

# DSC Online

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Welcome to the City of Henderson Development Services Center's Online Customer Portal

## City of Henderson Development Services Center



### Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.



### Search Public Records

This tool can be used to search for existing permits, plans, inspections, and licenses.



### Apply

This tool can be used to apply for a permit.



### Help

Click here for guides and instructions.



### Pay Invoice

Use this tool to pay for individual invoices.



### Map

Explore the map to see the activity occurring in your neighborhood.

## Customer Self-Service Portal Instructional Guides





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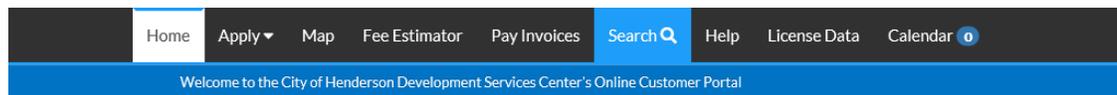
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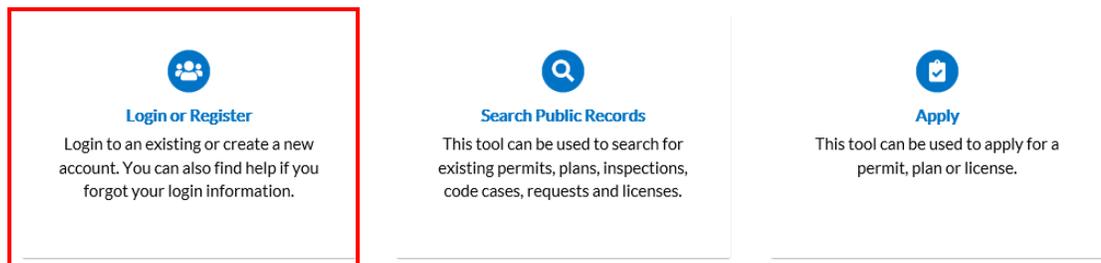
## DSC ONLINE: LOGIN, RESET A PASSWORD, AND CREATE A NEW ACCOUNT

**INSTRUCTIONS:** To login to an existing account, reset your password or create a new account, 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



- ii. Enter your **Email Address** and **Password** in the fields provided.
        1. If you do not have an **Email Address/Password** already registered with DSC Online, skip to Step C below.
      - iii. Mark the **Remember Me** checkbox to have the system remember your login credentials on this computer.
        1. **Note:** This is **not** recommended on a shared computer.
      - iv. Click **Log In**.
        1. If you have forgotten your password or want to change your existing password, continue on Step B below.
    - b. If you forgot your password or need to change your password:
      - i. On the **Login or Register** page, click **Forgot your password?**

**Log In**

\* **Email Address**

\* **Password**

**Remember Me**



- ii. The page will be redirected to a **Forgot Password** screen.
    1. Type your email address into the **Email** field.
    2. Click **Submit**.
  - iii. An email will be sent to the address that was provided from DSCOnline@cityofhenderson.com.
    1. Make sure to check your spam or junk box, in case the message was filtered.
  - iv. Open the email and click **Reset**.
    1. You will be redirected to a DSC Online page where a new password can be entered and confirmed.
- c. To create a new account:
- i. On the **Login or Register** page, click **Register**

### Log In

\* **Email Address**

\* **Password**

**Remember Me**

Log In

Register

[Forgot your password?](#)  
[Switch jurisdiction?](#)

- ii. Enter your email address in the **Email** field and click **Next**.
  1. You will be sent a confirmation email.
  2. Click **Confirm** in the email.
    - a. This will open the registration page for DSC Online.
- iii. Select **Register** on the landing page.

## Registration

### Step 2 of 3: Email Address

Your e-mail address is your username.

**Email** dsconlinesupport@cityofhenderson.com

Back

Register

- iv. Fill out the personal information fields.



1. Note: Red asterisk ( \* ) indicates a required field.
- v. When finished select **Submit**.
  1. This will activate your username and allow you to login.
- vi. Please click **Log In** on the confirmation page and enter in your username and password.



**Thank you for registering**

Thank you for registering for an account. Your account is now active and ready to be used.



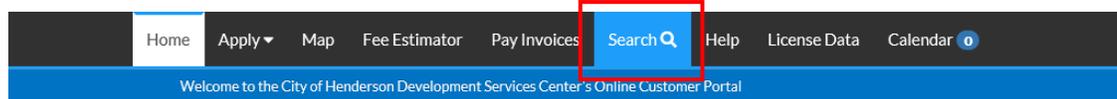


## DSC ONLINE: SEARCHING ONLINE RECORDS

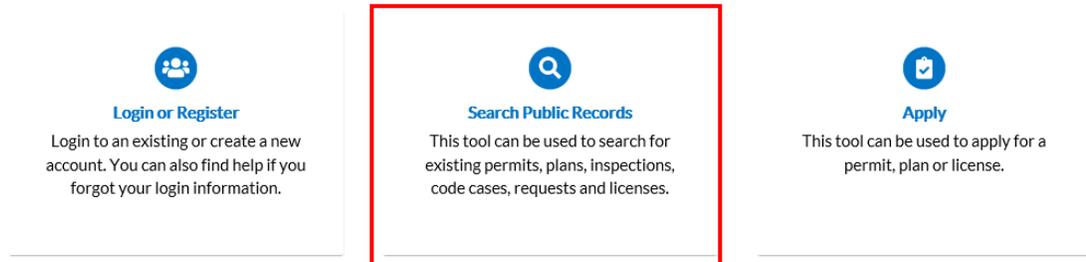
**INSTRUCTIONS:** To search for public records, please follow the steps below:

**\*Note:** A login/account is not required to search for a public record found on DSC Online.

- 1) Visit the DSC Online website at <http://dsconline.cityofhenderson.com>.
  - a. Click on the **Search** tab in the top menu bar or click the **Search Public Records** button on the homepage.

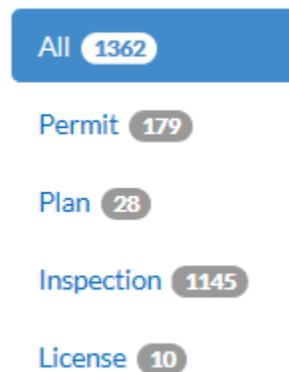


### City of Henderson Development Services Center



- b. Select an option from the **Search** dropdown menu: All, Permit, Plan, Inspection, or License.
  - i. **All**
    1. Searching by **All** allows you to search for a list of results by **Keyword**.
      - a. This searches all fields for instances that match the word or words you type.
    2. Checking the **Exact Match** box limits the search to only results that match exactly what is typed.
    3. Select **Search** to execute the search.
    4. You can filter the results by clicking on an option in the **Filter Results** menu on the left side of the screen.

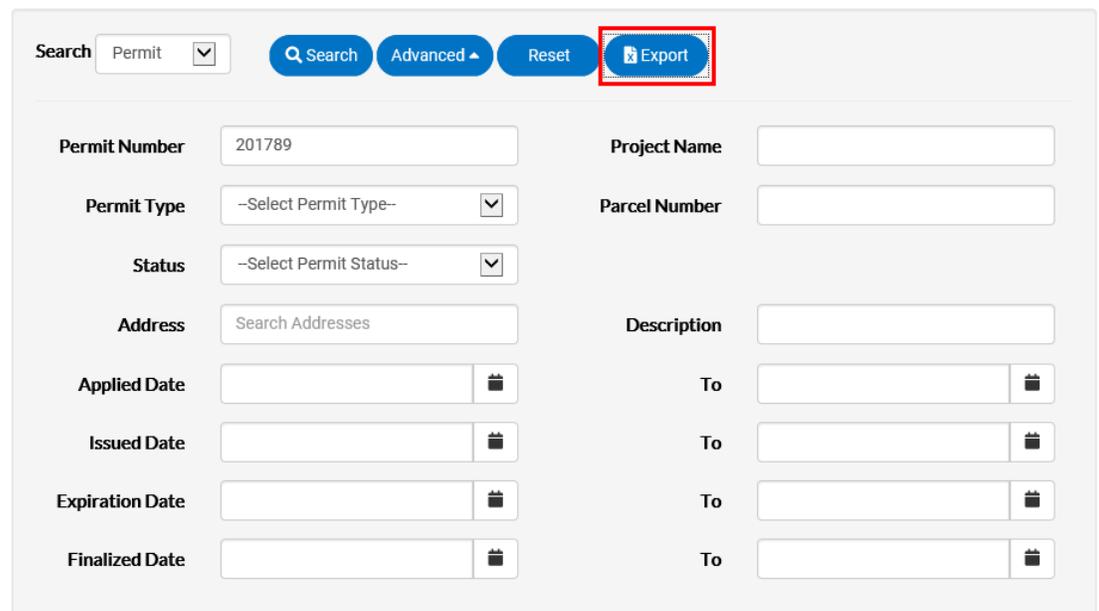
#### Filter Results



- ii. **Permit/Plan/Inspection/License**
  1. Searching these fields allows you to narrow your search with specifics.

- a. **Not all fields are necessary.**
- b. Less information entered will return more results.
2. Type or enter the details for your search and click **Search**.
  - a. All text search fields are treated as wild card searches.
    - i. Ex: 240 in the **Address** field will return
      1. Street addresses like 240, 2400, 24000, etc.
      2. Suite numbers like 240, 2400, 24000, etc.
3. Once a search is completed, you may export your search results as a CSV file by clicking the **Export** button.

