

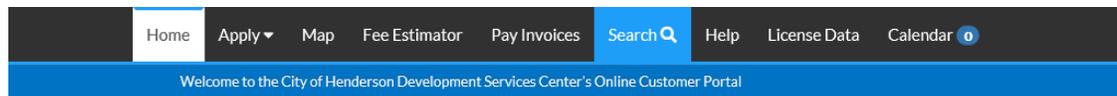


ONLINE APPLICATION SUBMITTAL PROCESS – DSC ONLINE

GENERAL: This is a temporary process for the submittal of online permit applications through our customer portal, DSC Online.

INSTRUCTIONS: To apply for a building or fire permit online, please follow the steps below:

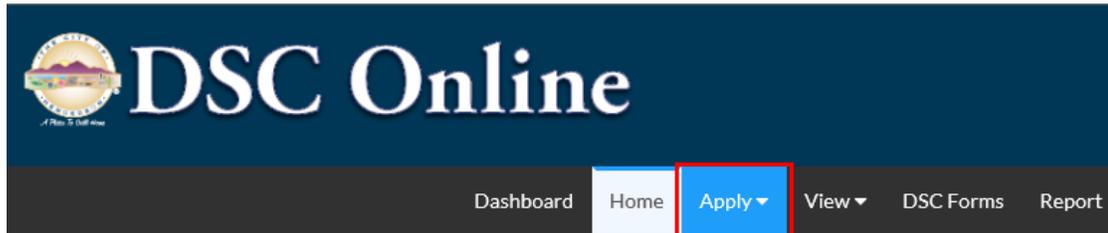
- 1) Visit the DSC Online website at <http://dsconline.cityofhenderson.com>.
 - a. To login:
 - i. Click on the **Login or Register** button from the home menu.



City of Henderson Development Services Center

 <p>Login or Register Login to an existing or create a new account. You can also find help if you forgot your login information.</p>	 <p>Search Public Records This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.</p>	 <p>Apply This tool can be used to apply for a permit, plan or license.</p>
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- ii. Login using your account credentials.
 - iii. If you need to register for a new account, please follow the directions on page two (2) of our [DSC Online Instruction Guide](#).
 - b. Once logged in, click on the **Apply** dropdown from the top menu and select **All** to display all options.

