



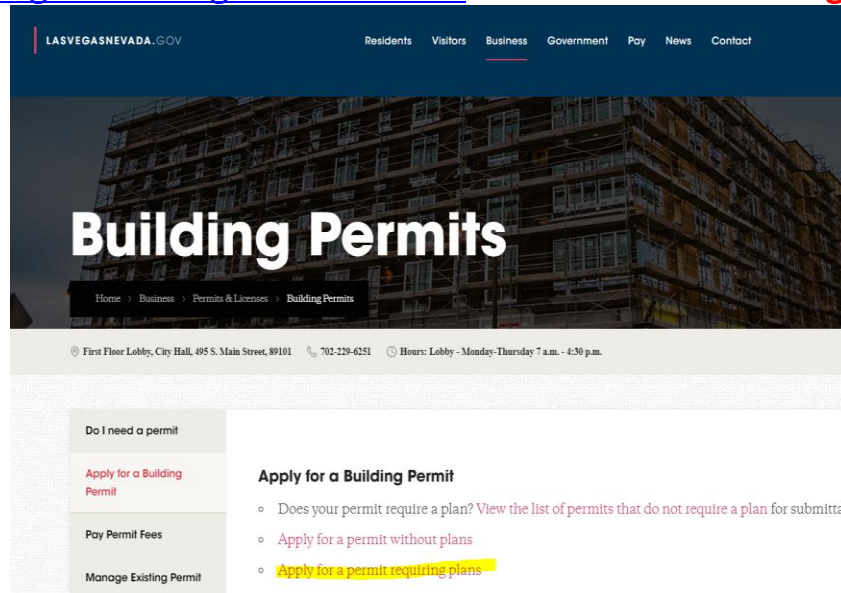
HOW TO APPLY FOR PERMITS WITH PLANS

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251 Fax: (702) 382-1240

If at any time you need assistance, please call 702-229-6251 and press -0-

1. START AT OUR WEBSITE: LASVEGASNEVADA.GOV/DASHBOARD or click on this link: <https://www.lasvegasnevada.gov/Dashboard> - **You MUST use Google Chrome**



Click on "Apply for a permit requiring plans"



2. Sign up for an account and be sure to validate your email using Google Chrome. Once you have done that, you are able to start applying for permits after you sign in to your account.