#### Public Information

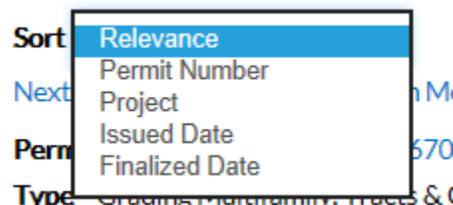


The screenshot shows a search interface with the following elements:

- Search:** A dropdown menu set to "Permit".
- Buttons:** "Search", "Advanced", "Reset", and "Export" (highlighted with a red box).
- Form Fields:**
  - Permit Number: 201789
  - Permit Type: --Select Permit Type--
  - Status: --Select Permit Status--
  - Address: Search Addresses
  - Applied Date: [ ] [Calendar icon]
  - Issued Date: [ ] [Calendar icon]
  - Expiration Date: [ ] [Calendar icon]
  - Finalized Date: [ ] [Calendar icon]
  - Project Name: [ ]
  - Parcel Number: [ ]
  - Description: [ ]
  - To: [ ] [Calendar icon] (repeated for Applied, Issued, Expiration, and Finalized dates)

Found 6,378 results

- a. In the window that appears, name your file by typing in the box.
- b. Select either **Export First 1000 Results default** or **Export Current View**.
  - i. **Current View** allows you to export using whatever sort or page you are looking at.
  - ii. Note that only the first 1,000 results will save.
- c. Click **Open** or **Save As** to open or save your file to your computer.
4. You can sort the results by clicking on an option in the **Sort** dropdown menu above the search results.



5. To open a record, select the hyperlinked **Permit Number/Plan Number/Inspection Number/License Number**.



**Permit Number** [PCOH2017898930](#)

**Type** PW - City Facilities - City Facility

**Project Name**

**Status** Done

**Main Parcel** 17814211006

**Address** 130 CASSIA WAY Unit: 100 HENDERSON NV 89014

**Description** CASSIA WAY STRIPING PROJECT

**Applied Date** 08/29/2017

**Issued Date** 08/30/2017

**Expiration Date** 08/30/2018

**Finalized Date** 01/03/2018

- a. This will pop-up in a new window.
6. Once in the record, you can navigate through the tabs to view information regarding that record.

Permit Number: PCOH2017898930

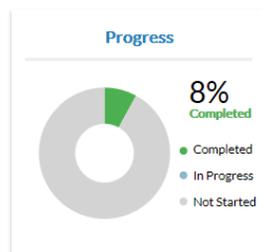
[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

**Type:** City Facility

**Status:** Done

**Project Name:**

- [Summary](#)
- [Locations](#)
- [Fees](#)
- [Reviews](#)
- [Inspections](#)
- [Attachments](#)
- [Contacts](#)
- [Sub-Records](#)
- [Holds](#)
- [Meetings](#)
- [More Info](#)



7. If you want to return to your search results, click on the previous window in your web browser.
8. If you want to return to the homepage, click the **Home** tab in the top menu bar.

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Permit Number: PCOH2017898930

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

**Type:** City Facility

**Status:** Done

**Project Name:**

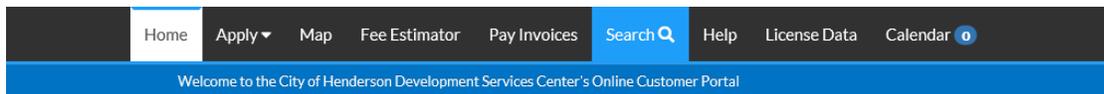
- [Summary](#)
- [Locations](#)
- [Fees](#)
- [Reviews](#)
- [Inspections](#)
- [Attachments](#)
- [Contacts](#)
- [Sub-Records](#)
- [Holds](#)
- [Meetings](#)
- [More Info](#)



## DSC ONLINE: PAY AN INVOICE

**INSTRUCTIONS:** To pay an open invoice(s) for Permit, Plan or Business License fees, please follow the steps below:  
**\*Note:** A login/account is not required to pay the balance of an invoice. If you do not want to register, skip to Step 2.

- 1) Visit the DSC Online website at <http://dsconline.cityofhenderson.com>, and click the **Login or Register** button on the homepage.



### City of Henderson Development Services Center



**Login or Register**

Login to an existing or create a new account. You can also find help if you forgot your login information.



**Search Public Records**

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



**Apply**

This tool can be used to apply for a permit, plan or license.

- a. Login using your account credentials.
  - i. Select **Dashboard** from the top menu.
  - ii. Midway down the page, you will see **My Invoices**.
    1. You have the options to view your individual invoice(s) and pay it or just pay the current and/or past due balance from the dashboard page by adding it to your cart.
  - iii. To view your invoice(s) prior to paying, select **View My Invoices**.
    1. This page will display a list of all invoices due.
    2. To filter, select Unpaid, Paid, or Voided in the top left corner.

**My Invoices**

Unpaid
Paid
Voided

Exact Match

Display: All Invoices Export
Sort: Amount Due

Invoice Number	Amount Due	Status	Case Number	Address	Select All <input type="checkbox"/>
COH00120769	\$322.64	Due	BSFD2019037558	1851 HILLPOINTE RD Unit: 3021 HENDERSON, NV 89074	<input type="checkbox"/>

Results per page: 10 1 - 1 of 1

<<
<
1
>
>>

Add To Cart

3. To open an invoice, click the hyperlinked **Invoice Number**.



Invoice Number	Amount Due	Status	Case Number	Address	Select All
COH00120769	\$322.64	Due	BSFD2019037558	1851 HILLPOINTE RD Unit: 3021 HENDERSON, NV 89074	<input type="checkbox"/>

Results per page 10 1 - 1 of 1 << < 1 > >>

- a. This will show the details of the Invoice by Fee Name and Amount Due.
- b. You can print a copy of the invoice by clicking on the **Printer Icon** in the top right corner while on the **Invoice Details** screen.

Invoice Number: COH00204261 

Invoice Status: Invoiced, Past Due      Invoice Date: 07/13/2020      Invoice Due Date: 07/13/2020  
 Invoice Total: \$71.45      Invoice Description: NONE

Primary Fees   Misc Fees   Payments   Attachments   Contacts

Primary Fees Sort: Fee Name ▾

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Gas Appliance -BIN	\$30.45	\$30.45	BOTH2020098965	Permit	
Travel & Documentation -BIN	\$41.00	\$41.00	BOTH2020098965	Permit	

4. To pay the Invoice, select **Add To Cart**.
5. After adding all applicable invoices to your cart, select **Check Out** to pay the amount.

Invoice: COH00120769      Description: NONE  
 Due Date: 06/17/2019      Billing Contact: Online Support, City of Henderson

Case Number	Project	Case Address	Amount Due
BSFD2019037558		1851 HILLPOINTE RD HENDERSON NV 89074	\$322.64

\$322.64  
  
[Top | Main Menu](#)

Total \$322.64  


6. Fill out the appropriate information for the cardholder, then click **Pay Now**.

Henderson, NV  
 Order Number: 21  
 Monday, June 17, 2019

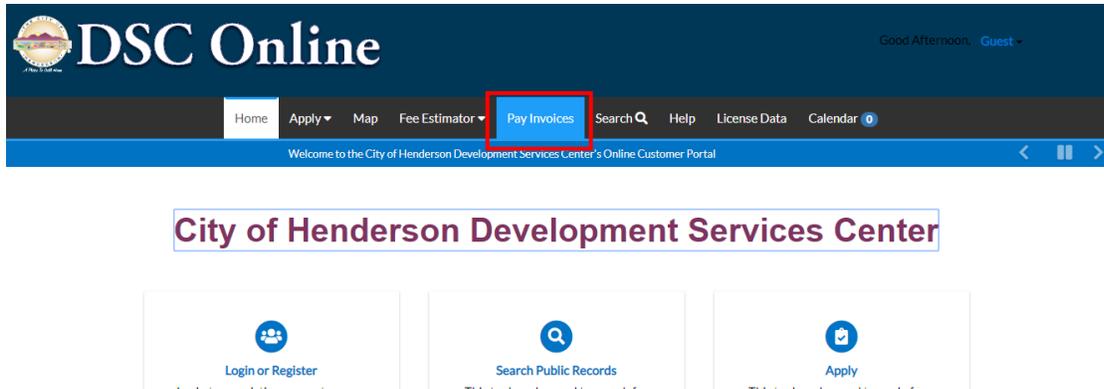
Invoice #	Item Description	Quantity	Unit Price	Total Price
COH00120769	NONE	1	\$322.64	\$322.64
Item Total:				\$322.64
Order Total:				\$322.64

**Payment Details** \*all fields are required

Cardholder Name <input type="text" value="Name on Card"/>	Billing Street <input type="text" value="240 S Water St"/>	Billing Zip Code <input type="text" value="89015"/>
Card Type <input type="text" value="Visa"/>	Card Number <input type="text" value="4111111111111111"/>	Expiration Date <input type="text" value="12- Dec"/>
CVV Code <input type="text" value="123"/>		

7. Click **Continue to Site**. This will return you to the payment confirmation page.
- iv. To pay the Invoice from the dashboard **without** viewing the invoice, click the **Add To Cart** button(s) next to the fee(s) you would like to pay.

1. Follow steps 5 through 7 above to complete the payment.
- 2) To pay an Invoice without logging in, visit the DSC Online website at <http://dsconline.cityofhenderson.com>, and select **Pay Invoices** in the menu bar at the top of the screen.



- a. On the page that appears, enter the entire invoice number in the **Invoice Search** field and click **Search**.

### Invoice Search



The screenshot shows the Invoice Search form. The text 'COH00120770' is entered into the search field. The 'Search' button, which includes a magnifying glass icon, is highlighted with a red box.

- i. **Note:** The invoice number must be an exact match to return results.
- b. Once the invoice pulls up, you can review the information and click **Pay Now** in the bottom right corner of the page.
- c. Fill out the appropriate information for the cardholder, then click **Pay Now**.

Henderson, NV  
Order Number: 22  
Monday, June 17, 2019

Invoice #	Item Description	Quantity	Unit Price	Total Price
COH00120770	NONE	1	\$300.00	\$300.00
			Item Total:	\$300.00
			Order Total:	\$300.00

#### Payment Details

\*all fields are required

Cardholder Name Name on Card	Billing Street 240 S Water St	Billing Zip Code 89015
Card Type Visa	Card Number 4111111111111111	Expiration Date 01 - Jan 2022
CVV Code 123	Email Address MyEmail@cityofhenderson.com	

**Pay Now - \$300.00**

- d. Click **Continue to Site**. This will return you to the payment confirmation page.

