LAS VEGAS FIRE & RESCUE
Fire Engineering Division

NOTICE TO CUSTOMERS
Effective 04/18/2022

ePLAN SUBMITTAL PROCESS FOR FIRE ENGINEERING

HOW TO SUBMIT BASED ON THE DATE

The date of your project will dictate which way you will submit for a project after the go-live date. There are (3) options:

1) **ON 04/18/2022 OR AFTER**

    Any new submittal on 04/18/2022 or after will need use the Dashboard to submit.

2) **BETWEEN 08/03/2021 & 04/17/2022**

    If the project was initially processed between 08/03/2021 and 04/18/2021, it will need to be converted to the Dashboard, including Revisions.

3) **08/02/2021 OR EARLIER**

    Submittals will NOT be uploaded to the Dashboard. Instead, they will need to be uploaded to the clv.files website following our previous process. Please upload to the "Fire Projects before 08-03-2021" folder. No log in is required.

To verify the submittal date, please visit the Check Status website at www.lasvegasnevada.gov/checkstatus -

Permit / Application Status

SEARCH BY: Project Number

PROJECT NUMBER: f21-01456   Need Help ? - Click Here For Sample Project Numbe

[Search] [Clear Search]

Sort By

RESULTS   *1 record(s) found for Project Number - 'f21-01456'*

[Select]

F21-01456 - Fire Permit (Fire)
Key Number: 1672376
Current Status: Inspections
Application Received: 9/27/2021
Project Name: Highline at RedPoint - BLDG 39
Address: 600 N CARRIAGE HILL DR 39
Type of Work: Underground Fire System
Permit Issued: 11/3/2021
Scope of Work: Install (n) 4" in-building riser (using LVFR standard) – for C21-00692

When submitting Corrections or Revisions for an existing project that was initially submitted between 08/03/2021 and 04/17/2022, you will need to follow this process:

1) If you haven't done so already, create a Dashboard login (preferably a main company account)
2) Email BuildingPermits@LasVegasNevada.gov with the following information:
   a. The email used for the Dashboard account
   b. First and Last Name used for the Dashboard Account
   c. The permit number

   A member of the Administrative Team will convert the permit and email the customer when done. Please note: we must have this information in order to convert your submittal. Any missing information could cause a delay in processing.

FOR CORRECTIONS -

1) Log into your Dashboard account and the permit will show on the "Actions Needed" tab under the Fire Permit banner.
2) Click the "Re-Submit" button on the banner to start the resubmittal process.

FOR REVISIONS –

1) Log into your Dashboard account and the permit will show on the "Active Applications" tab under the Fire Permit banner.
2) Click the "Revisions" button on the banner to start the process of submitting your revisions.

Projects Submitted Before 08/03/2021

Corrections or revisions to projects processed prior to 08/03/2021 are eligible to use this process.

Grouping Documents for Submittal

After reading below, if you still have questions regarding how to appropriately label or group your submittal, please email LVFireEngineering@LasVegasNevada.gov PRIOR to uploading.

For Letters – submit (1) single PDF that contains a completed application, letter, and cut sheets – in that order. If incorporating an OT Request, the order will be a completed application, completed OT Request,

For Plans – submit (1) individual PDF that contains a completed application, (1) individual PDF that contains the plans, and (1) individual PDF that contains all applicable cut sheets. If you are submitting fire sprinklers that require hydraulic calculations, you will also submit (1) individual PDF that contains the calcs.

<u>FILE NAME TEMPLATE</u>

❖ **Please use the following templates for labeling PDFs for *CORRECTIONS*:**
Use the standard file-naming sequence, then add "CORR" plus the sequential re-submittal number at the end of the filename. The first correction re-submittal will be "CORR1", then second correction re-submittal will be "CORR2", and so forth.
- LETTER_[contractor name]_[project address, including suite or building #]_[permit type]_CORR1
- [contractor name]_[project address, including suite or building #]_[permit type]_PLANS_CORR1
- [contractor name]_[project address, including suite or building #]_[permit type]_CALCS_CORR1

<u>**ALL CORRECTION SUBMITTALS NEED TO INCLUDE A RESPONSE LETTER TO THE COMMENTS**</u>. Please make sure the address, project name, and permit number are referenced in the Response Letter, and use the following filename template:
- [contractor name]_[project address, including suite or building #]_[permit type]_NARRATIVE_CORR1