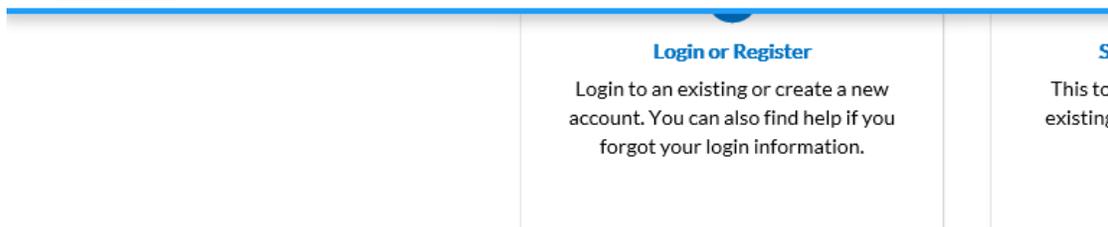


PERMITS

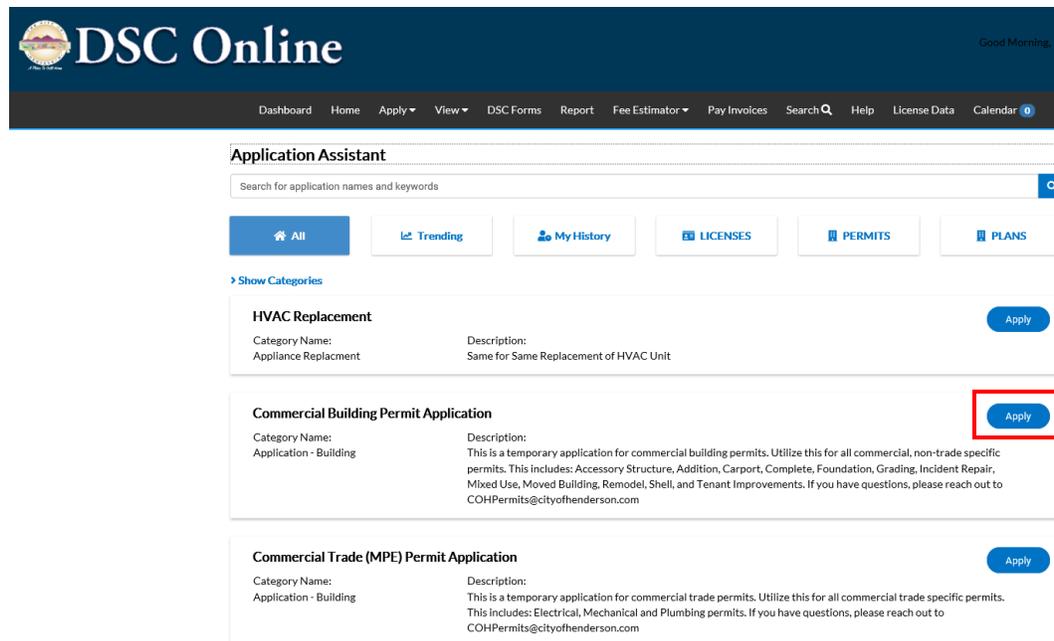
- > Commercial Building Permit Application
- > Commercial Trade (MPE) Permit Application
- > Miscellaneous Building Permit Application
- > Multi-Family Building Permit Application
- > Residential Building Permit Application
- > All (15)

PLANS

- > Telecommunications Facility Use Agreement
- > All (1)

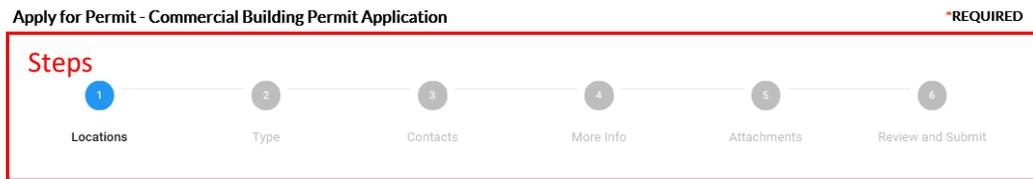


i. Select the appropriate permit type by clicking on the **Apply** button to the right of the listing.



1. Please make sure to read the **Description** of each item to ensure you are applying for the right permit.

- ii. Once you have opened the application, pay attention to the headers on each **Step** for important information and directions.



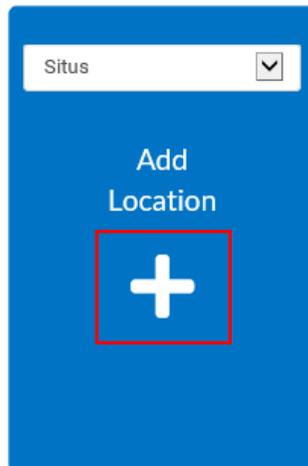
LOCATIONS

Please select the address (if applicable) of the site location where work is to be completed. [Instructions](#)

- iii. In **Step 1 – Locations**, you will add a **Location** by clicking on the plus (+) icon in the blue box.

LOCATIONS

Please select the address (if applicable) of the site location where work is to be completed.



1. You may search by either Parcel or Address. Make your selection and enter the information into the search box.



Add Location

Address Parcel

Add Address As

Address Information

Search

- 2. Select **Add** next to the address you wish to add to the Application.

Address Information

Search

Address	Action
2240 WATERTON RIVERS DR. HENDERSON, NV 89044	<input type="button" value="Add"/>
240 S WATER ST. HENDERSON, NV 89015	<input type="button" value="Add"/>
240 S WATER ST. 105 HENDERSON, NV 89015	<input type="button" value="Add"/>
240 S WATER ST. 205 HENDERSON, NV 89015	<input type="button" value="Add"/>
303 S WATER ST. 240 HENDERSON, NV 89015	<input type="button" value="Add"/>

Results per page 1 - 5 of 5 << < 1 > >>

- a. **Note:** Suite/Unit/Building numbers are listed after the address. e.g. The third option displayed above shows a suite number of 105.
- 3. When you have finished adding the address, select **Next** on the bottom right of the screen.
 - a. **Note:** Most case types only have one address.



