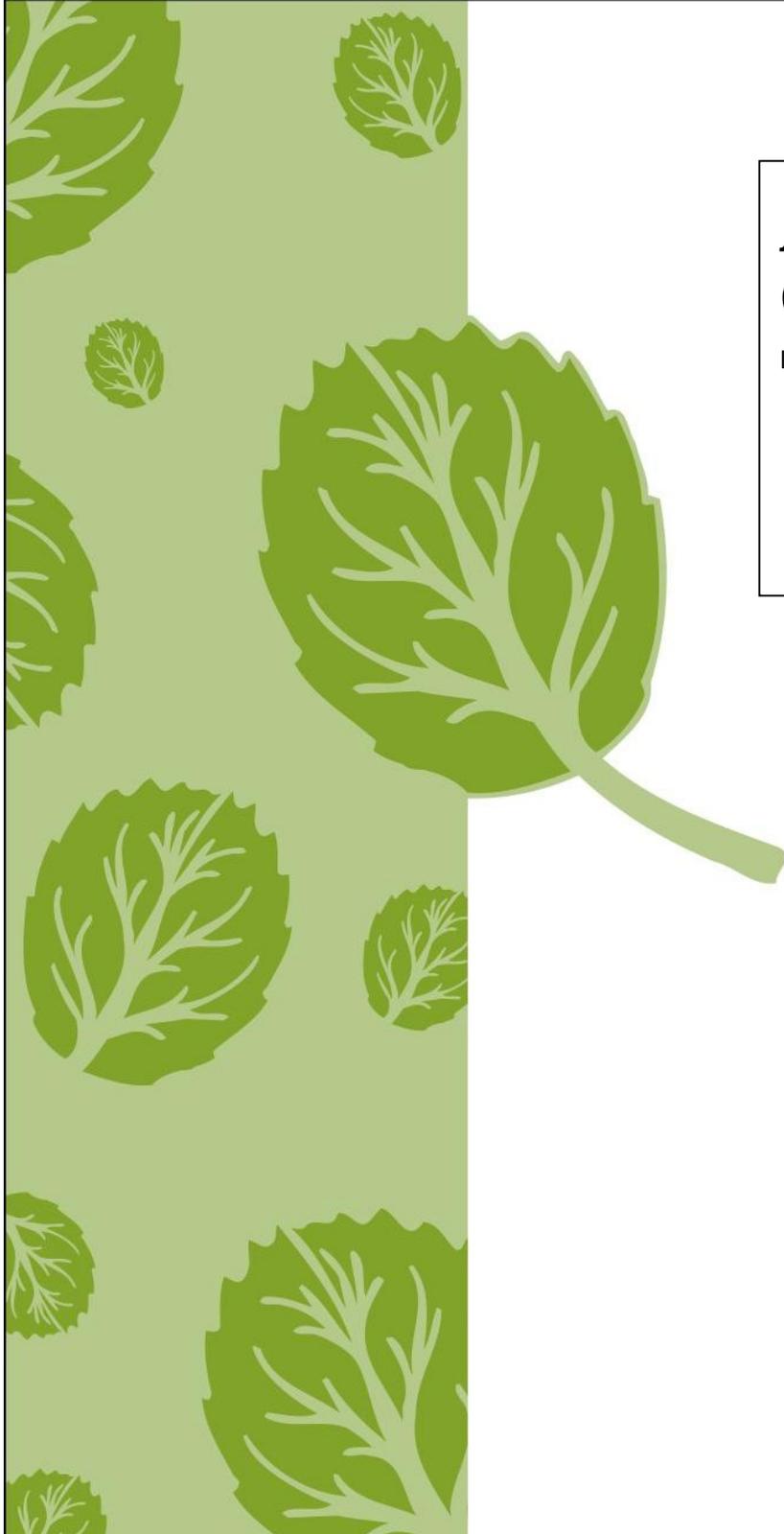




ePlan Review is a web-based solution that will allow building plans to be submitted electronically, improve the plan review cycle, reduce costs associated with obtaining residential and commercial construction permits, as well as support green initiatives.

## Applicant User Guide

In addition to this user manual, please reference the help documentation available within the ePlan Review Web application for further assistance.



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# Applying for Your Permit Online

1. Log on to the **Construction Services Online** website
  - a. [http://www.clarkcountynv.gov/Depts/construction\\_svcs/Pages/default.aspx](http://www.clarkcountynv.gov/Depts/construction_svcs/Pages/default.aspx)
2. Click on **Paperless Plan Submittal & Review**

Clark County > Departments > Construction Services

**Construction Services Online**

A one-stop, virtual department, combining online services for customers of [Comprehensive Planning](#), [Building Department](#), [Fire Prevention](#), [Public Works](#), and [Water Reclamation](#). Explore our site to learn more about managing your construction projects with a click of a mouse!

**How We're Serving You**

- Land Use Applications**  
Learn more about Land Use requirements and retrieve project information [More Information](#)
- Paperless Plan Submittal & Review**  
Submit application, upload plans, and conduct plan reviews electronically [More Information](#)
- Electronic Permits**  
Apply for, pay for and print permits [More Information](#)
- Monitor Plan Review Status**  
Check the Progress of plan reviews, view plan examiner comments, and view correction letters as soon as they are created [More Information](#)
- Managing Inspections**  
Schedule or cancel inspections, view inspection results, and determine required inspections for your project [More Information](#)

- a. Click on **Apply Now For a Permit**

**Paperless Plan Submittal & Review** [See All Projects](#)

ePlan Review is an online service that allows construction plans to be submitted and reviewed electronically.

Three steps to get started:

- Apply for your permit online.
- ePlan submittal staff will review your online application.
- Upon acceptance of your application by submittal staff, you will receive an e-mail invitation to upload electronic plans and any other required documents.

If you are new to ePlan Review, please take a moment to review our user guides to learn how to apply for a permit online and the requirements for using ePlan Review.

