

Electronic Plan Solutions



**Applicant Guide-
Building**



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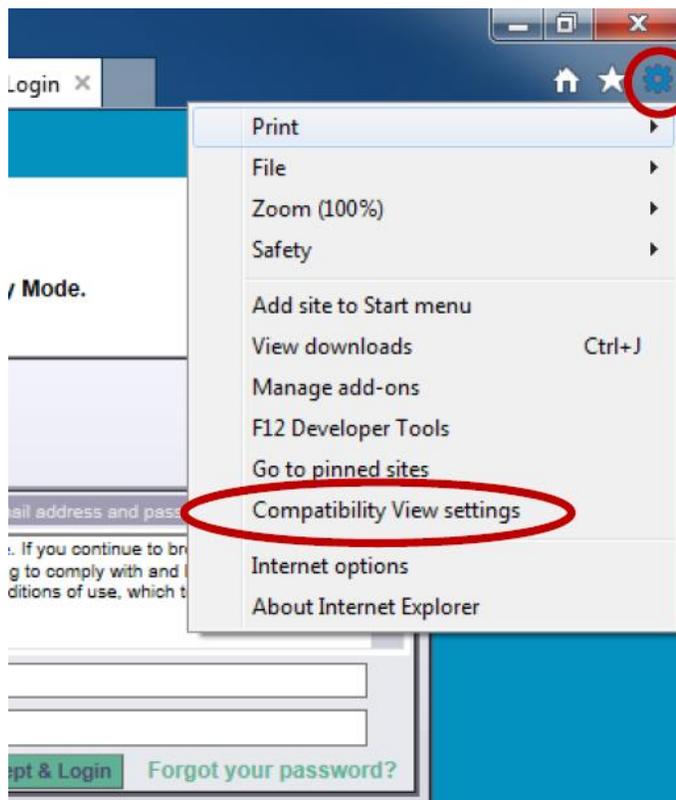
System Requirements for Submitting Plans Online:

- Windows XP or higher operating system
- Microsoft Office 97-2003
- **Internet Explorer 10 or 11**

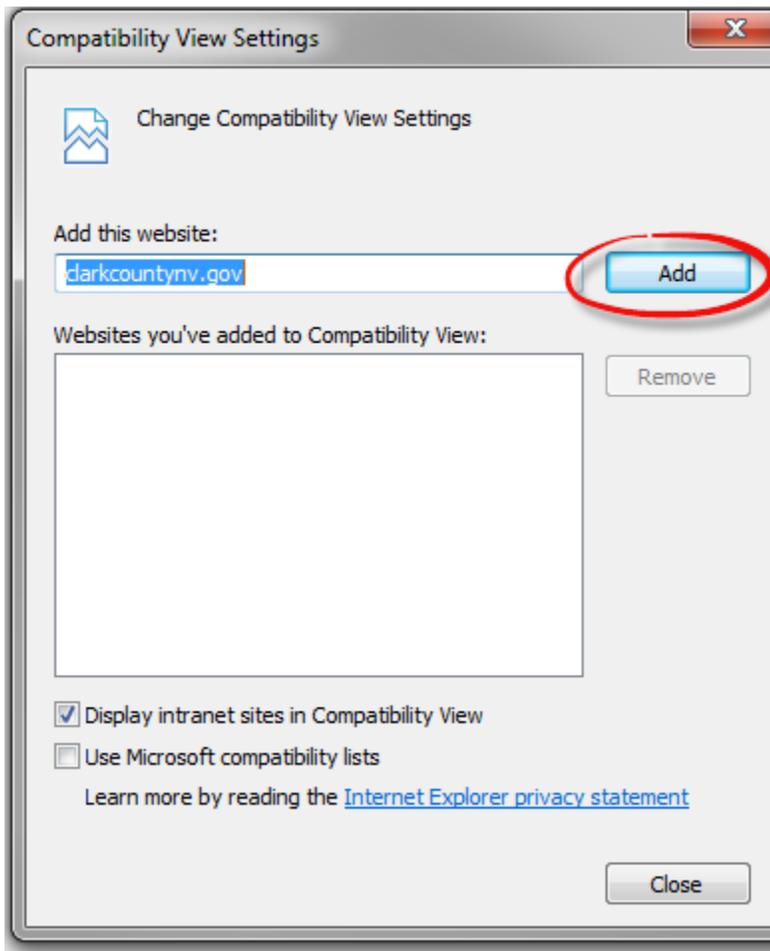
You will need to enable Compatibility Mode:

Click on the **Tools** button. It will either be an of an gear in the top right corner of your window or a button called **TOOLS** in your Menu Bar (Near the File and Edit button)

Once you have the Tools menu open, click the **Compatibility View Settings**.



