fee of $55.00 is required and they get their plan check number for tracking
4. The application number will now be added to the Permit Technician queue for processing. When the code analysis is entered by the Technician, the Plan Check fees will generate and the system will send the applicant an email that fees are due.
5. 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.
6. Both permits will remain open until such time that the garage is converted back to a garage and the home is ready to be sold.
7. When the customer is ready to do the conversion back to a garage they will request to renew both permits for finals only.
8. 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 these items are to be deferred the deferred submittal agreement should be uploaded to the "Structural Deferred Items" location.
- Structural Other Documents – This is a general location for items such as soils report review letters, backup documentation, etc.
- Structural Calculations – The complete set of digitally signed structural calculations supporting the structural plans that have been uploaded.
- Structural Deferred Items – A complete application of the Deferred Submittal Agreement, signed by all required parties.
- Soils Report – The complete soils reports and any associated update letters digitally signed by the engineer of record. In the case of multiple engineers the files should be combined first and then each engineer digitally signs their respective section.

Scenario #6: Early Work Start

During the summer months (May-September) an applicant can apply to start work at 6:00 a.m. by following the steps below:

1. Fill out the early work start application.
2. Submit the application and an exhibit showing the site location on the dashboard under "Building Permits with Plans".
3. The permit technician will process the application and forward it to the building inspection supervisor and building official for approval.
4. Once the review is complete the applicant will receive an email with the approved files.