[Apply Now for a Permit](#)

**Building Department**  
[FAQ](#)  
[User Guides](#)  
[How Green Can We Be?](#)  
[Apply for a Revision](#)

**Fire Department**  
[User Guides](#)

a.

4. Click on Design Professional (Note: you can bookmark this page for future submittals.) *If you are submitting a revision, do not apply!* Contact [Permits@ClarkCountyNV.gov](mailto:Permits@ClarkCountyNV.gov) before proceeding.



- HOME
- SELECT PERMIT
- SCHEDULE/CANCEL INSPECTIONS
- SUBMIT APPLICATION
- CONTRACTOR LOGIN
- CONTRACTOR SETUP
- FORGOT PIN?
- CONTACT US
- CORRECTION LETTERS

Please 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.

Contractor

Click Contractor to apply for a permit if you are licensed under the provisions of NRS 624.283.

Design Professional

Click Design Professional to apply for a permit if you are a licensed Design Professional and will be submitting drawings and documents electronically for plan review and approval only. For Fire Dept revisions, please contact [Permits@ClarkCountyNV.gov](mailto:Permits@ClarkCountyNV.gov) before submitting.

Business Owner

Click Business Owner to apply for the Fire inspection required for your business license.

- a.
5. Enter the Street Address, Parcel Number, or Owner Name for permit location and click Submit

### Submit an Application

There are three ways you can enter the location:

Street Address:

Street Number:   
 Street Direction:   
 Street Name:  \*required  
 Street Suffix:

Enter the parcel number:

Enter the owner's name:

Submit

- a.
6. Click on the Correct Location

### Submit Application

Address	Owner Name	Parcel Id
4701 W RUSSELL RD	COUNTY OF CLARK/ADMINISTRATIVE	162-31-101-004

Next

- a.
- b. If you cannot locate your address, contact [permits@clarkcountynv.gov](mailto:permits@clarkcountynv.gov) for assistance. The 911-11-111-112 parcel is available for unknown addresses; if used, please document addressing issues in your eform application on ProjectDox.

7. Select the **application type**\*\*\* from the drop down list
  - a. \*\*\*If you are unsure of the correct application type to submit, PLEASE DO NOT SUBMIT ELECTRONICALLY. Use the Application Cheatsheet located at [http://www.clarkcountynv.gov/Depts/fire/fire\\_prevention/Pages/applicationforms.aspx](http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Pages/applicationforms.aspx) to find the appropriate application type. **It is important to have the correct application type when applying – this will make your application and plan submittal faster!**
  - b. Enter the estimated value, total square footage and other applicable fields.
  - c. Enter any special notes concerning the property.
  - d. Click on the box at the bottom of the screen to accept the declaration agreement.

PERMITS, PLANS AND INSPECTIONS

HOME

SELECT PERMIT

SCHEDULE/CANCEL INSPECTIONS

**SUBMIT APPLICATION**

CONTRACTOR LOGIN

CONTRACTOR SETUP

FORGOT PIN?

EMAIL US

CORRECTION LETTERS

### Submit an Application

Complete the following information.

**Address:** 575 E FLAMINGO RD  
**Parcel:** 162-22-104-002  
**Land ID #:** 18274  
**Name:** COUNTY OF CLARK(FIRE DEPT)  
**General Location:**

\* **Application Type:** FD AUTO FIRE SPRINKLER SYS ALTER CONSTRUCT

**Total Estimated Value:**  (No decimals)  
**Total Square Footage:**  (No decimals)  
**Tenant Unit Number:**   
**Tenant Name:** Lindsay Deere

**Notes: Enter detailed Description of Work**

I hereby certify that all requests are approved by me as the design professional of record and I hereby certify that all drawings and documents will be submitted for plan review and approval only.

i. \_\_\_\_\_

8. Enter the appropriate information in the fields to provide business contact information. At a minimum, the **Contact 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. Check the **“I will submit plans electronically”** button.

Complete the following information.

**Address:** 4701 W RUSSELL RD  
**Parcel:** 162-31-101-004  
**Land ID #:** 13435  
**Name:** COUNTY OF CLARK(ADMINISTRATIVE)  
**General Location:**

Please enter the contact information:

\* **Contact Name:** John Doe  
**Address:** 123 First St  
 Las Vegas, NV

**Zip:** 89118

**Home Phone:** (702) 123 4567  
**Work Phone:** (702) 123 4567  
**Fax#:** () () ()  
**Mobile Phone:** () () ()

\* **E-mail:** JohnDoe@myemail.com

I will submit plans electronically

\* denotes required field

a. \_\_\_\_\_

9. Fire Department does not currently require structure information. Click **Continue** at this step

PERMITS, PLANS AND INSPECTIONS

**Structure Information**

HOME

SELECT PERMIT

SCHEDULE/CANCEL INSPECTIONS

SUBMIT APPLICATION

CONTRACTOR LOGIN

CONTRACTOR SETUP

FORGOT PIN?

EMAIL US

CORRECTION LETTERS

Complete the following information.

**Address:** 575 E FLAMINGO RD  
**Parcel:** 162-22-104-002  
**Land ID #:** 18274  
**Name:** COUNTY OF CLARK(FIRE DEPT)  
**General Location:**  
You are required to upload electronic plans.

Structure Description:

a.

10. Confirm all information entered is correct, then click **Submit**

Please confirm that the following information is correct. If you need to change something, select the "Cancel" button. Otherwise, select "Submit" to submit your application.