Click the **ADD** button



Once you have added the Clark County website on your Compatibility List,
Click the **CLOSE** button.

This will add the Clark County website to a list of websites that Internet Explorer specially manages.

Applying for Your Permit and Submitting Plans Online

1. Open the Department of Building and Fire Prevention website and click on the button for Permits Inspections Electronic Reviews (PIER)
http://www.clarkcountynv.gov/depts/development_services/Pages/default.aspx



2. Select the option for Paperless Plan Submittal & Review
3. Select the option to Apply Now For a Permit
4. Select one of the following:

Residential Owner-Builder	Click Residential Owner-Builder to apply for a permit if you are the owner of the residential property and will act as your own contractor.
Building Contractor	Click Contractor to apply for a permit if you are licensed under the provisions of NRS 624.283.
Building Design Professional	Click Building Design Professional to apply for a permit Only if you will be submitting drawings and documents electronically for plan review and approval only.

5. To provide the permit location, you may select the option to use Street Address, Parcel Number, or Owner Name. Complete the fields based on your selection, and then click on Submit. A list of matches will display. Select the correct location by clicking on the BLUE address.

*****If the property is not found, email Building intake staff to verify location validity at pacenter@ClarkCountyNV.gov *****

6. Select an Application Type from the drop down list.
 - It is important to have the correct "Application Type" when applying – this will make your application and plan submittal faster!
 - If you are unsure of the correct application type to submit, **PLEASE DO NOT SUBMIT ELECTRONICALLY.**
 - If in doubt, use the Application Cheat sheet linked here to find the appropriate application type.
http://www.clarkcountynv.gov/Depts/construction_svcs/Projects/Documents/Building_Application_Type_CheatSheet.pdf

7. Enter any special instructions concerning the property in the Notes area.
8. Click on the box at the bottom of the screen that says "I will be submitting plans electronically" to accept the declaration agreement.

Continue

9. Enter the Business Contact information,
 - At a minimum, the Contactor's Name and E-mail address are required. This is the business contact that will receive the application confirmation and instructions to continue with the electronic plan review.

10. Confirm by clicking "My contact name and email will be used to create my ProjectDox Account"

Continue

11. Structure Information screen– Enter the structure information
12. Submit an Application screen – Verify that all provided information is correct, and then click Continue.
 - If changes are required, click on Edit.

