

## ONLINE APPLICATION SUBMITTAL PROCESS – DSC ONLINE

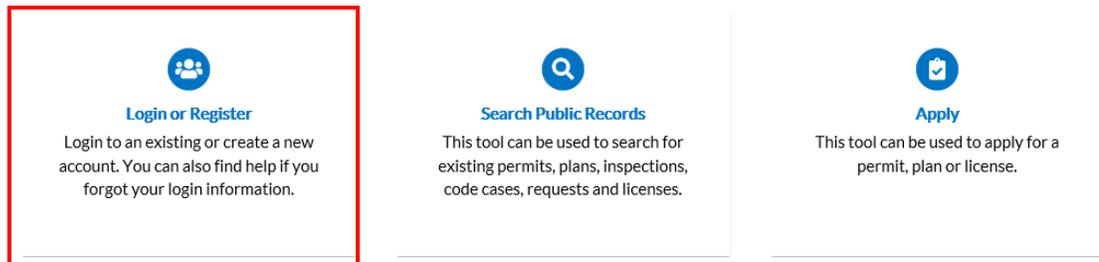
**GENERAL:** To provide instructions on the process for the submittal of online permit applications through our customer portal, DSC Online.

**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.

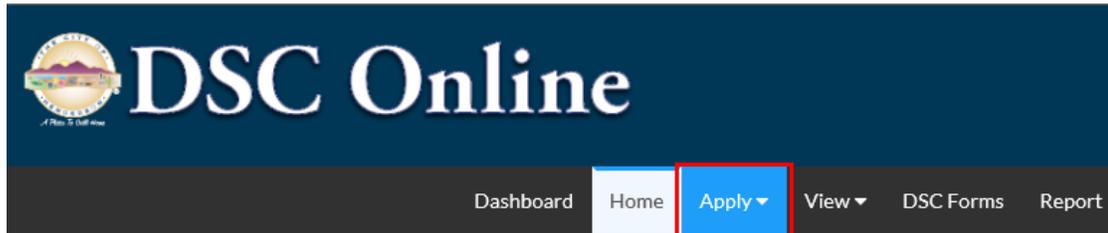


### City of Henderson Development Services Center



The image shows three service tiles arranged horizontally. The first tile, titled "Login or Register", is highlighted with a red border and contains a blue icon of two people. The second tile, titled "Search Public Records", contains a blue magnifying glass icon. The third tile, titled "Apply", contains a blue icon of a clipboard with a checkmark. Each tile includes a brief description of the service.

- 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.



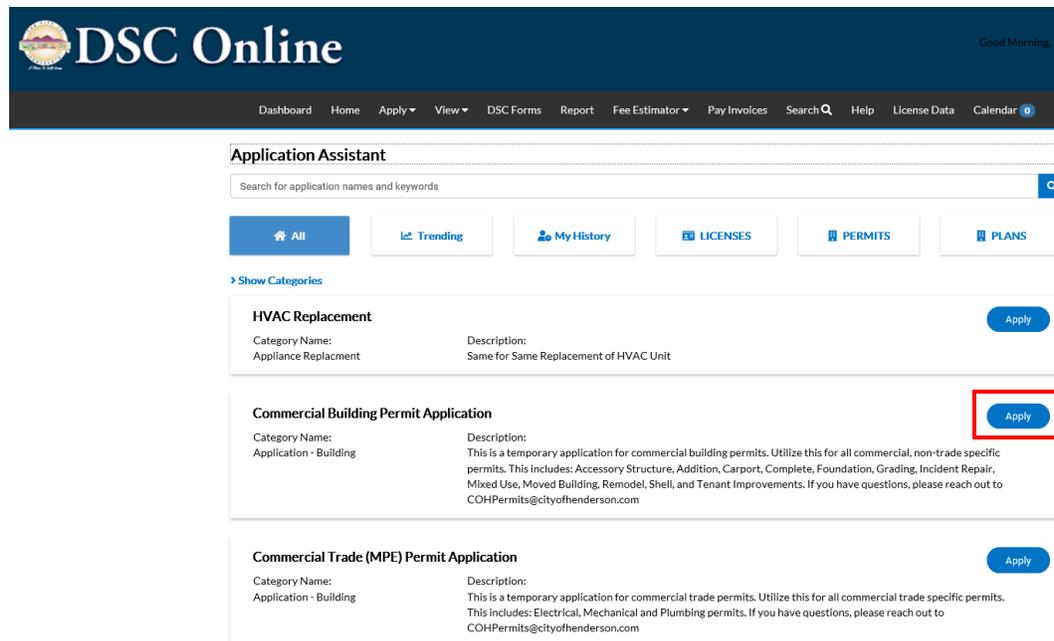
- PERMITS
- > Commercial Building Permit Application
- > Commercial Trade (MPE) Permit Application
- > Miscellaneous Building Permit Application
- > Multi-Family Building Permit Application
- > Residential Building Permit Application
- > All (15)