**Address:** 4701 W RUSSELL RD  
**Parcel:** 162-31-101-004  
**Land ID #:** 13435  
**Name:** COUNTY OF CLARK(ADMINISTRATIVE)  
**General Location:**

**Application Type:** RESIDENTIAL-SFD-NEW  
**Total Estimated Value:**  
**Total Square Footage:**  
**Tenant Number / Name:** /  
**Notes:** Special Note: building with grading

ONLINE

**Contact Name:** JOHN DOE  
**Contact Address:** 123 FIRST ST. , LAS VEGAS, NV. , 89118  
**Home Phone:** (702) 123-4567  
**Work Phone:** (702) 123-4567  
**Fax#:**  
**Mobile Phone:**  
**Email Address:** JOHNDOE@MYEMAIL.COM

**Structure Description:**

Structure Information:

Description	Value
B-TORTOISE PREV.GRADED	Y
B-WATER SOURCE	LV VALLEY WTR
B-WELL DRILLERS REPORT	N
B-SEWER SOURCE	CC WATER REC.
B-APC DUST PERMIT	N
B-LIVING AREA SQ.FT. EST.	2000
B-GARAGE SQ.FT. EST.	700
B-NUMBER OF FIREPLACES	1
B-CODE YEAR	2006

a.

11. 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, 8 am – 4 pm.

Please print out and retain the following information for your records. Upon acceptance of your application, you will receive an email.

**Address:** 4701 W RUSSELL RD  
**Parcel:** 162-31-101-004  
**Land ID #:** 13435  
**Name:** COUNTY OF CLARK(ADMINISTRATIVE)  
**General Location:**

Your application number is: 09 - 00025140  
Your PIN # for this application is: 2780710260

You will soon receive an email with instructions on how to upload your electronic plans.

Permit Type Code	Fee Code	Description	Fee Amount
------------------	----------	-------------	------------

The standard fee for RESIDENTIAL-SFD-NEW is \$0.00

To speed up the final step of the application process, bring this information with you when you submit your plans and arrange for payment.

a.

# Electronic Plan Submission

**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**

- CCFD 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.
- *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. Standard Plan File Naming Standards**

- The sheet number must be preceded by the plan model number. Sheet numbers do not need to be sequentially numbered. For the Cover Sheet and Index Sheet, place a leading 0 as part of the Sheet ID for sorting purposes.
- Example model filename: 1701A001.dwf

Discipline Content	Model Name	Sheet ID	Sheet Number	Example File Names
Cover Sheet	(master sheet)	OCS	001	OCS001
Index Sheet	(master sheet)	OIS	001-999	OIS001
Architectural	1701	A	001-999	1701A001
Architectural Details		AD	001-999	AD001
Interior Design		ID	001-999	ID001
Electrical	1701	E	001-999	1701E001
Mechanical	1701	M	001-999	1701M001
Gas/Plumbing	1701	P	001-999	1701P001
Structural	1701	S	001-999	1701S001
Structural Details		SD	001-999	SD001
Footprint	1701	FP	001-999	FP001
Landscape		LP	001-999	LP001

**3. Custom SFR Plan File Naming Standards**

- The Sheet Number must be preceded by the Plan Number. For the Cover Sheet and Index Sheet, place a leading 0 as part of the Sheet ID for sorting purposes.
- Example filename: A001.pdf

Discipline Content	Sheet ID	Sheet Number	Example File Names
Cover Sheet	OCS	001	OCS001
Index Sheet	OIS	001-999	OIS001
Architectural	A	001-999	A001
Interior Design	ID	001-999	ID001
Electrical	E	001-999	E001
Mechanical	M	001-999	M001
Gas/Plumbing	P	001-999	P001
Structural	S	001-999	S001

Landscape	LP	001-999	LP001
Civil	C	001-999	C001
Alternate Method	AM	001-999	AM001
Footprint	FP	001-999	FP001

4. **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 purposes.
- b. Example filename: A001.pdf

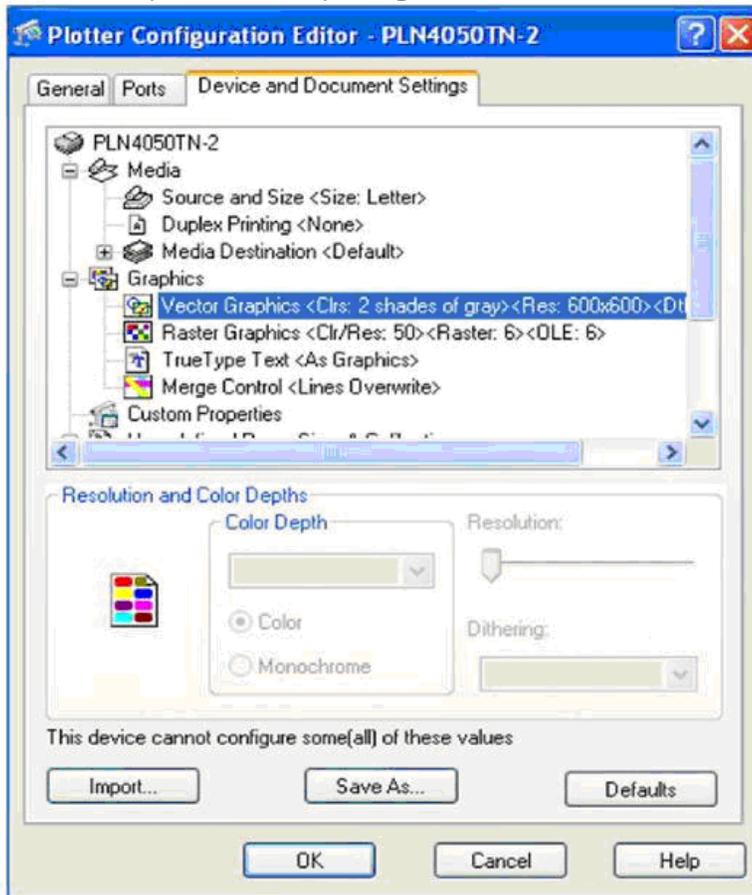
Discipline Content	Sheet ID	Sheet Number	Example File Names
Alternate Method	AM	001-999	AM001
Architectural	A	001-999	A001
Civil	C	001-999	C001
Cover Sheet	OCS	001	OCS001
Electrical	E	001-999	E001
Fire Alarm	FA	001-999	FA001
Flammable Combustible	FC	001-999	FC001
Footprint	FP	001-999	FP001
Gas/Plumbing	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
Life Safety Package & Master Egress	LSP	001-999	LSP001
Mechanical	M	001-999	M001
Smoke Control	SC	001-999	SC001
Sprinkler	SP	001-999	SP001
Structural	S	001-999	S001

5. **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.
      - a. Dimensions: 2" width x 2" height.
  - ii. **All Drawing Files**
    - 1. The top right corner of all drawings must be reserved for the Clark County electronic stamp.
      - a. Dimensions: 2" width x 2" height.
  - iii. 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.