Create Application

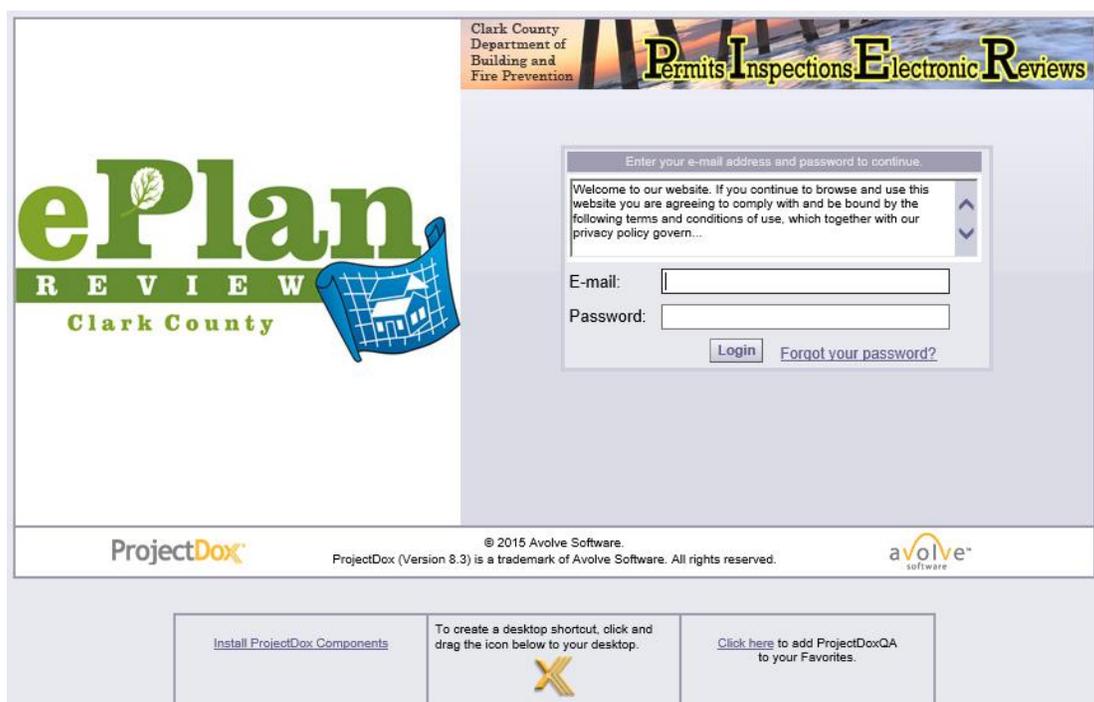
13. Click Create Application

14. Print the final screen for your records.

Allow at least four hours to receive your ePlan Review e-mail invitation if submitted during normal business hours. Hours are Monday – Friday, 7:30 am – 4:30 pm.

Uploading Plan Drawings and Documents

1. ePlan Review Invitation
 - a. When your online permit application is approved, an ePlan Review invitation will be sent to your e-mail address.
 - b. The e-mail will contain your login information and information about the project, including a link to the project.
 - c. Please wait until you have the “PreScreen Upload” Task before logging in (you will receive two emails at approximately the same time.)
2. New Users
 - a. Prior to logging into the ProjectDox application, the following actions must be completed:
 - i. If your computer has pop-up blockers installed, you will need to disable pop-up blocking in order to utilize ProjectDox. Disabling pop-up blocking will be required for each logon instance, unless you select the “always allow pop-ups” option (recommended).
 - ii. The login page has an MSI (Microsoft Silent Install) component required to install all necessary ProjectDox ActiveX controls. This installation will only need to be done once; if you utilize a different computer it will require another installation for each unique computer.
 - b. To sign in, enter your e-mail address and temporary password and click the “Login” button



- c. Enter your new password and personal account information, click on the “Save” button to save your profile.

Welcome to ProjectDoxQA.

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

Change Password:	Password Reset Question & Answer:
New password: *	Security question: *
Confirm new password: *	Security answer: *

Profile Information

Contact Information	User Metadata	Project Membership	Group Membership
---------------------	---------------	--------------------	------------------

* Required field

First Name: *	Gael	Last Name: *	Applicant
Email: *	gb01@avolvesoftware.com <input checked="" type="checkbox"/> HTML format i		
Title:			
Company:			
Address 1:			
Address 2:			
City:			
State/Province:	<input type="text"/>	Postal Code:	<input type="text"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>
Mobile:	<input type="text"/>	Pager:	<input type="text"/>
Stamps:	<input type="text"/> i		
Language: *	en <input type="text"/>		

3. Existing Users

- a. If you are a returning user, login to ePlan Review with your full e-mail address and password. If you have forgotten your password, click on the “Forgot Password” button so that it can be e-mailed to you.

Uploading Your Files

- When you have successfully logged in to ProjectDox, the “Project” screen will display. Any projects for which you have access will display in this list. Any outstanding tasks that require your action are displayed in the “My Task List” area below the project list. Select the specific project that corresponds to the plans you will be uploading. The projects are listed in order by application number (i.e. BP09-000234).
 - You can also search for applications in the top right search bar, then click on the Project ID hyperlink