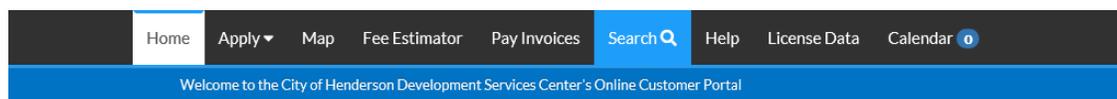


## DSC ONLINE: ADDING AND MANAGING FAVORITES

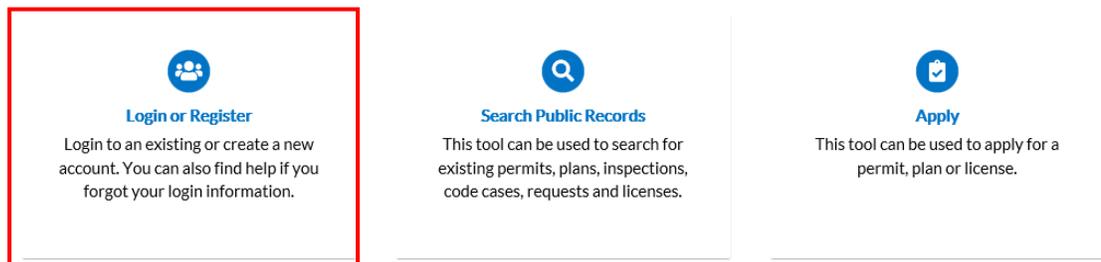
**INSTRUCTIONS:** Favorites can be used to quickly add a contact or company to a permit or plan. To add and/or edit your favorites, please follow the steps below:

**\*Note:** This is important, as Companies (Businesses) can be located when adding a permit; however, you cannot add a Contact (Individual) without them being saved in your favorites.

- 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.



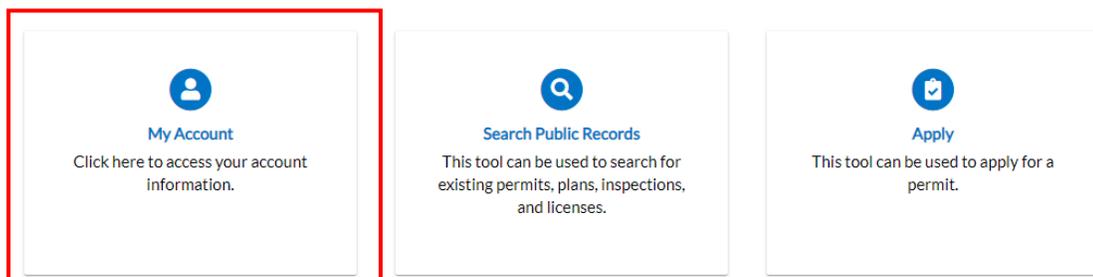
### City of Henderson Development Services Center



- ii. Login using your account credentials.
  - b. Click on the **Home** button in the top menu and select **My Account**.



### City of Henderson Development Services Center



- c. At the top of the window, click on the **My Favorites** tab.



## My Account

Personal Info

My Favorites

- d. Search for a contact (individual) or company (business) by typing the Name, Email, or Company Name in the search box and click **Search**.

### Contacts Search

Search:  Exact Match

Contact ID	First Name	Last Name	Company	Email	Select All
001095209	CITY OF	HENDERSON			<input type="checkbox"/>
ID-000031001			City of Henderson Contractor Test		<input checked="" type="checkbox"/>

- i. To select a contact from the list, check the **box** next to the appropriate contact in the far right, then scroll to the bottom and click **Add Selected**.
- Multiple contacts can be selected by checking more than one box.
- ii. If you were provided a **Contact ID** from someone, you can also search using that number here.
- In the search box, type the **Contact ID** exactly as given to you.
  - Check the **box** marked **Exact Match**.
  - Click **Search**.

### Contacts Search

Search:  Exact Match

Contact ID	First Name	Last Name	Company	Email	Select All
001095209	CITY OF	HENDERSON			<input type="checkbox"/>

Results per page: 10 | 1 - 1 of 1 | << < 1 > >>

- a. **Note:** The number searched matches the **Contact ID** number in the right-hand column. Some contacts have letters, symbols, and numbers. These need to be typed out exactly in the search. Ex: ID-000031001 as seen above.
- To select that contact, check the **box** next to the contact in the far right, then click **Add Selected**.
- iii. The contact(s) will now appear on the bottom of the page under the heading **Favorite Contacts**.



### Favorite Contacts

Contact ID	First Name	Last Name	Company	Email	Select All
ID-000031001			City of Henderson Contractor Test		<input type="checkbox"/>

Results per page 10 ▾ 1 - 1 of 1 << < 1 > >>

Remove Selected

- iv. To remove a contact, check the **box** next to the contact and click **Remove Selected** at the bottom of the page.

### Favorite Contacts

Contact ID	First Name	Last Name	Company	Email	Select All
001095209	CITY OF	HENDERSON			<input checked="" type="checkbox"/>

Results per page 10 ▾ 1 - 1 of 1 << < 1 > >>

Remove Selected

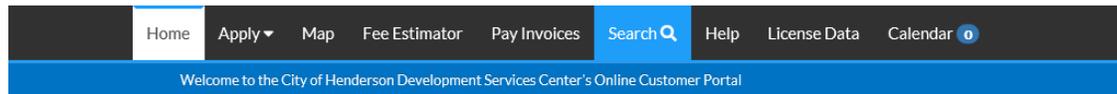


## DSC ONLINE: ESTIMATE FEES

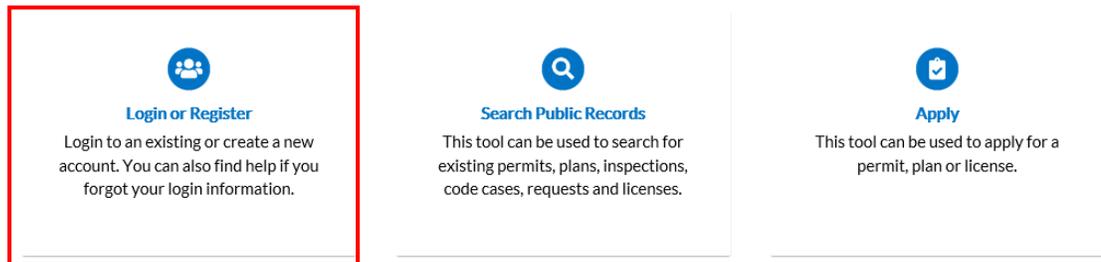
**INSTRUCTIONS:** To estimate fees for a Permit or Plan, please follow the steps below:

**\*Note:** A login/account is not required to pay the balance of an invoice. If you do not want to register, skip to **Step b.**

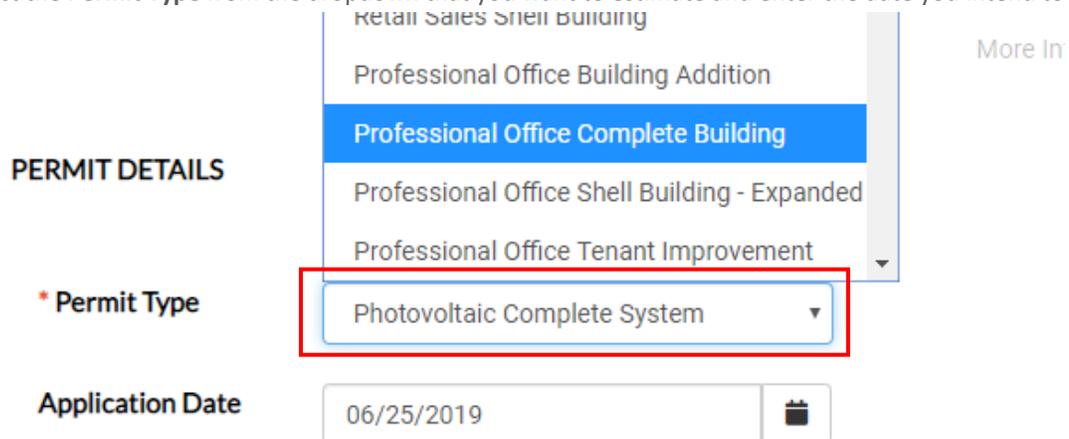
- 1) Visit the DSC Online website at <http://dsconline.cityofhenderson.com>.
  - a. To login:
    - i. Click on the **Login or Register** button from the home menu.



### City of Henderson Development Services Center



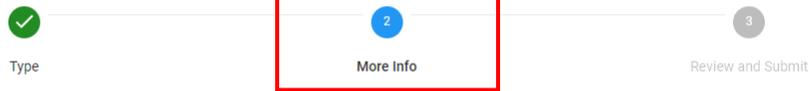
- ii. Login using your account credentials.
- b. Click on the **Fee Estimator** button from the top menu.
  - i. Select **Estimate Permit Fees**.
    1. **Note:** All DSC Fee Schedules are available for reference. If you cannot locate the permit type you want to estimate, the fee schedule will provide an accurate estimate.
- c. Select the **Permit Type** from the dropdown that you want to estimate and enter the date you intend to apply.



- d. Select Click **Next** in the bottom right corner.
  - e. Depending on the permit type, you may be asked to provide **More Info** on the next page. Look for indications on the page and fill out all applicable boxes.



### Estimate Permit Fees



#### MORE INFO

- i. When finished, click **Next** at the bottom of the page.
- f. The next page will display the **Estimated Fees** for the permit type and information you provided.

#### Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Photovoltaic System (per kWh) -BIN	\$2,336.00
Photovoltaic System (per kWh) -BPC	\$1,846.00

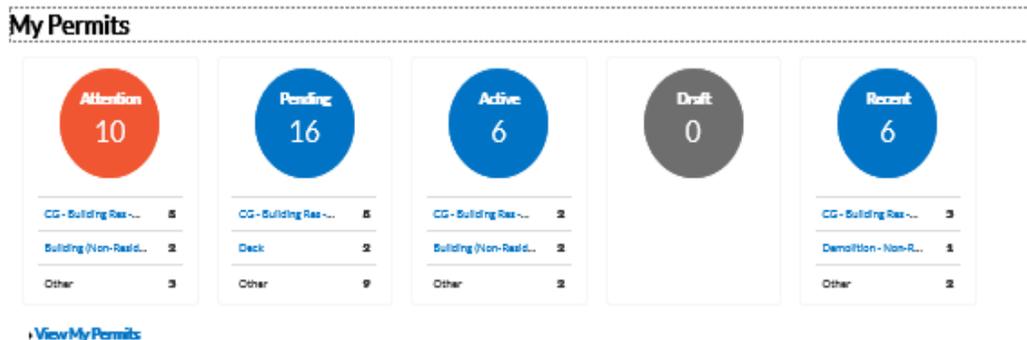
Total: \$4,182.00

- i. **Note:** The fees shown will not include location-based fees like Parks & Utilities. Also, there may be additional fees associated for services outside those normally provided.
- g. If you are logged-in (Step 1 above), and this is a permit that we accept online submissions for, you can select **Apply** at the bottom right to apply for the permit.
  - i. This will take you back over the information and prompt you for additional information required to complete the application process.