6. **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.



i.  
7. **Electronic Stamps and Signature**

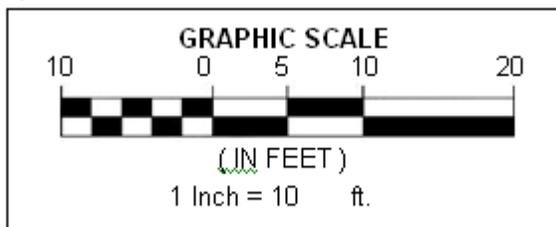
- a. All files must be electronically stamped with signature per Nevada Statutes and Nevada Administrative Code. There are specific provisions for electronic signatures within the Rules and Regulations. Architects and Engineers are responsible to meet the rules if applicable.
- b. Electronic stamps and 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.

8. **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.
- f. The Electronic Permit folder will contain your permit once your plan has been approved.

9. **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.



10. **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.

11. **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

# Uploading Plan Drawings and Documents

## 1. ePlan Review Invitation

- When your online permit application is approved, an ePlan Review invitation will be sent to your e-mail address.
- The e-mail will contain your login information and information about the project, including a link to the project.
- 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

- Prior to logging into the ProjectDox application, the following actions must be completed:
  - 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).
  - 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.
- To sign in, enter your e-mail address and temporary password and click the "Login" button

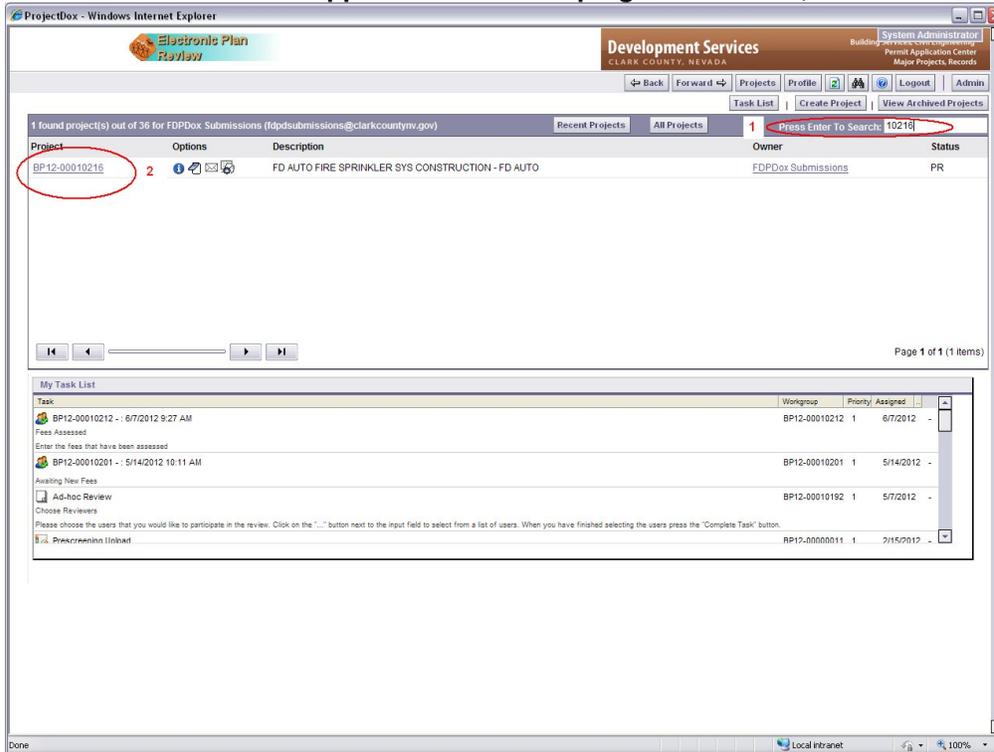
- Enter your new password and personal account information, click on the "Save" button to save your profile.

## 3. Existing Users

- 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**



- Click the “Drawings” folder to upload your plan drawings or the “Documents” folder to upload other project documents. Follow the prompts for uploading your plans and documents.
- Click the “Upload Files” button

No files currently exist in Drawings.

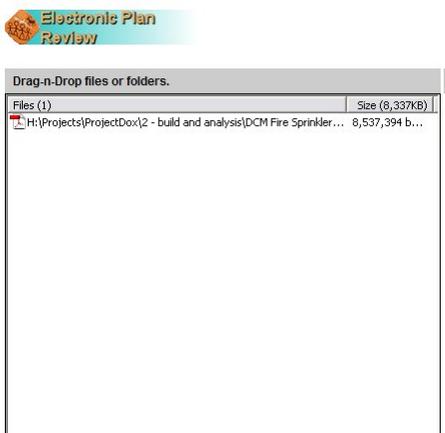
To upload files into this folder

- Click the Upload button below
- Follow the instructions in the ActiveX 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.