Project ID	Options	Description	Owner	Status	Create date
FD15-00047695	[Info] [Print] [Refresh]	FD CRYOGENS SYSTEMS TEMPORARY - FD CRYOGENS SYSTEM	FD Submissions	Prescreening Upload	9/20/2015 11:05:41 AM
FD15-00045512	[Info] [Print] [Refresh]	FD FIRE ALARM SYSTEMS CONSTRUCTION	FD Submissions	Completed	9/9/2015 3:02:13 PM
FD15-00044816	[Info] [Print] [Refresh]	FD EXHIBIT TRADE SHOW TEMPORARY	FD Submissions	Completed	9/4/2015 7:06:38 AM
Temporary Operational Permit Anissa	[Info] [Print] [Refresh]	Temporary Operational Permit Anissa	Gael Baughman	Prescreening Upload	9/20/2015 8:48:49 AM
FD15-00047697	[Info] [Print] [Refresh]	FD FIRE ALARM SYSTEMS CONSTRUCT <=10 DEVICES - FD	FD Submissions	Corrections Requested	9/20/2015 11:06:41 AM
FD15-00047694	[Info] [Print] [Refresh]	FD AUTO EMERGENCY VEHICLE ACCESS GATE CONSTRU - FD	FD Submissions	Completed	9/20/2015 11:02:41 AM
FD15-00047696	[Info] [Print] [Refresh]	FD CLEAN AGENT SYS CONSTRUCTION - FD CLEAN AGENT S	FD Submissions	Rejected	9/20/2015 11:05:41 AM
FD15-00047693	[Info] [Print] [Refresh]	FD EXHIBIT TRADE SHOW TEMPORARY - FD EXHIBIT TRADE	FD Submissions	Prescreening Upload	9/20/2015 10:40:40 AM
FD15-00047692	[Info] [Print] [Refresh]	FD EXHIBIT TRADE SHOW TEMPORARY - FD EXHIBIT TRADE	FD Submissions	Completed	9/20/2015 10:06:40 AM
FD15-00042989	[Info] [Print] [Refresh]	FD EXHIBIT TRADE SHOW TEMPORARY	FD Submissions	Completed	8/26/2015 12:32:12 PM
FD15-00044942	[Info] [Print] [Refresh]	FD FIRE ALARM SYSTEMS CONSTRUCT <=10 DEVICES	FD Submissions	Completed	9/4/2015 3:13:01 PM
FD15-00046169	[Info] [Print] [Refresh]	FD EXHIBIT TRADE SHOW TEMPORARY - FD EXHIBIT TRADE	FD Submissions	PR	9/14/2015 10:35:27 AM
FD15-00000186	[Info] [Print] [Refresh]	FD FIRE ALARM SYSTEMS CONSTRUCT <=10 DEVICES	FD Submissions	Completed	1/2/2015 1:04:15 PM
FD15-00043079	[Info] [Print] [Refresh]	FD FIRE ALARM SYSTEMS ALTER CONSTRUCTION	FD Submissions	Completed	8/26/2015 12:29:52 PM
FD15-00042849	[Info] [Print] [Refresh]	FD EXHIBIT TRADE SHOW TEMPORARY	FD Submissions	PC	8/25/2015 2:04:04 PM

Active Task List

Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By
TestingAvkuj	PreScreenReview	Submissions	Pending			9/20/2015 5:24:09 PM	9/20/2015 5:24:09 PM	
FD15-00047697	ApplicantResubmit	Applicant	Pending			9/20/2015 12:55:05 PM	9/20/2015 12:55:05 PM	
FD15-00047698	ApplicantUpload	Applicant	Pending			9/20/2015 12:37:43 PM	9/20/2015 12:37:43 PM	
FD15-00047695	ApplicantUpload	Applicant	Accepted			9/20/2015 11:05:43 AM	9/21/2015 3:12:27 PM	asimmons@clarkcountynv.gov
FD15-00047693	ApplicantUpload	Applicant	Pending			9/20/2015 10:40:43 AM	9/20/2015 10:40:43 AM	
Construction or Other Fire Permit Gael	ApplicantUpload	Applicant	Pending			9/20/2015 10:36:24 AM	9/20/2015 10:36:24 AM	

- Click the “Drawings” folder to upload your plan drawings, the “Documents” folder to upload other project documents and “Application” folder to upload your completed application. Follow the prompts for uploading your plans and documents.

- BP15-00061803
 - Drawings
 - Documents
 - Application Forms
 - Reference Only
 - Response Documents
 - Notes to Applicant
 - Revision Application Worksheets
 - Civil Drawings
 - ChangeMarkReports
 - Reviewer Attachments
 - PDFDestinationFolder
 - Approved (CCDS Records)

- Click the “Upload Files” button. Ensure you have Silverlight installed on your computer.

No files currently exist in **Drawings**.