## DSC ONLINE: UTILIZING THE DASHBOARD

The DSC Online Dashboard provides the user the ability to see a visual representation of aggregated data. Users can view data for Permits, Plans, Inspections, Invoices and Licenses. The dashboard displays any information that is connected to the user.

### MY PERMITS



#### 1. Attention

- a. By clicking on the **Attention** status circle from the **Dashboard**, you will be provided a list of all permit numbers that have been applied for that have a status that may require attention.
  - i. There are various reasons a permit could be flagged for attention.
    1. Common reasons: Failed inspections, failed submittals, holds or unpaid fees.

#### 2. Pending

- a. By clicking on the **Pending** status circle from the **Dashboard**, you will be provided a list of all permit numbers that have been applied for that have a status of Pending, Address attached to the Permit, Type, Status and Reason.

#### 3. Active

- a. By clicking on the **Active** status circle from the **Dashboard**, you will be provided a list of all permit numbers that have been applied for that have a status of Active, Address attached to the Permit, Type, Status and Reason.

#### 4. Draft

- a. By clicking on the **Draft** status circle from the **Dashboard**, you will be provided a list of all permits and plans that have been saved, but not submitted for review.
  - i. These drafts may be incomplete and action may resume at any point in time.
  - ii. They may also be deleted from this screen if they are no longer needed.
  - iii. Some permit types do not allow drafts.

#### 5. Recent

- a. By clicking on the **Recent** status circle from the **Dashboard**, you will be provided a list of all permit numbers that have been applied for that have a status of Recent, Project name, Address attached to the Permit, Type, Status and Reason.

#### 6. Option Fields

## My Permits

Search for permit number, project, or address 

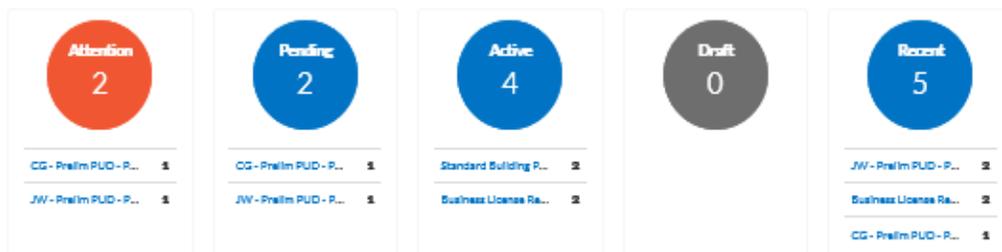
Display Recent 

Sort Permit Number 

- Display:** This dropdown box allows you to organize and select one **Status** type to view.
- Sort:** This dropdown box allows you to sort by **Permit Number, Project** or **Address**.
- Search Box:** This box allows you to search by **Permit Number, Project name, or Address** by typing in the information in the box and clicking on the magnifying glass icon.

## MY PLANS

### My Plans



[View My Plans](#)

- Attention**
  - By clicking on the **Attention** status circle from the **Dashboard**, you will be provided a list of all plan numbers that have been applied for that have a status that may require attention.
    - There are various reasons a plan could be flagged for attention.
      - Common reasons: Failed submittals, holds or unpaid fees.
- Pending**
  - By clicking on the **Pending** status circle from the **Dashboard**, you will be provided a list of all plan numbers that have been applied for that have a status of Pending, Project name, Address attached to the Plan, Type, Status and Reason.
- Active**
  - By clicking on the **Active** status circle from the **Dashboard**, you will be provided a list of all plan numbers that have been applied for that have a status of Active, Project name, Address attached to the Plan, Type, Status and Reason.
- Draft**
  - By clicking on the **Draft** status circle from the **Dashboard**, you will be provided a list of all permits and plans that have been saved, but not submitted for review.
    - These drafts may be incomplete and action may resume at any point in time.
    - They may also be deleted from this screen if they are no longer needed.
- Recent**
  - By clicking on the **Recent** status circle from the **Dashboard**, you will be provided a list of all plan numbers that have been applied for that have a status of Recent, Project name, Address attached to the Plan, Type, Status and Reason.



## INSPECTIONS

### My Inspections



[View My Inspections](#)

1. **Requested**
  - a. By clicking on the **Requested** status circle from the **Dashboard**, you will be provided a list of all inspection case numbers that have a status of Requested, Address attached to the Inspection, Inspection Type and Requested Date.
2. **Scheduled**
  - a. By clicking on the **Scheduled** status circle from the **Dashboard**, you will be provided a list of all inspection case numbers that have a status of Scheduled, Address attached to the Inspection, Inspection Type, Requested Date and Scheduled Date.
3. **Closed**
  - a. By clicking on the **Closed** status circle from the **Dashboard**, you will be provided a list of all inspection case numbers that have a status of Closed, Address attached to the Inspection, Inspection Type, Requested Date and Scheduled Date.

## INVOICES

### Shopping Cart

**Total \$8.25**

[Check Out](#)

Invoice: [INV-00000008](#)      Description: NONE

Due Date: 04/06/16      Billing: Tyler Technologies (Demo, Tyler)

Contact:

Case Number	Project	Case Address	Amount Due
<a href="#">BLDR-000017-2016</a>			\$1.65

**\$1.65**

[Remove](#)

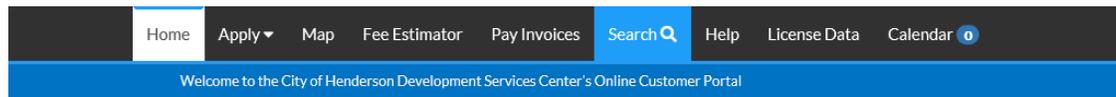
1. To select the **Current**, **Past Due** or **Total** amounts shown, you can use the **Add To Cart** button to the right of the invoices.
2. You may access the Invoice by clicking on the hyperlinked **Invoice Number** and you can access the Permit/Plan/License by clicking on the hyperlinked **Case Number**.
3. To remove an Invoice from the Shopping Cart, click **Remove** to the right of the invoice.
4. To checkout, click on the **Check Out** button on the right side of the screen.
  - a. This will take you to a payment screen to complete the payment for the invoice(s).

## DSC ONLINE: APPLYING FOR A PERMIT OR PLAN

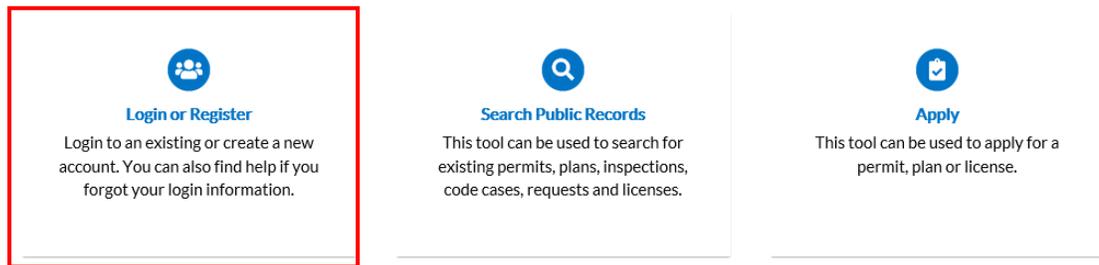
**INSTRUCTIONS:** To apply for a Permit or Plan, please follow the steps below:

**\*Note:** You must register and login in order to apply for a permit online. If you want to estimate fees only, please refer to the **Estimate Fees** guide. Additionally, the term **“Case Type”** is used to describe either **Permit** or **Plan**.

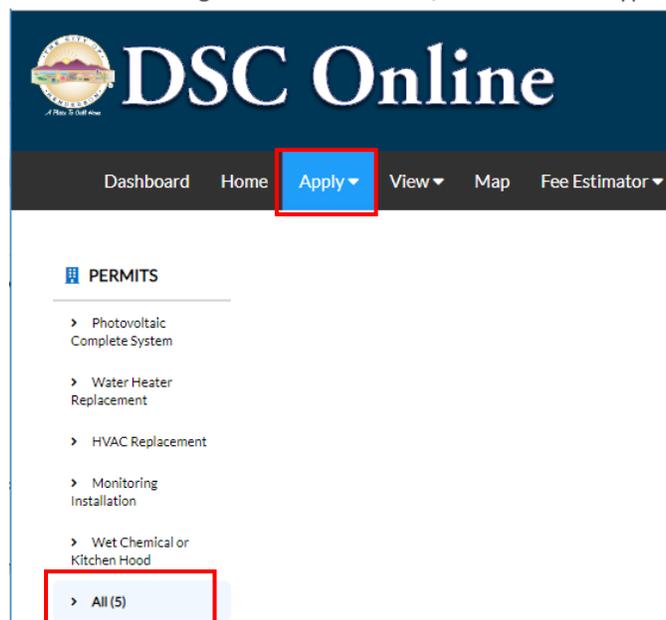
- 1) Visit the DSC Online website at <http://dsconline.cityofhenderson.com>.
  - a. To login:
    - i. Click on the **Login or Register** button from the home menu.



### City of Henderson Development Services Center



- ii. Login using your account credentials.
- b. Click on the **Apply** dropdown from the top menu.
  - i. Under the heading for **Permits** or **Plans**, select the case type you want to apply for, or select **All**.



1. Selecting **All** will allow you to search for the case type by typing in the search bar or you can scroll down and select **Apply** under the type you want to apply for.