Apply for Permit - Commercial Building Permit Application

REQUIRED



LOCATIONS

Please select the address (if applicable) of the site location where work is to be completed.

<p>Type: Situs 240 S WATER ST, HENDERSON, NV., 89015</p> <p>Main Address <input checked="" type="checkbox"/></p> <p>Parcel Number 17918810130</p> <p>Main Parcel <input checked="" type="checkbox"/></p> <p>Remove</p>	<p>Situs <input type="text"/></p> <p>Add Location</p> <p>+</p>
--	--

[Save Draft](#) [Next](#)

- iv. In the **Type** step, you will need to enter in the description of the permit. e.g. **Smith Residence – Pool and Spa**. Click **Next** to continue to the next **Step**.

Apply for Permit - Commercial Building Permit Application

REQUIRED



PERMIT DETAILS

Please type the business or project name followed by the permit type. (Ex: ABC Company - Commercial Addition)

Permit Type

Description

[Back](#) [Save Draft](#) [Next](#)

- v. On **Step 3 – Contacts**, you will need to add the **Contact(s)** associated with the Permit.
 1. Click the plus (+) icon to add a contact to the permit.
 - a. The contact type is indicated by the heading or by the dropdown.



Apply for Permit - Commercial Building Permit Application

REQUIRED



CONTACTS

Please select the primary contact for this application. Add other contact types if available.

Back

Save Draft

Next

- b. Certain contact types have requirements. For instance, if listing a Contractor of any type, they must have a Business License and a [Nevada State Contractors License](#) in order to be added.
 - c. One or more contact types may be required.
2. After clicking the plus (+) icon, a search window will appear. Type the Company Name or Email in the box and click **Search**.

Search My Favorites

Search

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
				City of Henderson Contractor Test		<input type="button" value="Add"/>

- a. **Note:** You can only search for a Business/Company from this search. To add a contact that is not a company, they must be in your favorites. Adding contacts to your favorites is strongly encouraged. For detailed instructions on this process, please reference page 11 of our [DSC Online Instruction Guide](#).
 - i. To add a Company or Contact from your Favorites, select **My Favorites**.

- ii. You can add a company to your favorites by selecting the **Star** icon in the left column.

Search My Favorites

Search city of henderson contractor test

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
				City of Henderson Contractor Test		

3. Select the contact to add to the case by clicking the **Add** button next to the appropriate contact.

Search My Favorites

Search city of henderson contractor test

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
				City of Henderson Contractor Test		

4. When you have added all contacts to your case, click **Next** in the bottom right corner.

- vi. **Step 4 More Info** will require you to enter in information regarding your scope of work. Complete the required fields and then click **Next** to continue to the next **Step**.

Apply for Permit - Commercial Building Permit Application *REQUIRED



MORE INFO

Please provide a detailed scope of work and contact information in the fields below. Comments field below will be updated as your application is processed.

Permit Application

[Top](#) | [Main Menu](#)

*Describe detailed scope and work to complete:

Describe detailed scope and work to complete: is required.

Comments

Contact Info Details			
Name	Telephone Number	Email Address	
			 

1. **Note:** Please list all contacts for this permit in the **Contact Info Details** box.
- a. Click on the **Pencil** icon to add each contact's information.

- i. After entering in their information, click **Save**.
- b. To add additional contacts, click on the **+ Add Row** button at the top of the box.
- vii. In **Step 5 – Attachments**, you will upload the applicable **Attachments** for your permit in PDF format.
 1. To add an **Attachment**, click the plus (+) icon and upload the file, or drag the file from your computer folder into the blue box.

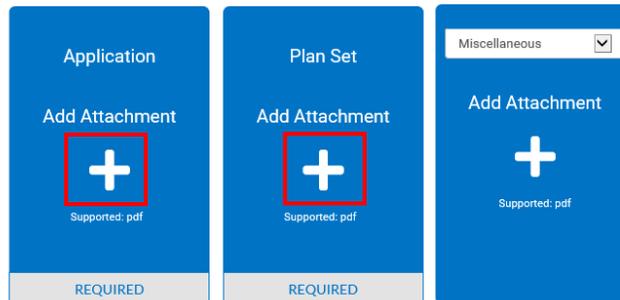
Apply for Permit - Commercial Building Permit Application

REQUIRED



Attachments

Please upload a completed application and all required documents based on the permit you are applying for. These additional documents should be uploaded under the Miscellaneous attachment option. Please refer to the applicable checklist on our website for document requirements: <https://www.cityofhenderson.com/community-development/development-process/checklists-handouts> If you have any questions, please contact Permits at COHpermits@cityofhenderson.com. When uploading the required documents, please use the following format for file names: Application - Address (Ex: Application - 240 S. Water St)



Back

Save Draft

Next

- a. **Note:** It is important to note the attachment requirements and naming convention listed above the attachment boxes.