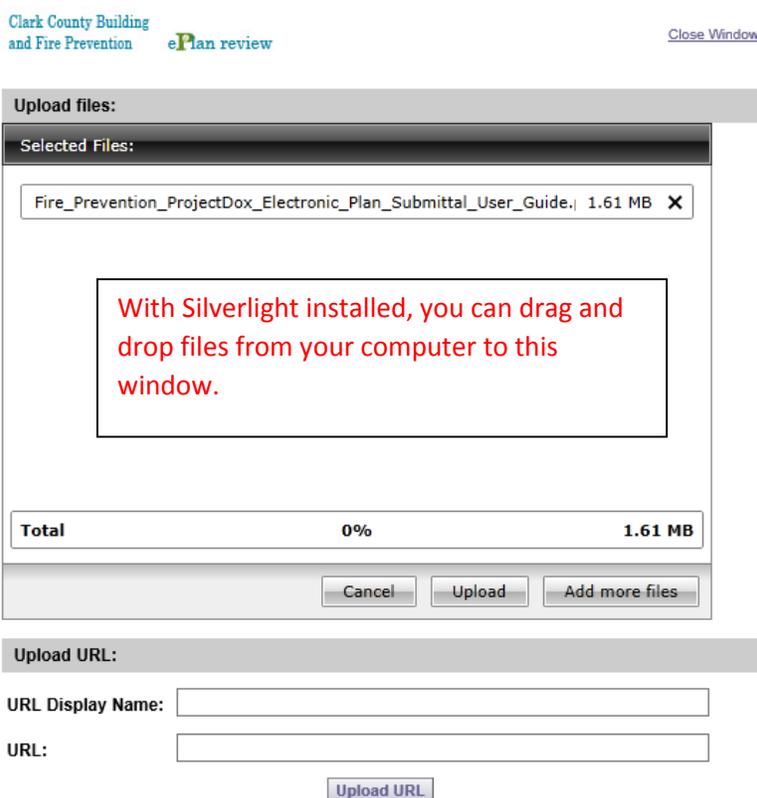
To upload files into this folder

- (1) Click the Upload button below
- (2) Follow the instructions in the pop-up window

Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.



- 4. Upload files in two ways:
 - a. Drag and Drop files into the window
 - b. Browse for files



- c. Click the Upload button. The files will be uploaded into the Drawings folder.
- 5. Click on the “Close” button to close out of the “file upload complete” dialog box.
- 6. Once files are uploaded to the folder(s), the folder list is replaced by thumbnail images of each file contained in the folder. Under each thumbnail, the file name, author, date, and any relevant file icons display.



7. Review the uploaded plans to make sure they are complete (you can view the plan in its entirety). You have successfully finished part one of submitting your plans electronically.
8. Next, click on the “Workflow Portals” button in the project view and select the “[ApplicantUpload](#)” task in the task list section.

el test 3

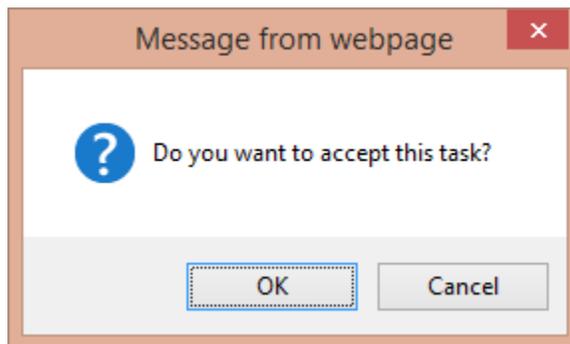
Project Reports **Workflow Portals** Info Notes Email Edit

Show All Tasks For All Users

Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By	Action
ApplicantUpload	Applicant	Pending			8/6/2015 11:17:20 AM	8/6/2015 11:17:20 AM		

Page 1 of 1 (1 items)

9. An acceptance window will open. Select OK.



10. This will launch the eForm for you to fill out and complete your task.
 - a. Enter Applicant Name and Title
 - b. Enter Applicant Phone# and Ext



Clark County Department of Building and Fire Prevention



[Click Here to Save Eform as PDF...](#)

- [Review Information](#)
- [Resources](#)
- [Checklist Report \(0\)](#)
- [Routing Slip](#)

Review Coordinator	Anissa Simmons (asimmons@clarkcountynv.gov)
Review Cycle	1
Workflow/Activity Name	Building_Workflow / ApplicantUpload
Activity Instructions	Please upload your drawings and documents. After you have uploaded, click the complete button at the bottom of this form. NOTE there is a 2 week limit to upload your drawings and documents. If the 2 week limit is not met, the permit request will expire.
Current User Logon	Anissa Simmons (asimmons@clarkcountynv.gov)
Applicant Name and Title	
Applicant Phone # and Ext.	
Permit Type	Building
Project Name	BP15-00061803
Project Description	RESIDENTIAL-SFD-GUEST HOUSE - RESIDENTIAL-SFD-GUES

- c. Once you have filled in the Application Permit Information, select the Upload Complete button at the bottom of the form.