## Application Assistant

All
Trending
My History
LICENSES
PERMITS
PLANS

> Show Categories

**HVAC Replacement**

**Apply** Category Name: Appliance Replacement

Description: Same for Same Replacement of HVAC Unit

- a. **Note:** Not all permit types are eligible for online application.
- ii. The heading of each **Step** will have important information and instructions.

**Apply for Permit - Wet Chemical or Kitchen Hood** \*REQUIRED

**Steps**

1 — 2 — 3 — 4 — 5 — 6

Locations      Type      Contacts      More Info      Attachments      Review and Submit

**LOCATIONS**

Please enter the location where the installation will take place. **Instructions**

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

### LOCATIONS

Please enter the location where the installation will take place.

Situs ▼

Add Location

+

REQUIRED

1. You may search by either **Address** or **Parcel**. Make your selection and enter the information into the search box, then click the **Search** icon or hit **Enter**.



## Add Location

Address

Parcel

Add Address As

Situs

Search

## 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. To search by **Parcel**, click on the **Parcel** button and enter in the Assessor's Parcel Number (APN) (or portion of) excluding dashes, then click the **Search** icon or hit **Enter**.



[◀ Back to Application](#)

### Add Location

[Address](#) [Parcel](#)

### Parcel Information

Search

- a. Select the appropriate Parcel(s) by clicking on the **Action Checkboxes** next to each **Parcel Number**, then click on **Search Associated Addresses**.

**Parcel Information**

Search

Parcel Number	Section	Township	Range	Action
1601000002				<input checked="" type="checkbox"/>
17801601003				<input type="checkbox"/>
17801601004				<input type="checkbox"/>
17801601005				<input type="checkbox"/>
17801601006				<input type="checkbox"/>
17801601008				<input type="checkbox"/>
17801601009				<input type="checkbox"/>
17811601001				<input type="checkbox"/>
17821601007				<input type="checkbox"/>
17831601003				<input type="checkbox"/>

Results per page:  1 - 10 of 13 << < 1 2 > >>

[Search Associated Addresses](#)

- b. Some **Parcels** will display addresses, and some may not. Select the appropriate address(s) if applicable, then click **Add Selected**. If no address displays, just click **Add Selected** to add the **Parcel**.

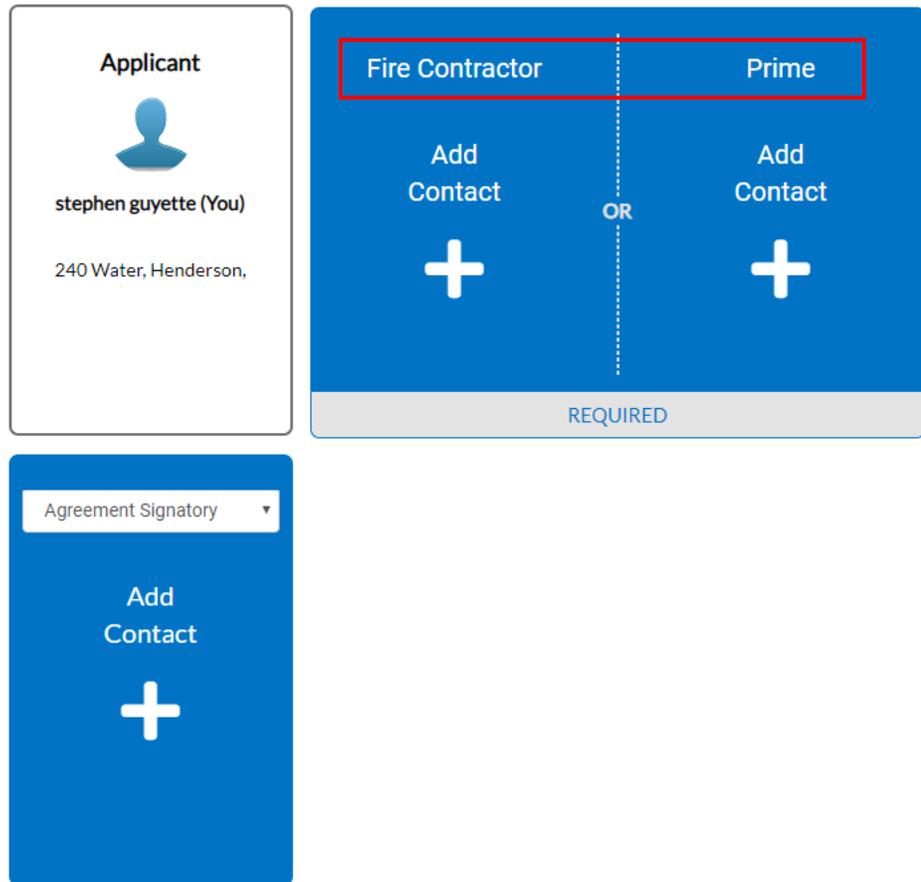
**Associated Addresses**

Associated Addresses for Parcel - #1601000002 +

Address	Action
No records to display.	

[Add Selected](#) [Cancel](#)

4. When you have finished adding the address or parcel, select **Next** on the bottom right of the screen.
  - a. **Note:** Most case types only have one address or parcel.
- iv. Continue through the steps following the instructions displayed in the heading. Click **Next** to continue to the next **Step**.
- v. On **Step 3 – Contacts**, you will need to add the **Contact(s)** associated with the Permit or Plan.
  1. Click the plus (+) icon to add a contact to the permit.
    - a. The contact type is indicated by the heading for the plus (+) icon or by the dropdown.



- b. Certain contact types have requirements. For instance, if listing a Contractor of any type (like Fire Contractor or Prime in the above image), they must have a Business License and a [Nevada State Contractors License](#) in order to be added.
2. In the window that appears, type the Company Name or Email in the box and click **Search**.

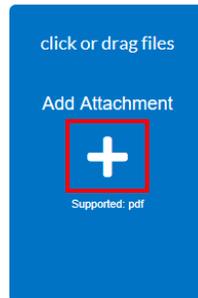


- a. **Note:** You can only search for a Business/Company from this search. To add a contact that is not a company, they must be in your favorites.
  - i. To add a Company or Contact from your Favorites, select **My Favorites**.
  - ii. You can add a company to your favorites by selecting the Star icon in the left column.
3. Select the contact to add to the case by clicking the **Add** button next to the appropriate contact.
4. When you have added all contacts to your case, click **Next** in the bottom right corner.
- vi. Continue through the steps following the instructions displayed in the heading. Click **Next** to continue to the next **Step**.

1. **Note:** There may be some fields that do not apply with your specific plan set or scope of work. If the information does not apply, leave it blank. It is not necessary to enter “0” or “N/A”.
- vii. In **Step 5 – Attachments**, you will upload the applicable **Attachments** for your case type 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.

**Attachments**

When uploading the Application, please use the following format for the file name: Application - Address (Ex: Application - 240 S. Water St)



Back

Save Draft

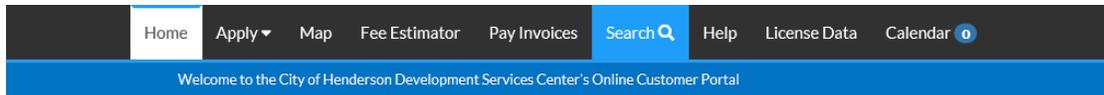
Next

- a. **Note:** Some cases do not need a plan set or application (Ex: HVAC or Water Heater Replacements). If it does not apply, please select **Next** in the bottom right corner without uploading attachments.
2. Once all attachments have been added, click **Next** to proceed.
- viii. On the final step, **Step 6 – Review and Submit**, you will review the estimated fees, all information you provided, and the attachments (if applicable).
  1. When you have verified all information is correct, click **Submit** in the lower right corner.
- ix. If the case type requires payment prior to plan review, a screen showing fees will appear.
  1. Pay the fees by selecting **Add to Cart** and process the payment.
    - a. This **must** be completed prior to reviews for some case types.
- x. If the case type does not require payment prior to plan review, your application will be complete and will be added to your **Pending** folder on your **Dashboard**.

## DSC ONLINE: APPLYING FOR A SUB-PERMIT

**INSTRUCTIONS:** To apply for a **Sub-Permit** on an issued **Permit** or **Plan**, please follow the steps below:

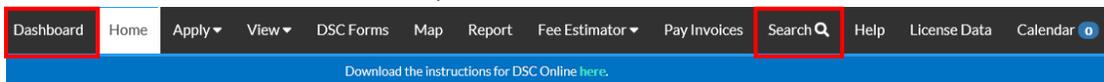
- 1) Visit the DSC Online website at <http://dsconline.cityofhenderson.com>, and click the **Login or Register** button on the homepage.



### City of Henderson Development Services Center

 <p><b>Login or Register</b></p> <p>Login to an existing or create a new account. You can also find help if you forgot your login information.</p>	 <p><b>Search Public Records</b></p> <p>This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.</p>	 <p><b>Apply</b></p> <p>This tool can be used to apply for a permit, plan or license.</p>
---	---	--

- 2) Login using your account credentials.
  - a. Refer to the **Login, Reset a Password and Create a New Account** section of this guide for detailed instructions on creating a new account and/or resetting a password.
- 3) Select **Dashboard** or **Search** from the top menu.



### City of Henderson Development Services Center

 <p><b>My Account</b></p> <p>Click here to access your account information.</p>	 <p><b>Search Public Records</b></p> <p>This tool can be used to search for existing permits, plans, inspections, and licenses.</p>	 <p><b>Apply</b></p> <p>This tool can be used to apply for a permit.</p>
 <p><b>Help</b></p> <p>Click here for guides and instructions.</p>	 <p><b>Pay Invoice</b></p> <p>Use this tool to pay for individual invoices.</p>	 <p><b>Map</b></p> <p>Explore the map to see the activity occurring in your neighborhood.</p>

- 4) Locate the **Permit** or **Plan** that you would like to apply for a **Sub-Permit** on.
- 5) Click on the **Permit Number** or **Plan Number**.

6) On the **Summary** screen of the **Permit** or **Plan**, click on the **Sub-Records** tab.