Attachments

Please upload a completed application and all required documents based on the permit you are applying for. These additional documents should be uploaded under the Miscellaneous attachment option. Please refer to the applicable checklist on our website for document requirements: <https://www.cityofhenderson.com/community-development/development-process/checklists-handouts> If you have any questions, please contact Permits at COHpermits@cityofhenderson.com. When uploading the required documents, please use the following format for file names: Application - Address (Ex: Application - 240 S. Water St)

- b. All attachments marked **REQUIRED** must be uploaded before clicking **Next**.
 - i. If you need to download an application form, please click [here](#).
 - ii. If you need to review the list of required documents for permit type you are applying for, please refer to the appropriate [checklists](#).
- c. If you have additional documents to upload, you can select the document type **Miscellaneous** from the dropdown and click the plus (+) icon to attach it.



Apply for Permit - Commercial Building Permit Application

REQUIRED



Attachments

Please upload a completed application and all required documents based on the permit you are applying for. These additional documents should be uploaded under the Miscellaneous attachment option. Please refer to the applicable checklist on our website for document requirements: <https://www.cityofhenderson.com/community-development/development-process/checklists-handouts> If you have any questions, please contact Permits at COHpermits@cityofhenderson.com. When uploading the required documents, please use the following format for file names: Application - Address (Ex: Application - 240 S. Water St)

Back

Save Draft

Next

2. Once all attachments have been added, click **Next** to proceed.
- viii. On the final step, **Step 6 – Review and Submit**, you will review all information you provided and the attachments before submitting.

Apply for Permit - Commercial Building Permit Application

REQUIRED



Submit

Locations

Situs	240 S WATER ST, HENDERSON, NV., 89015
Parcel Number	17918810130

Basic Info

Type	Commercial Building Permit Application
Description	ABC Company - Commercial Addition
Applied Date	03/18/2020

Contacts

Applicant	Ashley Watson 240 Water , Henderson, NV., 89015
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1. If you need to make any edits to this information, please click the **Back** button at the bottom left side of the page before clicking **Submit**.

More Info

Permit Application [Top | Main Menu](#)

Describe detailed scope and work to complete: This is a test. List detailed scope of work here.

Comments

Contact Info

Name	Telephone Number	Email Address
Test Contact 1	702-222-3333	abc@abc.com
Test Contact 2	702-222-3333	abc2@abc.com

Attachments

Application	APPLICATION - 123 ANYWHERE ST.pdf
Plan Set	PLAN SET - 123 ANYWHERE ST.pdf

[Back](#) [Save Draft](#) [Submit](#)

2. When you have verified all information is correct, click **Submit** in the lower right corner.

More Info

Permit Application [Top | Main Menu](#)

Describe detailed scope and work to complete: This is a test. List detailed scope of work here.

Comments

Contact Info

Name	Telephone Number	Email Address
Test Contact 1	702-222-3333	abc@abc.com
Test Contact 2	702-222-3333	abc2@abc.com

Attachments

Application	APPLICATION - 123 ANYWHERE ST.pdf
Plan Set	PLAN SET - 123 ANYWHERE ST.pdf

[Back](#) [Save Draft](#) [Submit](#)

- ix. The system will take a few seconds to process the application. Once completed, you will see a confirmation screen. Your application has been submitted and will go through an intake process with our Permits staff.

✔ **Your permit was successfully created!**

[Continue to permit](#)

Fees

\$0.00

[View Details](#) [Add to Cart](#)

1. **Note:** This application **will not** serve as the actual permit. This is **only** an application. Once the Permits staff conducts a completeness check of your application and all documents, they will create the permit and email you a permit number.
 - a. Once the permit is created, you will be able to track the status on DSC Online. Please see page 25 of the [DSC Online Instruction Guide](#) for directions on checking the status.