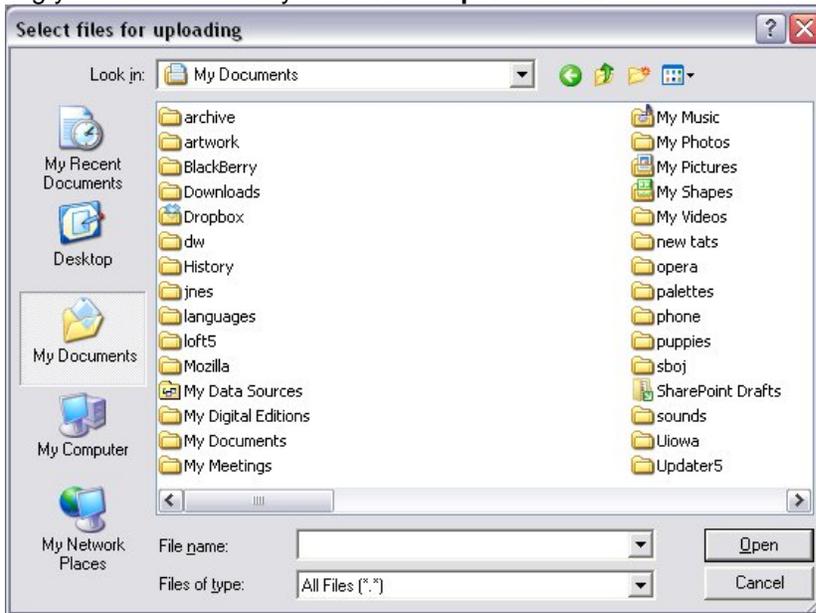
[View Folders](#) [Upload Files](#)

- Click the “Select Files” button and browse to the location of the plans and documents to be uploaded.



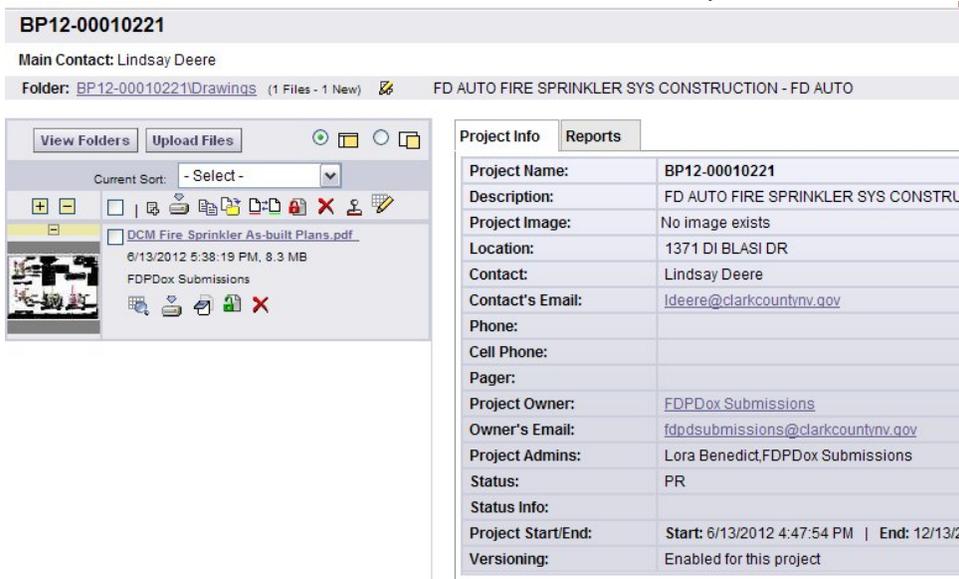
- [Select Files](#) [Select Folders](#) [Upload URL](#) | [Upload How](#)

5. Select the file location on your computer. Select or highlight the files you want to upload; multiple files can be selected by using your Shift or Ctrl keys. Click the “Open” button.



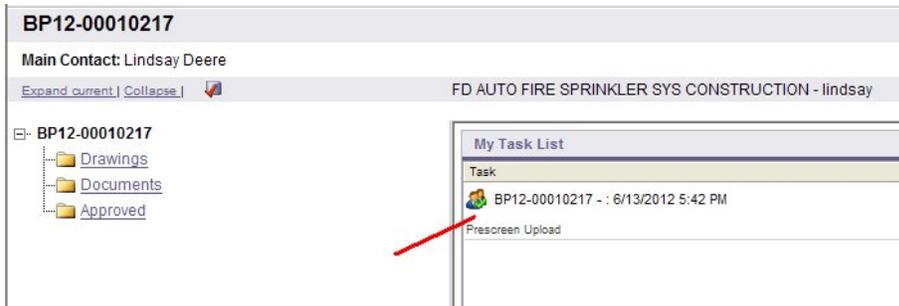
a.

6. Click the **Upload Now** button. The files will be copied to the upload window. Click on the “Close” button to close out of the “file upload complete” dialog box.
7. 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.



a.

8. **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.**
9. Next, click on the “Task List” button in the project view and select the “Prescreening Upload” task in the “My Task List” section.



a.

10. This will launch the eForm for you to fill out.
  - a. The Application Information Section must be filled out as completely as possible. Highlighted fields are required.

Fire Review - Windows Internet Explorer

### Application Information (New Submittal – System or OTHER FIRE PERMIT)

Please fill out the below Application Information.  
 \$75 minimum application fee is due at time of submittal - \$160 minimum if "Expedite" is selected.  
 Fee is payable in exact cash, check/money order (drawn from US bank – payable to CCFD) or FD escrow account only.

Do you have an Escrow Account to use with this Application: No

CCFD Code Enforcement Case Number (if applicable):

Building Department Permit Number (if applicable):

#### Permit Information

Plan Review Requested: Standard

Municipal Project/Property: Yes

Major Project/Property Name:  
*(i.e.: Name of development, building, project or other identifying information)*

Sub-Project/Property Location:  
*(i.e.: Name of business, shop, project or other identifying information within Major Property)*

#### Applicant Information

Submitting Company Name:

Mailing Address:

Bldg-Suite #:

City, State, Country, Zip Code:

Company E-Mail Address:

Company Phone #: Office

Company Fax #:

Applicant Phone # and Ext.:

Applicant Fax #:

Applicant E-Mail Address:

Applicant Name and Title:

i.