Plan Number: PWUA2020005050



[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

<b>Type:</b> Telecommunications Facility Use Agreement	<b>Status:</b> Approved	<b>Project Name:</b> <span style="float: right;">▼</span>
---	-------------------------	---

- [Summary](#)
[Locations](#)
[Fees](#)
[Reviews](#)
[Inspections](#)
[Attachments](#)
[Contacts](#)
[Sub-Records](#)
[Holds](#)
[Meetings](#)
[More Info](#)

<p><b>Progress</b></p> <p>50% Completed</p> <p> <span style="color: green;">●</span> Completed  <span style="color: orange;">●</span> In Progress  <span style="color: gray;">●</span> Not Started         </p>	<p><b>Workflow</b></p> <ul style="list-style-type: none"> <li>Use Agreement Application Review - Passed : 04/22/2020</li> <li>Assess Telecom Use Application Fees - Passed : 04/22/2020</li> </ul>	<p><b>Actions</b></p>
---	--	-----------------------

7) A list of **Existing Sub-Permits** and **Remaining Sub-Permits** will be displayed.

- [Summary](#)
[Locations](#)
[Fees](#)
[Reviews](#)
[Inspections](#)
[Attachments](#)
[Contacts](#)
[Sub-Records](#)
[Holds](#)
[Meetings](#)
[More Info](#)

[Existing Sub-Permits](#) | [Remaining Sub-Permits](#) | [Existing Sub-Plans](#) | [Remaining Sub-Plans](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

**Existing Sub-Permits**

Sort: Permit Number ▼

Permit Number	Type	Status
No records to display.		

**Remaining Sub-Permits**

Type	Action
Telecom Licensed Location Authorization - Wireless	<a href="#">Apply</a>
Telecom Licensed Wireline Authorization	<a href="#">Apply</a>

8) Select **Apply** next to the **Sub-Permit Type** you wish to complete.

9) This will begin the online application process for this **Sub-Permit**.

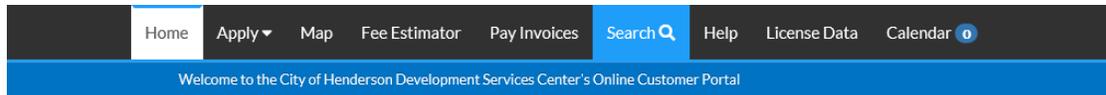
- a. Complete each step and submit your application.
  - i. Instructions will be listed on each step to assist you in completing the necessary fields properly.
  - ii. Refer to the **Applying for a Permit or Plan** section of this guide for detailed instructions.



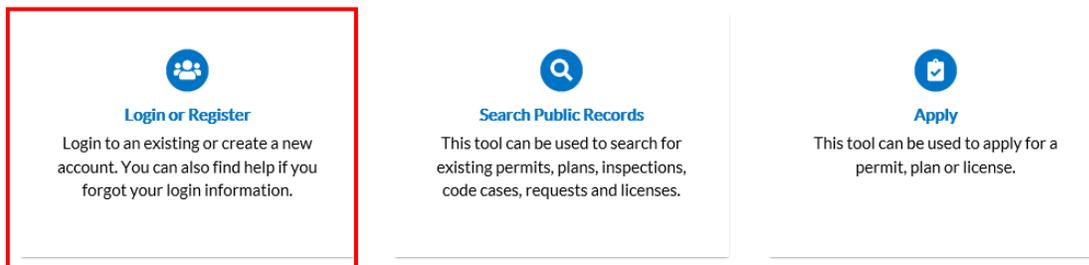
## DSC ONLINE: VIEW THE STATUS OF A SUBMITTAL

**INSTRUCTIONS:** To view the status of a Submittal, please follow the steps below:

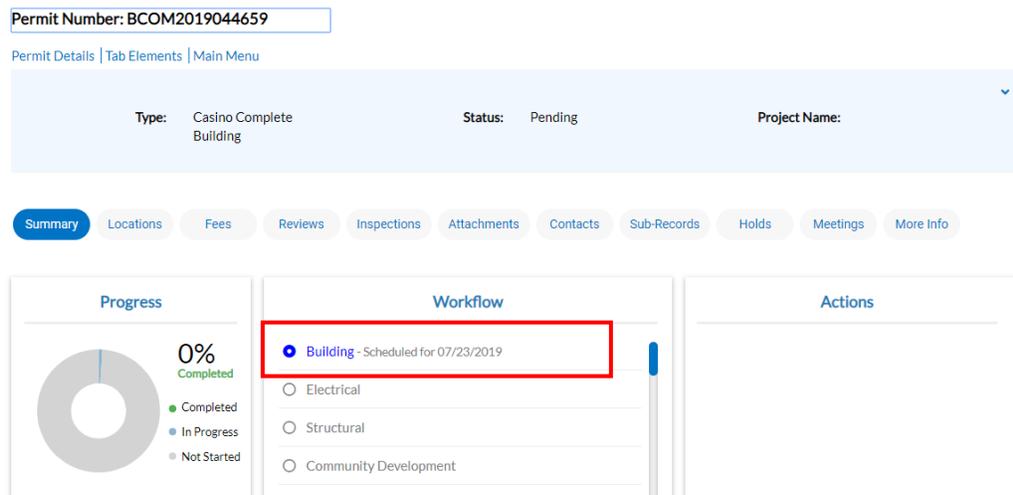
- 1) Visit the DSC Online website at <http://dsconline.cityofhenderson.com>, and click the **Login or Register** button on the homepage.



### City of Henderson Development Services Center



- a. Login using your account credentials.
- b. Select **Dashboard** or **Search** from the top menu.
- c. Locate the permit or plan you would like to check the status of the submittal on.
  - i. Click on the **Case Number**.
    1. The case will open. From the summary page, you can see the Submittal and the due date.



- ii. Click on the **Reviews** tab for more information.
  1. From the **Reviews** tab, you will be able to see the date received and due date.
    - a. Click on the review to view any notes.



- Summary
- Locations
- Fees
- Reviews**
- Inspections
- Attachments
- Contacts
- Sub-Records
- Holds
- Meetings
- More Info

[Reviews](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Reviews

Sort

Review Type	Status	Version	Received Date	Due Date	Completed Date
Building - (25/15)	Under Review	1	06/17/2019	07/23/2019	

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

2. The overall status of the review is show under **Status**.
  - a. Click the **Details** button to view any comments/notes
    - i. The **Comments** will be shown below after clicking **Details**.

Permit Number: BCOM2019044659

[Review Detail](#) | [Review Items](#) | [Main Menu](#)

<b>Review Type:</b> Building - (25/15)	<b>Status:</b> Incomplete/Resubmit/Denied/Withdrawn	<b>Version:</b> 1
<b>Received Date:</b> 06/17/2019	<b>Due Date:</b> 07/23/2019	<b>Completed Date:</b> 06/17/2019

Review Items

Sort  [Export](#)

Review Type	Status	Due Date	Completed Date	Assigned To	Review Item
Building	Resubmit	07/23/2019	06/17/2019	BLDGPLAN PLAN CHECK	<a href="#">Details</a>
Plan Routing	Complete	06/18/2019	06/17/2019	RECORDS Plan Routing	<a href="#">Details</a>

Results per page  1 - 2 of 2 << < 1 > >>

[Comments](#) | [Recommendations](#) | [Corrections](#) | [Review Detail](#) | [Review Items](#) | [Main Menu](#)

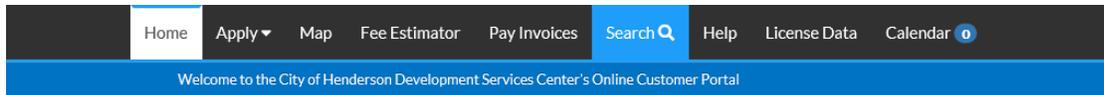
Comments
Notes from the Plan Checker found here.



## DSC ONLINE: SUBCONTRACTOR REGISTRATION

**INSTRUCTIONS:** To complete a subcontractor registration on an issued building permit, please follow the steps below:

- 1) Visit the DSC Online website at <http://dsconline.cityofhenderson.com>, and click the **Login or Register** button on the homepage.



### City of Henderson Development Services Center



**Login or Register**  
Login to an existing or create a new account. You can also find help if you forgot your login information.



**Search Public Records**  
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



**Apply**  
This tool can be used to apply for a permit, plan or license.

- 2) Login using your account credentials.
- 3) Select **Dashboard** or **Search** from the top menu.
- 4) Locate the building permit that you would like to register a subcontractor on.
- 5) Click on the **Permit Number**.
- 6) In the summary of the permit, select the **Sub-Records** tab.

**Permit Number: BCOM2019044659** 

• A hold currently exists on this permit.

Permit Details | Tab Elements | Main Menu

<b>Type:</b> Casino Complete Building	<b>Status:</b> Active - Issued	<b>Project Name:</b> 
---------------------------------------	--------------------------------	--

**Summary** | Locations | Fees | Reviews | Inspections | Attachments | Contacts | **Sub-Records** | Holds | Meetings | More Info

- 7) A list of **Existing Sub-Permits** and **Remaining Sub-Permits** will be displayed.
  - a. **Remaining Sub-Permits** indicate the subcontractor registration has not been completed.