00 - EPLAN Process for new permits. FIRE Permits

The City of Henderson has enabled online submittal services while we are closed for COVID-19 Please follow this guide to apply for a permit.

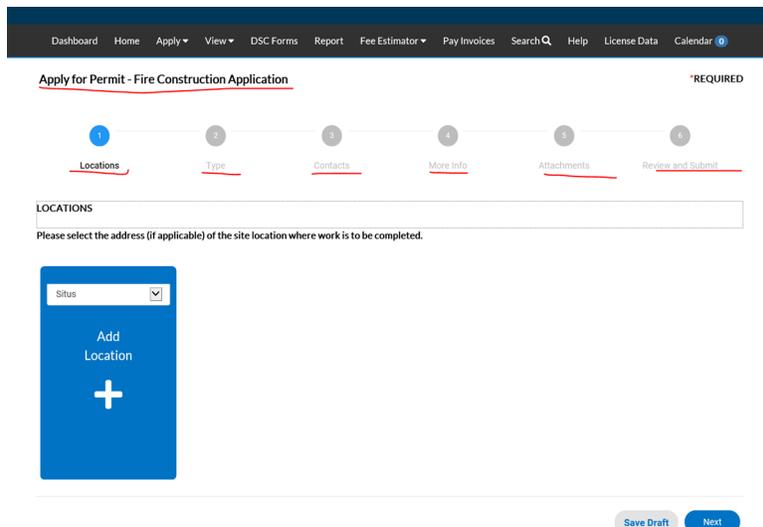
NOTE: This is a temporary process and is subject to change. We appreciate your patience as we work to accommodate your requests. Feel free to email [Help DSC ONLINE](#) or fireplan@cityofhenderson.com

Click this link and login to your CSS account. [DSC ONLINE](#) (Monitoring and Kitchen Hood systems have their own permit types and have been available for a while now.)

- 1) For "ALL" other Fire Permit types, you will click the Fire Construction Application link and follow the prompts.
- 2) **IMPORTANT INFO – Same as with a paper application etc.. you will need to do this for "EACH" permit.**
 - a. **If you have a Fire sprinkler submittal with 4 systems and a fire pump you will need to do this step 5 times.**

Fire Construction Application Category Name: Application - Fire	Description: This is a temporary application for Fire New Construction permits. Utilize this for all Access Gate, Alarm System, Battery System, Blasting, Compressed Gas System, Cryogenic Fluid System, Emergency Radio, Heliport, High Pile Storage, Industrial Oven, LP Gas System, Medical Gas System, Misc Equipment, Pipeline/Tank, Refrigeration System, Smoke Control, Spray Booth, Spraying/Dipping, and Suppression/Extinguishing System installations (unless specific permit types are available). If you have questions, please reach out to COHPermits@cityofhenderson.com or Fire Plans Check at 702-267-3630.	Apply
Fire Operational (Renewable) Permit Application Category Name: Application - Fire	Description: This is a temporary application for Fire Operational permits. Utilize this for all Operational permit applications including: Central Station, Private Hydrant, Smoke Control, Suppression, and Hazardous Material Annual permits. If you have questions, please reach out to COHPermits@cityofhenderson.com or Fire Plans Check at 702-267-3630.	Apply
Monitoring Installation Category Name: Fire Construction	Description: Monitoring Installation	Apply
Wet Chemical or Kitchen Hood Category Name: Fire Construction	Description: Wet Chemical or Kitchen Hood	Apply

Click "Fire Construction Application" – Then click add location (This is the Permit address)



After you have entered the permit address the Permit Type is next. (This is the type of permit you are trying to pull, Commercial Fire Sprinklers, Fire Alarm, Fire Alarm TI, etc...)

Dashboard Home Apply View DSC Forms Report Fee Estimator Pay Invoices Search Help License Data Calendar

Apply for Permit - Fire Construction Application *REQUIRED

Progress: 1. Locations (checked), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, 6. Review and Submit

PERMIT DETAILS

Please type the business or project name followed by the permit type. (Ex: ABC Company - Suppression System)

* Permit Type: Fire Construction Application

Description: Applying for a Commercial Fire Sprinkler TI

Back Save Draft Next

You will need to add an additional contact even if same contact.