11. Once you have filled in the Application Information, "I have uploaded documents and/or drawings. I am Ready to Submit." box and click the "Complete" button at the bottom of the form.

### Applicant Notification

Do NOT check the box below until you have uploaded documents and drawings AND Filled out the Application Information section. If you do check this box without uploading the files you will need to re-apply.

I have uploaded documents and/or drawings. I am Ready to Submit.

Complete Task    Save for Later    Print Form

a.

12. You may logout after your session is complete.



# Prescreening

Allow at least 8-business hours after you receive your application number (Submittals are reviewed during normal business hours, Monday-Friday, 8 am – 4 pm. Submittals after business hours will be reviewed the next business day.)

- **Application Needs Corrections:**

- If there are questions or missing items from your submittal, you will receive a “**Application Did Not Meet Pre-Screening Requirements**” e-mail. It will display the items on your submittal that need to be corrected. You will be allowed to re-upload your plans (if needed) and/or update your application form. Review the email carefully to see what was missing from your first submittal. *Example Email:*



**Please do not reply to this email. This message is automatically generated.**

The Application/Permit Request BP12-000LMD did not meet the Clark County Fire Department’s initial pre-screening application requirements.

Please review the requirements below, then login to ProjectDox to address the application issues. After you complete this task, your application will be reviewed for approval.

<b>Application Rejection Comments:</b>	correct the items below
Please Correct	Applicant not listed as an authorized user for escrow account.
Please Correct	Application information does not match plan information.
Please Correct	Plans were not uploaded with submittal.
Please Correct	Plans did not use appropriate naming standards.
Please Correct	First page of plan did not have a 2x2” space at top right corner for CCFD electronic stamp. Customer is responsible for fixing the first page and verifying ALL pages have the empty space for the stamp.

Submissions Email:	<a href="mailto:fdpdsmissions@clarkcountynv.gov">fdpdsmissions@clarkcountynv.gov</a>
<a href="#">E-Plan Login Link</a>	

- 
- **Accepted Submittal:**

- Once you have met all submittal requirements, you will receive either:
  - A “**Fees Due**” e-mail with instructions on coming to Fire Station 18 to pay your application fees;



**Please do not reply to this email. This message is automatically generated.**

The Application/Permit Request BP12-000LMD has met the pre-screening requirements, yet fees are currently due. Fees must be paid to the Clark County Fire Department, Station 18 office, located at 575 E Flamingo Rd, Las Vegas, NV 89119 prior to a formal review of your submittal.

Business Hours are **Monday - Friday, 8 am – 4 pm.**

**To retrieve the amount currently due, please visit [Construction Services Online](#), enter your application/permit number BP12-000LMD, then click [View Application Fees](#).**

Please print this notification to accompany your cash (exact amount only), check, or money order payment, payable to CCFD.

Once the payment has been processed, plans will be reviewed by the Fire Department. You will receive a notification if plan corrections are required, or if additional information is requested. If your payment is not received within 30 business days of this notice, your project will be withdrawn from the system.

Submissions Email:	<a href="mailto:fdpdsmissions@clarkcountynv.gov">fdpdsmissions@clarkcountynv.gov</a>
<a href="#">E-Plan Login Link</a>	

- Or if you have an escrow account, you will receive an emailed **receipt** of fees paid via escrow, in addition to an **Application Accepted** notification.



**Please do not reply to this email. This message is automatically generated.**

Payment has been processed by Clark County Fire Department for the Application/Permit: BP12-000LMD. Your payment history to date is below.

Payment Date	Payment Amount	Paid Via	Escrow/Check# (If Applicable)	Receipt Number
7/25/2012	\$37.50	Cash		123456

Submission's Email: [fdpdsubmissions@clarkcountynv.gov](mailto:fdpdsubmissions@clarkcountynv.gov)



**Please do not reply to this email. This message is automatically generated.**

The Application/Permit Request BP12-000LMD has been accepted and plan review will begin shortly. ProjectDox will notify you of next steps via email notification.

Submissions Email: [fdpdsubmissions@clarkcountynv.gov](mailto:fdpdsubmissions@clarkcountynv.gov)  
[E-Plan Login Link](#)



# Corrections Requested

1. You will receive an e-mail notification **"Corrections Requested"** requesting corrected/revised documents if your plan submittal required corrections.



**Please do not reply to this email. This message is automatically generated.**

The Application/Permit Request FD14-00000477 has been reviewed, and corrections are needed.

Please review the Plans Checker's comments below, then login to ProjectDox to review the correction requests and markups, re-upload your corrected plans, and complete your e-form task.

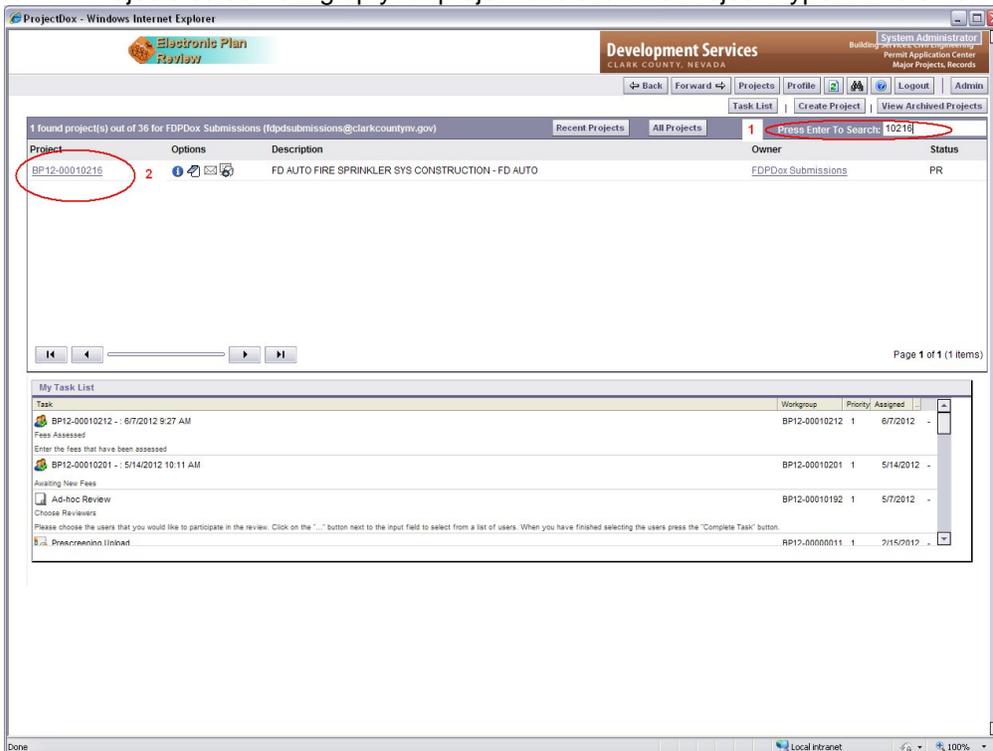
<b>Plans Checker Correction Comments:</b>	
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To Retrieve your Correction Report, Re-Upload, and Complete Corrections Requested Task:

1. Log in to ProjectDox.
2. In the main Projects screen bring up your project and click the Project Hyperlink to enter the project folders view
3. Click on the **Reports** tab
4. Click the Current Project – ePlan Review Corrections Report - Markups report
5. **You can now review each markup added on your project**, with reference to page number (file name), as well as the markup text. The View Markup takes the user directly to the plan where all changemarks can be reviewed.
6. **Correct the requested drawings/documents, then re-upload the file(s)**. 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.
7. Verify all plans and documents that have markups have been corrected.
8. When your corrected drawing(s) has/have been successfully uploaded, click on **"Corrections Requested"** task to open the e-form and go to the "Corrected Document Upload" section to complete your task.

Submissions Email:	<a href="mailto:fdpdsubmissions@clarkcountynv.gov">fdpdsubmissions@clarkcountynv.gov</a>
	<a href="#">E-Plan Login Link</a>

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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



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4. Click on the **Reports** tab

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5. Click the Current Project – ePlan Review Corrections Report - Markups report

Name:	Description:
<a href="#">Current Project - ePlan Review Correction Report</a>	ePlan Review Correction Report
<a href="#">Current Project - ePlan Review Correction Report - Markups</a>	ePlan Review Correction Report (View Markup)

a.

6. **You can now review each markup added on your project**, with reference to page number (file name), as well as the markup text. The View Markup takes the user directly to the plan where all changemarks can be reviewed. The report may also be downloaded via the “**Download Report Data**” button.

**Current Project - ePlan Review Correction Report - Markups**

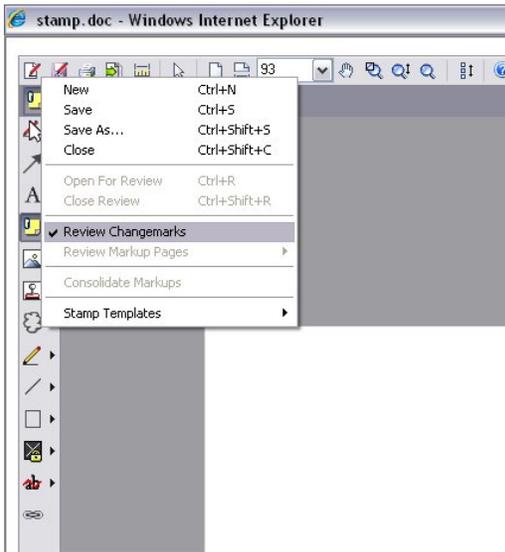
*ePlan Review Correction Report (View Markup)*

Project Name	Markup Date	File Name	Discipline	Action	Markup Title	Markup Text
BP12-000LMD	7/19/2012 1:32:07 PM	FA002.pdf	LMD01	<a href="#">View Markup</a>	FD01	Changemarktext.
BP12-000LMD	7/18/2012 9:30:44 AM	A002.0.pdf	LMD01	<a href="#">View Markup</a>	FD01	Please refer guideline XX
BP12-000LMD	7/18/2012 9:30:44 AM	A002.0.pdf	LMD01	<a href="#">View Markup</a>	FD02	Please correct the bedroo
BP12-000LMD	7/17/2012 8:31:35 AM	FA001.pdf	LMD01	<a href="#">View Markup</a>	FD01	Please fix according to gu
BP12-000LMD	7/17/2012 8:31:35 AM	FA001.pdf	LMD01	<a href="#">View Markup</a>	FD02	Changemark text.

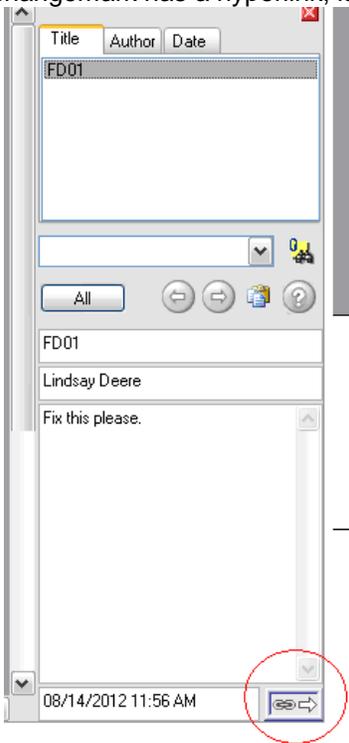
Navigation controls: Previous, Home, Next, End

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7. The plan will launch in iMarkup. In the top left corner, click the Markup button and make sure Review Changemarks is ON.



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8. The changemarks panel will open on the right hand side. You can toggle between the changemarks and view their text. If a changemark has a hyperlink, it will display an arrow with a hyperlink symbol in the bottom right.