Welcome to the Citizen Portal

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

- Building Permit
- Offsite Permit
- Zoning Application
- Business Licensing

Sign in to your account

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

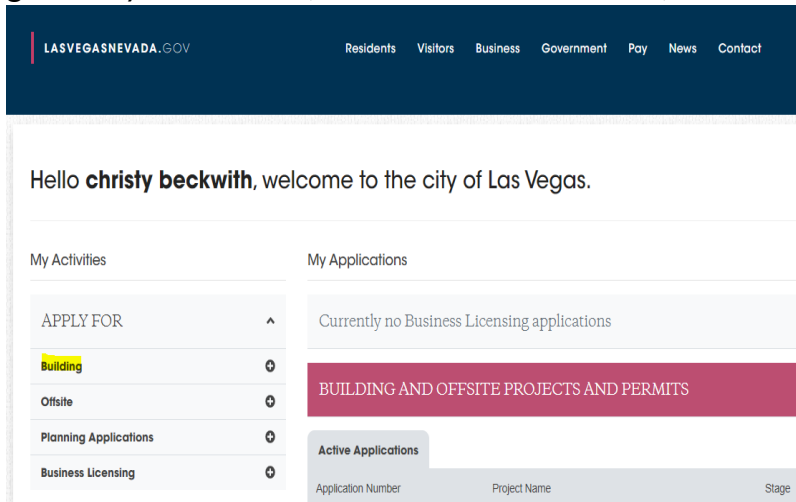
Sign In

Create account

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

Register A New Account

3. After you sign-in to your account, on the left of the screen, select “Building”

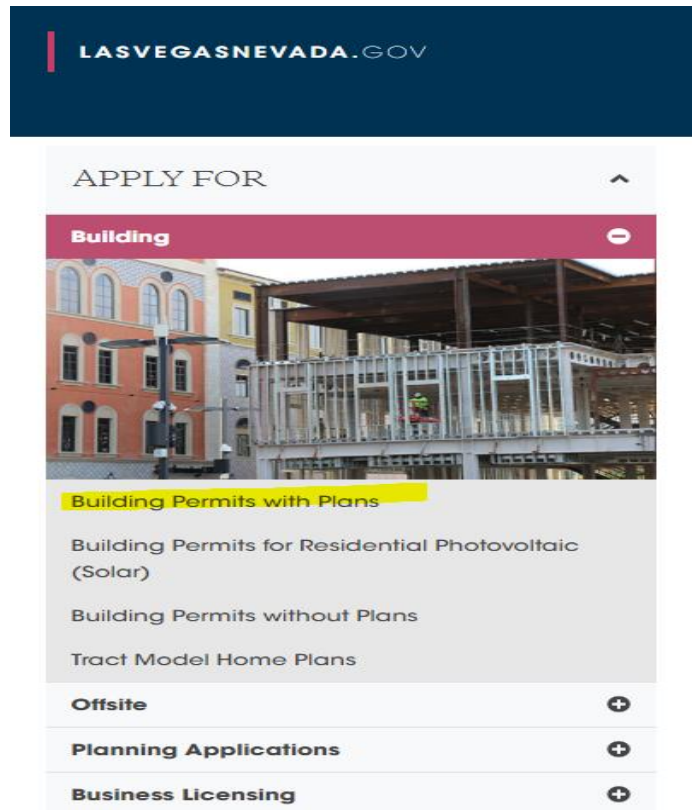


Before starting the online Permit process, please ensure that you have downloaded the appropriate Building Permit Application form and saved it on your computer.

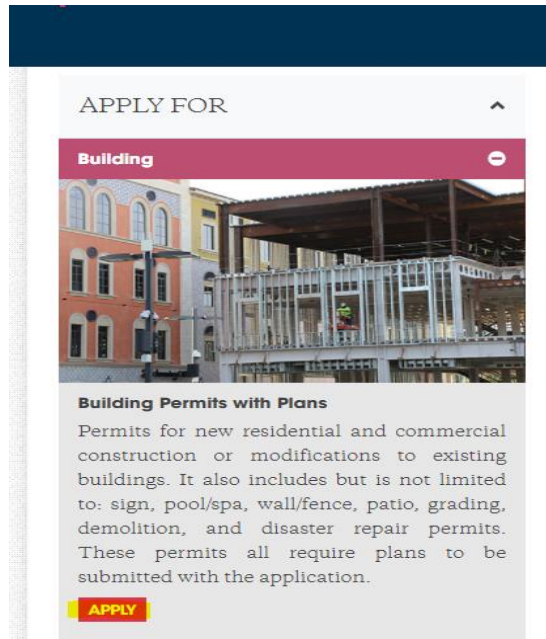
All applications can be found here:

<https://www.lasvegasnevada.gov/Government/Departments/Building-Safety/Building-Safety-Resources>

4. Next, select “Building Permits with Plans”



5. Next select “Apply”



6. You are now ready to apply for your permit online!

Enter the address (the number and the street name must be entered in different fields. Do not enter anything in the middle field “Direction” as it may hinder the search).

7. Click verify address and if you have entered it correctly and it is in the City of Las Vegas jurisdiction it will find the address and you then click select and continue.

8. Now complete the required fields in the Application Form.

9. Upload the completed Application Form and all applicable plans for your permit and **N/A** all areas that are not applicable to your permit.

Upload Your Plans

Upload your plans using the plan type list below. If the plan type isn't relevant to your project, please select N/A. Large files may take longer for the upload to be completed. Only one file may be uploaded for each discipline. Do not include characters other than letters, numbers, and periods in the file name.

Please note that all files will be scanned for viruses.

- 1 Application Form (Required)
Please upload Application Form

Click the Browse button to upload a file or drag and drop a file here

Allowed file type: **.pdf** , Maximum allowable size: **100 MB**
Files cannot have special characters in the name or the file will not be accepted by the system
- 2 Architecture Plan
Please upload Architecture Plan

Click the Browse button to upload a file or drag and drop a file here N/A

Allowed file type: **.pdf** , Maximum allowable size: **500 MB**
Files cannot have special characters in the name or the file will not be accepted by the system
- 3 Structural Plan
Please upload Structural Plan

Click the Browse button to upload a file or drag and drop a file here N/A

Allowed file type: **.pdf** , Maximum allowable size: **500 MB**
Files cannot have special characters in the name or the file will not be accepted by the system

10.

Lastly, you will pay \$55 Admin fee for your permit to enter the review queue. You will be notified via email as to the status of your permit.