Dashboard Home Apply View DSC Forms Report Fee Estimator Pay Invoices Search Help License Data Calendar

Apply for Permit - Fire Construction Application *REQUIRED

Progress: 1. Locations (checked), 2. Type (checked), 3. Contacts (active), 4. More Info, 5. Attachments, 6. Review and Submit

CONTACTS

Please select the primary contact for this application. Add other contact types if available.

Applicant

[Redacted Name]

VEGAS, NV, 89122

Contact

[Redacted Name]

[Redacted Address]

[Redacted Phone]

Remove

Agreement Signatory

Add Contact

+

Back Save Draft Next

Next you will Fill in as much information as possible in the description portion here, actual permit type, detailed scope of work, special instructions, additional info etc....) Add Contact info here on the submitter(Who to contact with questions on the application, etc...)

Dashboard Home Apply View DSC Forms Report Fee Estimator Pay Invoices Search Help License Data Calendar

Apply for Permit - Fire Construction Application *REQUIRED

Locations Type Contacts **More Info** Attachments Review and Submit

MORE INFO

Please provide a detailed scope of work and contact information in the fields below. Comments field below will be updated as your application is processed.

Permit Application | Top | Main Menu

***Describe detailed scope and work to complete:**

Comments

Contact Info Details + Add Row		
Name	Telephone Number	Email Address
DT	702-267-3600	misc ✎ 🗑

Back Save Draft Next

Next screen you will add your application w/ supplemental information, plans (1-file), Hydraulic Calcs (1) file, Equipment submittal (1) file, etc....

Dashboard Home Apply View DSC Forms Report Fee Estimator Pay Invoices Search Help License Data Calendar

Apply for Permit - Fire Construction Application *REQUIRED

Locations Type Contacts More Info **Attachments** Review and Submit

Attachments

Please attach the Fire Permit Application and all necessary documents found in the checklist for your permit type found here:
<https://www.cityofhenderson.com/development-services-center/plan-submittal-checklists>

Application

Add Attachment

+

Supported: pdf

REQUIRED

Plan Set

Add Attachment

+

Supported: pdf

REQUIRED

Application

Add Attachment

+

Supported: pdf

REQUIRED

Back Save Draft Next

Then review and submit your application and other information.

Please follow the below guide for naming your files, formatting, and assembly to help complete your review as quick as possible.

Note:

- 1) Maintaining the file naming is crucial to making sure we get the reviews done timely & without confusion.
 - a. NICET Signed plan. File naming ([permit number]_Plan_v?)
 - b. Flow Test Information (If applicable) File naming ([permit number]_Flow Test_v?)
 - c. Hydraulic Calculations (If applicable), if more than (1) calculation a single file for all calcs. File naming ([permit number]_Hydraulic Calc_v?)
 - d. Equipment, if more than (1) item can be (1) file (Heads, Valves, Piping, Etc...) (If applicable) File naming ([permit number]_Equipment_v?)
 - e. Previously approved plan. File naming ([permit number]_Approved_Plan_v?)
 - f. Or if responding to comments, File naming ([permit number]_Redline_Plan_v1 and the new would be v2 etc...) "Note if there are multiple permits in your file name list the lowest one, however in the body of the email list all permit numbers"

HELPFUL TIPS:

- 1) This guide is meant to help assist you in getting ready for the City of Henderson's E-PLAN pilot program and is subject to change. However if you have any questions regarding this process please contact [David Cross](#) or another Fire Plans Examiner @ 702-267-3630 or fireeplan@cityofhenderson.com
- 2) Make sure you flatten any mark-ups you have made to the actual PDF's.
- 3) Run the reduce file size function in BLUEBEAM or ADOBE. (This helps with file rendering issues)
- 4) **If the files are not properly formatted, named, or the information is not filled out properly it will delay your request and your request may be returned to be redone.**
- 5) Once the plans are approved and records uploads them you will be able to download directly from the [DSC Online portal](#) by logging in and going to the attachments portion of the permit. Questions or issues with the CSS Portal contact them here [DSC Online Help](#)