Do NOT check the box below until you have uploaded documents and drawings, as well as your appropriate application form. If you check this box without uploading the files you will need to reapply

I have uploaded documents, the application form, and drawings. I am ready to Submit.

- d. The Save and Close button will save information entered so that you can come back and complete the task at a later time.

11. You may logout after your session is complete.

PreScreen Correction Task Assignment

1. If the County determines additional information is required in order to move forward with your permit request, you will receive an email with a PreScreen Correction Task Assignment
2. Log into ProjectDox, open the project and select the Workflow Portals button. Select the [CorrectionsComplete](#) task.

Show All Tasks For All Users

Task	Attached To	Status	Priority	Due date	Created On
PreScreenCorrections	Applicant	Accepted			12/8/2015 7:34:01 AM
PreScreenReview	Submittal Coordinator	Complete			12/8/2015 7:33:13 AM
ApplicantUpload	Applicant	Complete			12/8/2015 7:32:35 AM

- a. Make any requested changes, upload new documents, etc... that has been requested.
- b. Select the “I have uploaded the corrected documents and/or drawings as indicated below.” Checkbox and the select the Corrections Complete button to complete your task.

I have uploaded the corrected documents and/or drawings as indicated below.

Corrections Complete

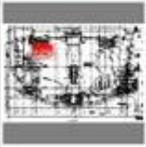
Save And Close

3. After the application has been reviewed by the county, corrections may be requested. If fees are assessed, you will receive a notification email.
4. When you get a notification that corrections have been requested after a review, login to ProjectDox.
5. Open the project and select the Reports tab and select the Workflow Portals button and to open the ApplicantResubmit task. The eForm will open.
 - a. Changemarks made on files during the review will be displayed on the eForm.
 - b. The Markup name link will open the file for review.
 - c. You can make responses to the County in the eForm.

CHANGEMARKS - Review Cycle: 1

Filter Changemarks by Keyword: [SEARCH](#) [SHOW ALL](#)

[Click Here to Load Changemarks...](#)
[Click Here to Publish Changemarks to PDF...](#)

File	Cycle	Department	File	Markup	Description	Details	Applicant Response
	1	Building Plans Examiner	0406 A-2.1.4.pdf	PlansExaminer1	Changemark	Changemark Text	Applicant Response

- d. Reviewer comments are viewable on the eForm in the Department Review section.

DEPARTMENT REVIEW - Review Cycle: 1

CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
<input checked="" type="checkbox"/>	1	PLANS_CHECKERS	<div style="text-align: center;"> <p>GAELE BAUGHMAN</p> <p>GBAUGHMAN@AVOLVESOFTWARE.COM</p> </div> <div style="text-align: center; margin-top: 10px;"> <p>CORRECTIONS REQUESTED</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Reviewer Comments</p> </div> <p>VIEW CHECKLIST</p> </div> <div style="text-align: center; margin-top: 10px;"> <p><input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE</p> </div>

6. Review Existing Changemarks; there are two ways to view markups.
 - a. Markups can be accessed by selecting the hyperlink under the “Changemarks” section (2) of the e-form.

- b. Drawings with markups issued by the reviewer will display the Changemark symbol (identified by red pen with exclamation point).
 - i. To access the markup click the Changemark symbol  near the file's thumbnail.
 - ii. Click the View checkbox next to the markup(s) and click the View/Edit button.
 - iii. The text associated with each Changemark will display in the panel's right-hand portion of the page and the markups (illustrated by a cloud and/or notepad icon) will automatically appear in the viewer at the author's original magnification level. You can progress sequentially through the Changemarks by using the "◀" (Previous) and "▶" (Next) buttons.
 - c. Copying Changemarks
 - i. You can click the Copy Changemarks button to copy all Changemarks, text, and screenshots into a Word or Email (if you need to print them out or send them on to someone without access to ProjectDox)
7. Correct the requested drawings, then re-upload the file(s).
 - a. Check if a new version number is created when you upload. If no new version number is created, confirm the file actually changed. If there were no changes to the file, a new version will not be created.
 - b. You do not need to rename any files – keep the original titles of the files!
 8. Verify all plans and documents that have markups have been corrected.
 9. When your corrected drawing(s) has/have been successfully uploaded, go back to the eForm and scroll to the bottom and select the task instruction checkboxes and then select the Correction Complete button. This will complete your task.