Summary Locations Fees Reviews Inspections Attachments Contacts **Sub-Records** Holds Meetings More Info

[Existing Sub-Permits](#) | [Remaining Sub-Permits](#) | [Existing Sub-Plans](#) | [Remaining Sub-Plans](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

**Existing Sub-Permits** Sort: Permit Number ▾

Permit Number	Type	Status
201900044660	Electrical Subcontractor Registration	Done

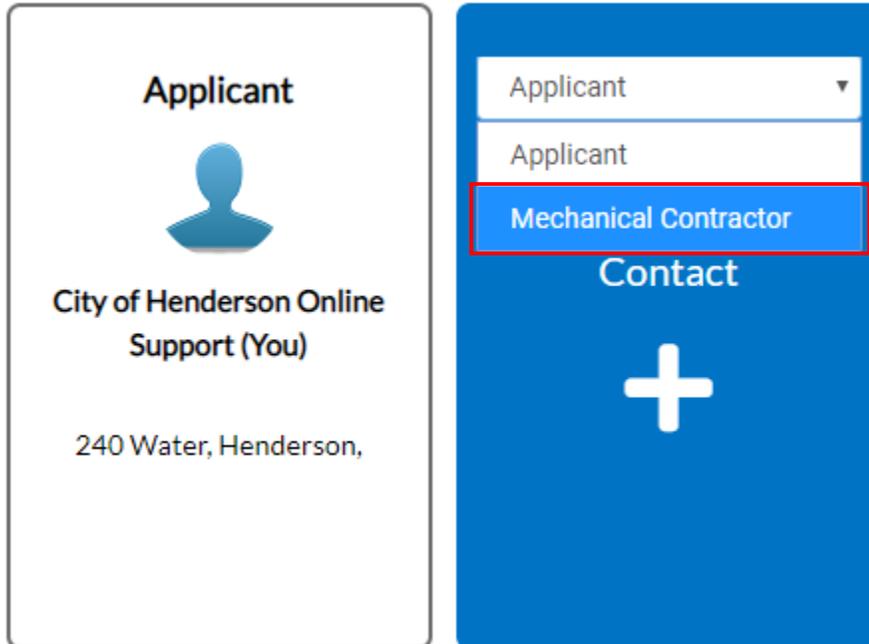
Results per page: 10 ▾ 1 - 1 of 1 << < 1 > >>

**Remaining Sub-Permits**

Type	Action
Mechanical Subcontractor Registration	<a href="#">Apply</a>
Plumbing Subcontractor Registration	<a href="#">Apply</a>

Results per page: 10 ▾ 1 - 2 of 2 << < 1 > >>

- 8) Select **Apply** next to the Subcontractor Registration you wish to complete.
- 9) Select **Next** in the lower right corner for **Location**. No changes are needed.
- 10) Select **Next** in the lower right corner for **Type**. No changes are needed.
- 11) On **Contacts** you must add the Mechanical, Electrical or Plumbing Contractor.
  - a. Change the dropdown to the contractor type and click **Add Contact**



- b. Search for the **Company** by typing the Email Address or Company Name, then click on the magnifying glass to search.



## Add Contact

Add Contact As

- i. **Note:** The **Add Contact As** dropdown should state Mechanical, Electrical or Plumbing Contractor.
- c. Select **Add** next to the appropriate contact.

Search

Sort

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

- d. Once you have added the contact, click **Next** on the bottom right of the Contacts screen.

**Applicant**



City of Henderson Online Support (You)

240 Water, Henderson,

**Mechanical Contractor**



City of Henderson Contrac...

Applicant

**Add Contact**

- e. Select **Next** in the lower right corner for **More Info**. No changes are needed.
- f. Select **Next** in the lower right corner for **Attachments**. No changes are needed.
- g. Select **Submit** if all the information is complete on the **Review and Submit** page.



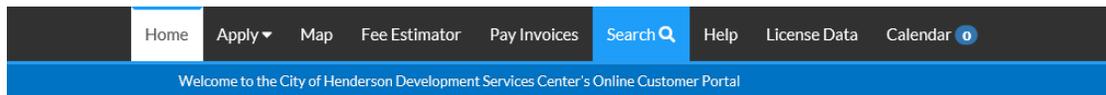


## DSC ONLINE: SCHEDULING INSPECTIONS

**INSTRUCTIONS:** To schedule an inspection for a permit, please follow the steps below:

**\*Note:** You do not need to be attached to the permit to schedule an inspection. However, if you are not attached, you will not receive updates on the status of the inspection.

- 1) Visit the DSC Online website at <http://dsconline.cityofhenderson.com>, and click the **Login or Register** button on the homepage.



### City of Henderson Development Services Center

- a. Login using your account credentials.
- 2) Select **Dashboard** or **Search** from the top menu.
  - 3) Locate the permit that you would like to schedule an inspection for.
    - a. Click on the **Permit Number**.
  - 4) The permit case will open.
    - a. Click on the **Inspections** tab.

Permit Number: BCOM2019044659

Permit Details | Tab Elements | Main Menu

Type: Casino Complete Building      Status: Active - Issued      Project Name:

Summary   Locations   Fees   Reviews   **Inspections**   Attachments   Contacts   Sub-Records   Holds   Meetings   More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections Sort: Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections Sort: Order

Description	Reinspection	Action
1320 - Underground Electrical	No	<input type="checkbox"/>
1325 - Ufer Ground	No	<input type="checkbox"/>
400 - Trans Service (Essential)	No	<input type="checkbox"/>

- i. A list of **Remaining Inspections** will be listed at the bottom of the page.
- b. Click the selection box(es) under **Action** for each inspection you would like to schedule.
  - i. Once selected, click the **Request Inspection** button.

**Request Inspections** Sort Order ▾

Description	Reinspection	Action
1320 - Underground Electrical	No	<input checked="" type="checkbox"/>
1325 - Ufer Ground	No	<input checked="" type="checkbox"/>
1360 - Temp Power (Freestanding)	No	<input checked="" type="checkbox"/>
1330 - Underground Plumbing	No	<input type="checkbox"/>
1332 - Sewer Connection	No	<input type="checkbox"/>
1333 - Water Connection	No	<input type="checkbox"/>
1335 - Underground Gas	No	<input type="checkbox"/>
1545 - Rough Grease Duct	No	<input type="checkbox"/>
1546 - Grease Duct Enclosure	No	<input type="checkbox"/>
1630 - Grease Sand Interceptor	No	<input type="checkbox"/>

Results per page 10 ▾ 1 - 10 of 53 << < 1 2 3 4 5 > >>

**Request Inspection**

- Note:** If fees are not paid, the checkbox will not appear.
- If the inspection states there are pre-requisites, click the printer icon in the top right to see what is being held.

Permit Number: BCOM2019044659 

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Casino Complete Building      Status: Active - Issued      Project Name: ▾

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | **[Inspections](#)** | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [Holds](#) | [Meetings](#) | [More Info](#)

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

**Existing Inspections** Sort Description ▾

<a href="#">View Inspection</a>	Description	Status	Request Date	Scheduled Date	Inspector	Action
---------------------------------	-------------	--------	--------------	----------------	-----------	--------

- c. The page will indicate that one or more inspections are to be scheduled.
  - i. Input the required information.
  - ii. If more than one inspection was requested, you can schedule each individually, or use the same data for all.



1 #BCOM2019044659 ✕

**Inspection Type:** 1320 - Underground Electrical

**Case Type:** Casino Complete Building

**Address:** 240 S WATER ST HENDERSON, NV

**\* Requested Date:**

**Comments/Gate Code:**

**\* Contact Name:**

**\* Contact Phone:**

Use same date for all  
 Use same field contact for all

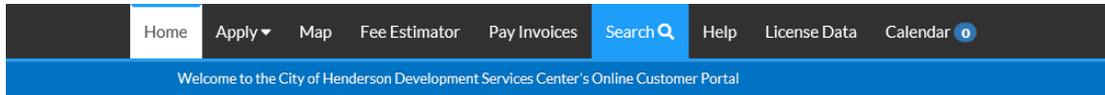
1. **Submit** will submit a single inspection.
2. **Request All** will submit all inspections that were checked.
- iii. A green check will appear under each inspection.
  1. This means it has been scheduled successfully.
- iv. Click **Back** on the top left of the page to return to the permit.
- v. Scheduled inspections will now show at the bottom of the page under the heading **Existing Inspections**.



## DSC ONLINE: INSPECTION RESULTS

**INSTRUCTIONS:** To view the results, details and/or notes from the inspector on an inspection, please follow the steps below:

- 1) Visit the DSC Online website at <http://dsconline.cityofhenderson.com>, and click the **Login or Register** button on the homepage.



### City of Henderson Development Services Center



**Login or Register**

Login to an existing or create a new account. You can also find help if you forgot your login information.



**Search Public Records**

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



**Apply**

This tool can be used to apply for a permit, plan or license.

- a. Login using your account credentials.
- 2) Select **Dashboard** or **Search** from the top menu.
  - 3) Locate the permit that you would like to view the inspection information on.
    - a. Click on the **Permit Number**.
  - 4) The permit case will open.
    - a. Click on the **Inspections** tab.

Permit Number: BOTH2019045552 

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

**Type:** HVAC Replacement      **Status:** Active - Issued      **Project Name:**

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | **[Inspections](#)** | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [Holds](#) | [Meetings](#) | [More Info](#)

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**Existing Inspections** Sort:

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
<a href="#">BLDG-347198-2019</a>	1541 - HVAC Inspection & Final	Fail	07/12/2019	07/12/2019	Alvarez Victor	

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

- 5) Select the inspection you want to view the additional details on by clicking on the number in the **View Inspection** column.



Permit Number: BOTH2019045552



[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

**Type:** HVAC Replacement      **Status:** Active - Issued      **Project Name:** ▼

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Existing Inspections

Sort: Description ▼

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
<a href="#">BLDG-347198-2019</a>	1541 - HVAC Inspection & Final	Fail	07/12/2019	07/12/2019	Alvarez Victor	

Results per page: 10 ▼ 1 - 1 of 1 << < 1 > >>

6) In the next window, you will see the details of the inspection.

a. The **Inspection Status** will list the result of the inspection.

Inspection Number: BLDG-347198-2019

[Inspection Details](#) | [Tab Elements](#) | [Main Menu](#)

<b>Inspection Type:</b>	1541 - HVAC Inspection & Final	<b>Requested Date:</b>	07/12/2019	<b>Requested Time:</b>	11:31 AM
<b>Inspection Status:</b>	Fail	<b>Scheduled Date:</b>	07/12/2019	<b>Scheduled Time:</b>	12:00 AM
<b>Link Type Name:</b>	Permit	<b>Completed Date:</b>	07/15/2019	<b>Completed Time:</b>	11:32 AM
<b>Link Number:</b>	BOTH2019045552	<b>Inspector First Name:</b>	Victor	<b>Inspector Last Name:</b>	Alvarez
<b>Main Address:</b>	240 S WATER ST HENDERSON, NV 89015				

- [Locations](#)
[Contacts](#)
[Checklist](#)
[Fees](#)
[Attachments](#)
[Previous](#)
[More Info](#)

7) For additional details, click on the **Checklist** tab.