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9. Copying Changemarks  
a. 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)



10. Correct the requested drawings, then reupload the file(s). 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. You do not need to rename any files – **keep the original titles of the files!**
11. Verify all plans and documents that have markups have been corrected.
12. When your corrected drawing(s) has/have been successfully uploaded, click on “Corrections Requested” task to open the e-form and go to the “Corrected Document Upload” section.

**Corrected Document Upload (Applicant)**

**Instructions:**

1. Review the Comments and Markups provided by the Plan Reviewer.
2. Upload your **REVISED** drawings into the “Drawings” folder, using the **SAME** file name as you used before so the drawings will be versioned by ePlan Review.
3. Click the **“Complete Task”** button. This will notify the Submissions that your revised drawings have been uploaded into the Project.

**Note:** To exit this form and before completing all of the steps, click the “Close Form” button. This will leave this as a Task on your Task List.

**Would you like to expedite your Corrections Review?**

I have uploaded the corrected drawings into the “Drawings” folder, using the SAME file name as the original documents.

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13. You have the option to request an expedite review on your correction submittal (choose your option on the drop down)
14. Check the box to confirm you have uploaded your correction drawings and/or documents and click Complete Task.
15. Your corrections will be submitted for another review. If you selected to expedite your corrections, fees will be assessed and must be paid prior to review.

## Additional Information Requested

1. You will receive an e-mail notification **“Additional Information Requested”** by the Plans Checker regarding your plan submittal. The email will contain the comments from the Plans Checker that need to be addressed.




**Please do not reply to this email. This message is automatically generated.**

The Application/Permit Request FD LINDSAY DEVELOPMENT has been reviewed, and additional information is needed.

Please review the Plans Checker’s comments below, then login to ProjectDox to respond. Use the Applicant Additional Information Response section of the eform to log your comments, then complete your task.

<b>Plans Checker Comments:</b>	please fix this stuff
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Submissions Email: [fdpdsubmissions@clarkcountynv.gov](mailto:fdpdsubmissions@clarkcountynv.gov)  
[E-Plan Login Link](#)

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2. Log in to ProjectDox and in the task list click on the **“Additional Information Requested”** task
3. **Scroll to the** Additional Information Response (Applicant to Fill Out if Needed) section. Respond to the plans checker in the box provided, then click complete task.



## Approved Plans, Documents, and Permit

- Once your plans have been approved and all fees are paid, you will receive an e-mail notification “**Applicant Approved Documents**”.



Please do not reply to this email. This message is automatically generated.

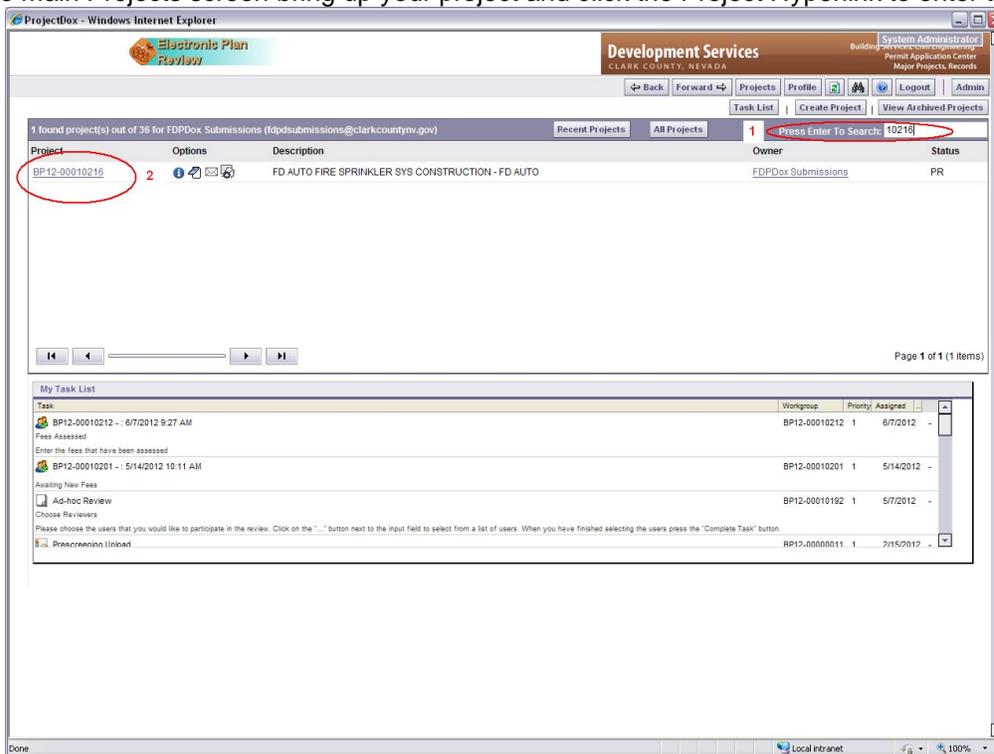
The Application/Permit Request BP12-000LMD has been approved. You may now login to ProjectDox and retrieve your electronic permit and approved drawings. You will need to schedule your inspection online at [Construction Services Online](#).

NOTE: Clark County Fire Department requires approved plans to be on site. **Print out your approved plans** and have them available on site at the time of your inspection.

If you need more information regarding inspection scheduling, please visit the [Fire Prevention](#) webpage.

Submissions Email:	<a href="mailto:fdpds submissions@clarkcountynv.gov">fdpds submissions@clarkcountynv.gov</a>
<a href="#">E-Plan Login Link</a>	

- Log in to ProjectDox.
- In the main Projects screen bring up your project and click the Project Hyperlink to enter the project folders view



- Navigate to the **Electronic Permit** folder. Download your electronic permit.
- 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 [Permits@ClarkCountyNV.gov](mailto:Permits@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 Construction Services Online to apply for a new application number electronically.