Approved Plans, Documents, and Permit

1. Once your plans have been approved and all fees are paid, you will receive an e-mail notification "Applicant Approved Documents"
2. Log in to ProjectDox.
3. In the main Projects screen bring up your project and click the Project Hyperlink to enter the project folders view.
4. Navigate to the Electronic Permit folder. Download your electronic permit.
5. Navigate to your Approved Drawings, Approved Documents, or Approved with Redlines Folder(s). Download your approved drawings and documents. You will need to print a copy of approved plans to have on site for the inspector at the time of inspection.

Revisions

1. If you need to submit a revision, Contact pacenter@ClarkCountyNV.gov before proceeding. If inspections have not begun, or have not been finished, the Fire Department will be able to use your existing application number to begin a new workflow for you. You will receive the PreScreen Upload task to submit your revised plans in this case.
2. If the revision is submitted after inspections have been completed, you will be directed to return to P.I.E.R to apply for a new application number electronically.

View Correction Comments

1. You will see the reviewer's comments when you open the ApplicantResubmit task/eForm and you will scroll down to the "Department Review" section, and in the Status & Notes section, the text Kevin entered will display.

DEPARTMENT REVIEW - Review Cycle: 5				
CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES	
<input checked="" type="checkbox"/>	5	PLANS_CHECKERS ANISSA SIMMONS ASIMMONS@CLARKCOUNTYNV.GOV	CORRECTIONS REQUESTED	<div style="border: 1px solid gray; padding: 5px;"> <p>QA CORRECTIONS</p> <p>What is the total linear feet of exiting provided? Please show on the plans.</p> <p>What are the dimensions of all exits? Please show on the plans</p> <p>Show all aisle widths on the plans.</p> </div>

Requirements for Submitting Plans Online:

Please complete the following prior to getting started:

- Review the "How to Apply for Your Permit Online" guide (pages 2-6) for instructions on submitting an application online. You must have an application number before electronically uploading your plan drawings and documents.
- Review the standards for naming your drawing and document files, border spacing, file formats accepted, etc. (See the "Standards" section of this guide.) Standards 1. Individual Pages for Plans

Standards

1. Individual Pages for Plans

- a. CCBD requires electronic plans to be submitted as ONE PAGE PER FILE, i.e., if you have a 15 page plan, you will need to upload 15 files for each page. This allows for an easier review and full utilization of the ProjectDox features.
- b. Exception: Fire Protection Reports may be submitted as one file. The first page in the file must have the batch stamp area free in the top right 2x2" corner.

2. Commercial Plan File Naming Standards

- a. The Sheet Number must be preceded by the Plan Number. For the Cover Sheet and Index Sheet, place a leading 0 (zero) as part of the Sheet ID for sorting purpose

b. Example filename: A001.pdf

Discipline Content	Sheet ID	Sheet Number	Example File Names
Alternate Method	AM	001-999	AM001
Architectural	A	001-999	A001
Civil	C	001-999	C001
Cover Sheet	OCS	001	OCS001
Electrical	E	001-999	E001
Events	EV	001-999	EV001
Fire Alarm	FA	001-999	FA001
Flammable Combustible	FC	001-999	FC001
Footprint	FP	001-999	FP001
Gas/Plumbing	P	001-999	P001
Hazmat	HZ	001-999	HZ001
High Piled Storage	HPS	001-999	HPS001
Index Sheet	OIS	001-999	OIS001
Interior Design	ID	001-999	ID001
Landscape	LP	001-999	LP001
Mechanical	M	001-999	M001
Smoke Control	SC	001-999	SC001
Sprinkler	SP	001-999	SP001
Structural	S	001-999	S001

3. Border

a. Standards

- i. Cover Sheet Files 1. The top right corner of the cover sheet must be reserved for the Clark County electronic stamp.
- ii. Dimensions: 2" width x 2" height. ii.