Inspection Number: BLDG-347198-2019

[Inspection Details](#) | [Tab Elements](#) | [Main Menu](#)

<b>Inspection Type:</b>	1541 - HVAC Inspection & Final	<b>Requested Date:</b>	07/12/2019	<b>Requested Time:</b>	11:31 AM
<b>Inspection Status:</b>	Fail	<b>Scheduled Date:</b>	07/12/2019	<b>Scheduled Time:</b>	12:00 AM
<b>Link Type Name:</b>	Permit	<b>Completed Date:</b>	07/15/2019	<b>Completed Time:</b>	11:32 AM
<b>Link Number:</b>	BOTH2019045552	<b>Inspector First Name:</b>	Victor	<b>Inspector Last Name:</b>	Alvarez
<b>Main Address:</b>	240 S WATER ST HENDERSON, NV 89015				

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a. Here you will find a list of any comments/notes made by the inspector during the inspection.



- Locations
- Contacts
- Checklist**
- Fees
- Attachments
- Previous
- More Info

[Checklist](#) | [Next Tab](#) | [Inspection Details](#) | [Main Menu](#)

**Checklist**

Sort: Checklist Item

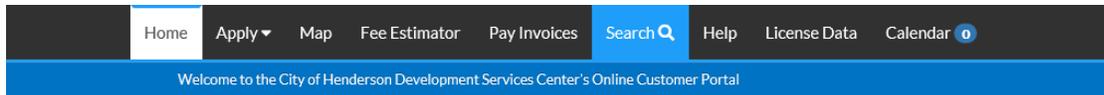
Checklist Item	Description	Passed	Comments	Order
Appliance Electrical		No		1
Appliance Mechanical		No		1
Appliance Plumbing		No		1
Appliance Vent		No		1
General Comments		No	No access to site for inspection	1

Results per page: 10 1 - 5 of 5 << < 1 > >>

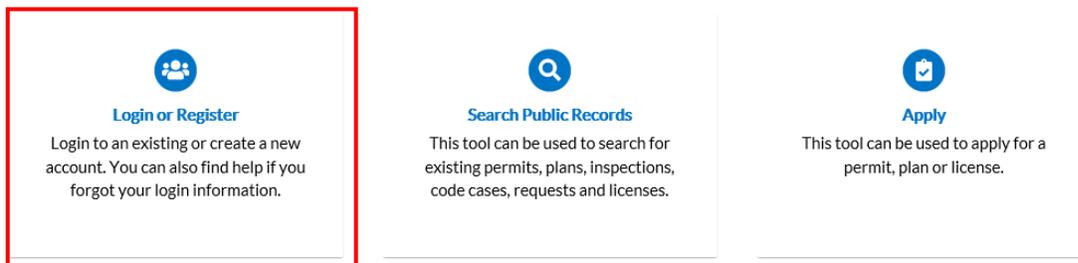
## DSC ONLINE: RENEWING A BUSINESS LICENSE

**INSTRUCTIONS:** To renew an existing business license, please follow the steps below:

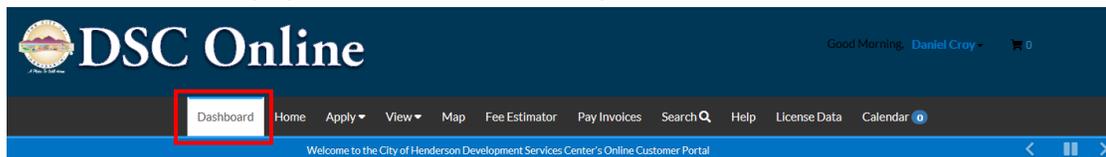
- 1) Visit the DSC Online website at <http://dsconline.cityofhenderson.com>, and click the **Login or Register** button on the homepage.



### City of Henderson Development Services Center

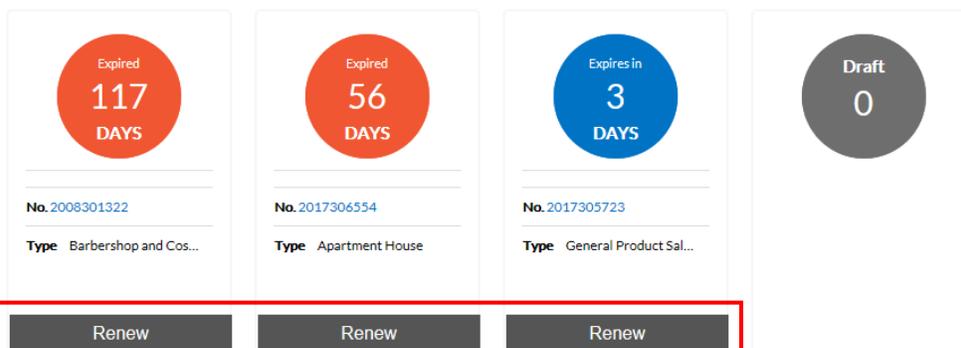


- 2) Login using your account credentials.
- 3) Select **Dashboard** from the top menu.
  - a. The **Dashboard** will display all licenses associated with your user account.



- 4) If a license is eligible for online renewal, the **Renew** button will be displayed.

### My Licenses



[View My Licenses](#)

- 5) Click on the **Renew** button for the license you would like to renew.
  - a. Clicking the **Renew** button will send you to the **Renewal Workflow**.



- In **Step 1 – Type** you are able to view the **License Type** and the **Description** for the license selected to be renewed. These fields are *not* editable.
- To continue the workflow, click **Next** at the bottom of the page.

The screenshot shows the 'DSC Online' header with a navigation menu including Dashboard, Home, Apply, View, Map, Fee Estimator, Pay Invoices, Search, Help, License Data, and Calendar. The main heading is 'Renew License - General Product Sales/Miscellaneous Services' with a 'REQUIRED' indicator. A progress bar shows four steps: 1. Type (highlighted with a red box), 2. More Info, 3. Attachments, and 4. Review and Submit. Below the progress bar, the 'LICENSE DETAILS' section contains a 'License Type' dropdown menu set to 'General Product Sales/Miscellaneous' and a 'Description' text area containing 'Dry cleaning and laundry service agency (drop off and pick up only)'. A blue 'Next' button is highlighted with a red box at the bottom right.

- Step 2 – More Info** prompts you any applicable declarations as required to continue the renewal. Required declarations are indicated by a **Red** empty field and asterisk \* as seen below.

The screenshot shows the 'DSC Online' header and navigation menu. The main heading is 'Renew License - General Product Sales/Miscellaneous Services' with a 'REQUIRED' indicator. The progress bar shows four steps: 1. Type (marked with a green checkmark), 2. More Info (highlighted with a red box), 3. Attachments, and 4. Review and Submit. Below the progress bar, the 'MORE INFO' section contains a red-bordered text input field for '\*Gross Revenue' with the message 'Gross Revenue is required.' below it. At the bottom, there are blue 'Back' and 'Next' buttons.

- Enter in the declaration, or if no declaration is required, click **Next**.



**DSC Online** Good Morning, Daniel Croy - \$0

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Help License Data Calendar

Renew License - General Product Sales/Miscellaneous Services \*REQUIRED

1 Type 2 More Info 3 Attachments 4 Review and Submit

MORE INFO

\*Gross Revenue 150000

Back Next

10) **Step 3 – Attachments** allows you to upload any required documents in **pdf format** by clicking the **Add Attachment** button or dragging the file into the blue box. If no documents are marked **Required**, click **Next** to proceed with renewal..

**DSC Online** Good Morning, Daniel Croy - \$0

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Help License Data Calendar

Renew License - General Product Sales/Miscellaneous Services \*REQUIRED

1 Type 2 More Info 3 Attachments 4 Review and Submit

Attachments

click or drag files  
Add Attachment  
+  
Supported: pdf

Back Next

11) **Step 4 – Review and Submit** allows you to review, but not edit, various pieces of license information. Click **Submit** when you are done reviewing the information.



**Renew License - General Product Sales/Miscellaneous Services** \*REQUIRED

Type More Info Attachments **Review and Submit**

**Submit**

**Locations**

**Situs** 256 E LAKE MEAD PKWY, HENDERSON, NV, United States, 89015

**Parcel Number** 17918516012

**Basic Info**

**Type** General Product Sales/Miscellaneous Services

12) This will take you to the submittal confirmation screen that allows you to add the applicable fees created from the prior steps to your cart for checkout by clicking the **Add to Cart** button.

✓ Your license application was submitted successfully.

**License Number:** 2017305723 **Add to Cart**

**Angela Suejin Kim** **SJ Cleaners**

• License cannot be printed at this time. License has unpaid fees.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

**License Details**

**License Type:** General Product Sales/Miscellaneous Services **District:** Business District **Applied Date:** 02/25/2019

**Period Start Date:** 03/01/2019 **Expiration Date:** 08/31/2019

**Status:** Active **Last Renewal Date:**

**Description:** Dry cleaning and laundry service agency (drop off and pick up only)

a. **NOTE:** If multiple licenses are available for renewal, the preceding steps can be repeated until all fees are added to the cart.

13) From the **Shopping Cart**, you can review fees and click **Check Out** when ready to pay.



**DSC Online** Good Morning, Daniel Croy 1

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Help License Data Calendar

[← Back](#)

**Shopping Cart**

Total **\$100.00**

[Check Out](#)

Invoice: COH00087163  
Due Date: 02/25/2019

Description: NONE  
Billing Contact: Croy, Daniel

**\$100.00**

[Remove](#)

[Top | Main Menu](#)

Case Number	Project	Case Address	Amount Due
2017305723		256 E LAKE MEAD PKWY HENDERSON NV 89015	\$100.00

Total **\$100.00**

[Check Out](#)

- 14) You will be redirected to a secure payment screen where credit card information can be entered. After submitting credit card information and completing the payment processing steps, you will receive a confirmation message.

**DSC Online** Good Morning, Daniel Croy 0

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Help License Data Calendar

**Thank You!**

Your transaction was processed successfully. Your invoices tied to this order have been updated accordingly. An e-mail has been sent to you with your receipt.