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

**Login or Register**

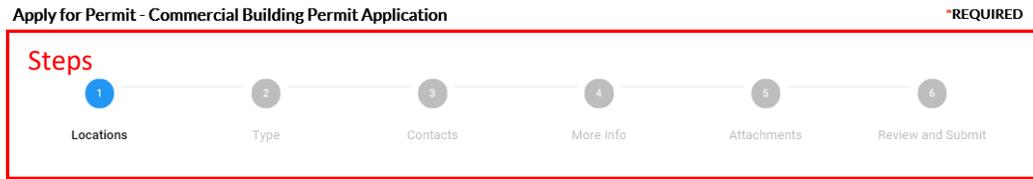
Login to an existing or create a new account. You can also find help if you forgot your login information.

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



- 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.



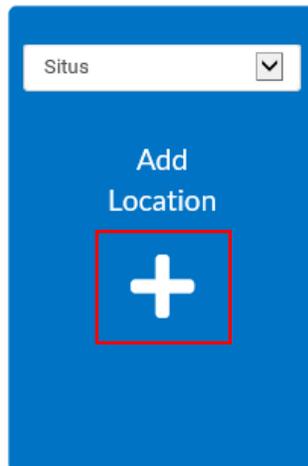
**LOCATIONS**

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

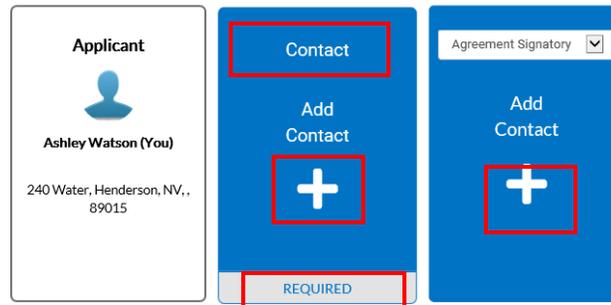
Apply for Permit - Commercial Building Permit Application

REQUIRED



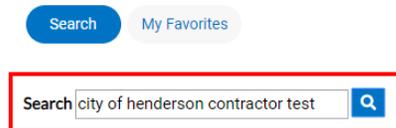
CONTACTS

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



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- 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**.



Sort Relevance ▾

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

- 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.
- 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.

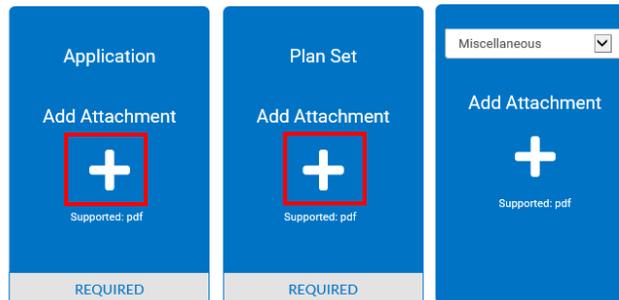
Apply for Permit - Commercial Building Permit Application

**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](mailto:COHpermits@cityofhenderson.com). When uploading the required documents, please use the following format for file names: Application - Address (Ex: Application - 240 S. Water St)



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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](mailto: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)

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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

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**

<b>Application</b>	APPLICATION - 123 ANYWHERE ST.pdf
<b>Plan Set</b>	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**

<b>Application</b>	APPLICATION - 123 ANYWHERE ST.pdf
<b>Plan Set</b>	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.