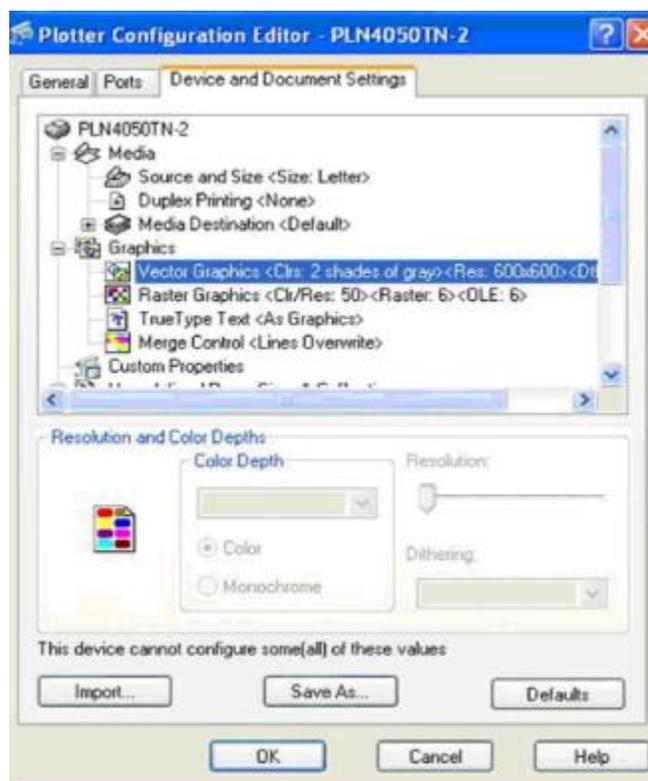
b. All Drawing Files

- i. The top right corner of all drawings must be reserved for the Clark County electronic stamp.
- ii. Dimensions: 2" width x 2" height. iii.

- c. **Please Note:** The Stamp will take up the entire 2x2" space at the top – it will override any borders you have in that area. You may want to adjust your borders to allow for this space.

4. File Type Standards

- a. Only searchable PDF files are accepted for calculations, reports and other supporting documentation (non-drawing files).
- b. Vector PDF files will be accepted for drawing files.
- c. If you choose to create PDF files, you will need to convert your AutoCAD files to a vector PDF by using the AutoDesk Vector Graphic Converter “DWG to PDF.pc3 Plotter Driver.”
- d. Confirm that the lines are dark by changing the background to grayscale prior to saving each page as a separate PDF file with correct pen widths for printing.



5. Electronic Stamps and Signature

- a. All files must be electronically stamped with signature per Nevada Statutes and Nevada Administrative Code. There are specific provisions for electronic signatures within the Rules and Regulations. Architects and Engineers are responsible to meet the rules if applicable.
- b. Electronic stamps and signatures must be inserted as a JPEG image. ProjectDox does not support TIFF images on DWG files.
- c. NICET: Electronically stamped signatures for NICET designer shall include the designer’s printed name and certificate number.

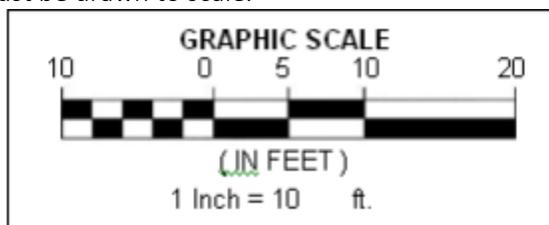
6. Folder Structure Standards

- a. All drawing files (vector pdf) must be uploaded into the “Drawings” folder for each project.
- b. All permit application pdf forms and documents (any non-drawing pdf files, i.e. truss calculations, geotechnical reports, etc.) must be uploaded into the “Documents” folder for each project.
- c. All reference only drawing files must be uploaded into the “Reference Only” folder for each project.

- d. Approved Drawings folder contains all Clark County stamped and approved drawings. e. Approved Documents folder contains all Clark County stamped and approved documents.
- e. The Electronic Permit folder will contain your permit once your plan has been approved.

7. Graphic Scale

- a. Each sheet must have a typical graphic scale as shown in the image below.
- b. When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail. All plans must be drawn to scale.



8. File Printing Size

- a. All drawing files must be drawn and formatted for a 30" x 42" sheet file, 24" x 36" sheet file, or 11" x 17" sheet file.

9. Markup Name and Color Standards

- a. Standard markup names and colors will be used for each reviewing discipline for easy identification. A markup can have one or more “Changemarks.” Changemarks are created to quickly identify a markup and associated comments.
- b. Each agency Changemark will be numbered starting from 01 for each sheet/file.

MARKUP NAME	CHANGEMARK TITLE	MARKUP COLOR
Fire Department	FD01	Red
Architectural	ARCH01	Purple
Civil	CIVIL01	Blue
Electrical	ELEC01	Gold
Fire Protection	FP01	Burgundy
Geotechnical	GEO01	Green
Plumbing	PLUM01	Orange
Mechanical	MECH01	Orange
Smoke Control Diagrams	SMOKE01	Burgundy
Steel Fireproofing	SFP01	Burgundy
Structural	STRU01	Olive Green
Zoning	ZONING01	Red