❖ **Please use the following templates for labeling PDFs for *AS-BUILT/REVISIONS*:**
Use the standard file-naming sequence, then add "AB" plus the sequential re-submittal number at the end of the filename. The first as-built/revision submittal will be "AB1", then second will be "AB2", and so forth.
- LETTER_[contractor name]_[project address, including suite or building #]_[permit type]_AB1
- [contractor name]_[project address, including suite or building #]_[permit type]_PLANS_AB1
- [contractor name]_[project address, including suite or building #]_[permit type]_APPLICATION_AB1

<u>**ALL AS-BUILT/REVISION SUBMITTALS NEED TO INCLUDE A NARRATIVE**</u>. If you choose to submit a separate letter in lieu of incorporating the narrative onto the cover sheet – with corresponding clouds and deltas – please use the following filename template. Please make sure the address, project name, and permit number are referenced in the Narrative.
- [contractor name]_[project address, including suite or building #]_[permit type]_NARRATIVE_AB1

As previously stated, projects processed prior to 08/03/2021 will have to submit corrections or as-builts/revisions via https://clv.files.com. The following explains how to navigate the clv.files website and successfully submit:

- ❑ **Step 1**: go to https://clv.files.com
- ❑ **Step 2**: click on "Fire Projects before 08-03-2021" – **no login is required**.

DO NOT CONTACT THE SERVICE DESK FOR QUESTIONS OR TO CREATE A LOGIN

- ❑ **Step 3**: either click "Upload files" to choose specific PDFs, or drag and drop PDFs in the appropriate space:

❑ **Step 4**: Let the website upload and scan the PDF:

Uploading files...					
Name	**Rate**	**ETA**	**Size**	**Status**	**Actions**
Fire Permit Dashboard Traini...	0 B/s		7 MB		❚❚ ✕
1 file remaining			7 MB		✕

After the red bar fills completely, the Status will change to "UPLOADED". Once you see this Status, it means the PDF has been successfully uploaded to the clv.files website. The site will then automatically send the LVFireEngineering group email a notification that files have been uploaded.

| Files uploaded					
Name	**Rate**	**ETA**	**Size**	**Status**	**Actions**
Fire Permit Dashboard Traini...			7 MB	✔ Uploaded	

HOW TO PREPARE YOU DOCUMENTS FOR SUBMISSION

<u>Printing to Adobe PDF Process</u>

If using the Typewriter Tool or Text Box on any document, it will have to go through the Print to Adobe PDF process to incorporate the information into the document. Any document received that has not gone through this process and/or still has moveable text will receive an intake rejection and have to resubmit.

Here is the process to Print to Adobe PDF:

- ❑ Go to File -> Print
- ❑ Change the Printer Name to "Adobe PDF"
- ❑ Click "PRINT"
- ❑ A new window will pop-up for you to rename the PDF and save it to a certain file location. This is the "Print to Adobe PDF" version that needs to be uploaded with the submittal package. If done correctly, the file size will be <u>less than 500 KB</u>.
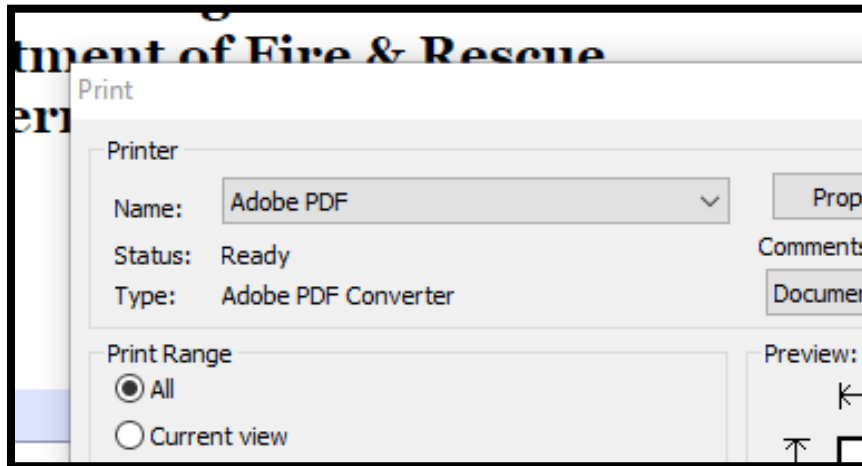
ELECTRONIC SIGNATURES

In order to process a submittal, the PDFs cannot be locked for editing. Once a digital signature has been placed on the document, the above "Print to Adobe PDF" process must be completed. Failure to follow the "Print to Adobe PDF" process will result in a locked document and delay in processing. Here are (2) examples of errors that will populate on an incorrectly signed and saved PDF: