



LAS VEGAS FIRE & RESCUE

Fire Engineering Division



NOTICE TO CUSTOMERS
April 4, 2020

UPDATES & REMINDERS FOR SUBMITTING ELECTRONICALLY TO FIRE ENGINEERING

We did it! Fire Engineering has been performing electronic plan (ePlan) reviews for (2) weeks now and, for the most part, it has been working really well. As previously stated in the other notices, both Fire Engineering and our customers were (and still are) learning the new process together, while working out any hiccups along the way. The following notice contains some updates, changes, and reminders to the ePlan process.

Important Information

Emails

- LVFireEngineering@LasVegasNevada.gov – for scheduling OTCs or to ask questions of Fire Engineering Staff.
- FirePlanReview@LasVegasNevada.gov – use ONLY to submit OTC Letter submittal packages; letters for the Standard Queue need to be submitted on upload site.
- Cashiering@LasVegasNevada.gov – to obtain permits after permit fees have been paid

Website Links

- Upload site for plan review: <https://clv.files.com>
- Check submittal status, review status, plan review comments, inspection status, and inspection comments: www.lasvegasnevada.gov/checkstatus
- Pay permit fees: www.lasvegasnevada.gov/paypermit
- Schedule Inspections: www.lasvegasnevada.gov/scheduleinspection
- Request records: www.lasvegasnevada.gov/recordsrequest

UPDATES

Fire Mylar Signatures

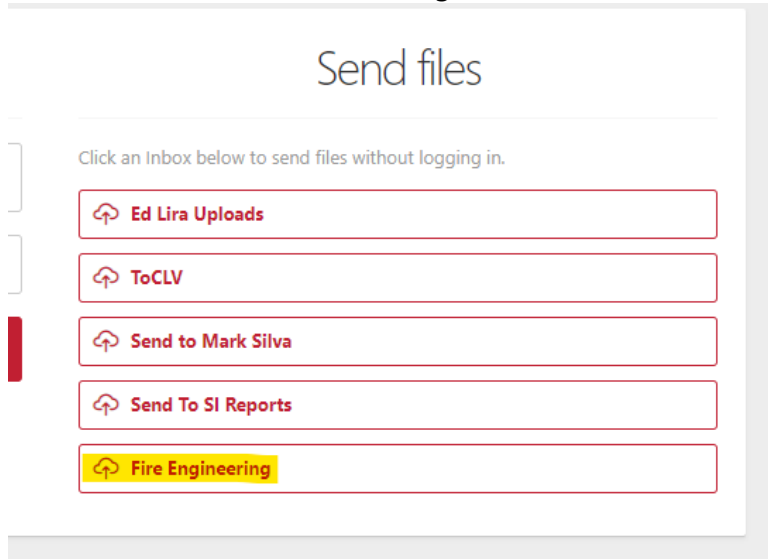
Due to mylars requiring a (4) day quarantine, Land Development has opted to convert all civil projects to ePlan. Please visit the Building and Safety website for more information, and click on "Changing Paper Applications To ePlans Instructions" under "General" - <https://www.lasvegasnevada.gov/Government/Departments/Building-Safety/Building-Safety-Resources>.

Once the civils have been converted into ePlans, you will upload the plans for "Fire Mylar" and we will review and result them electronically. If you have any additional questions, please reach out to your Project Engineer.

Consultant Submittals of Capital Improvement Projects

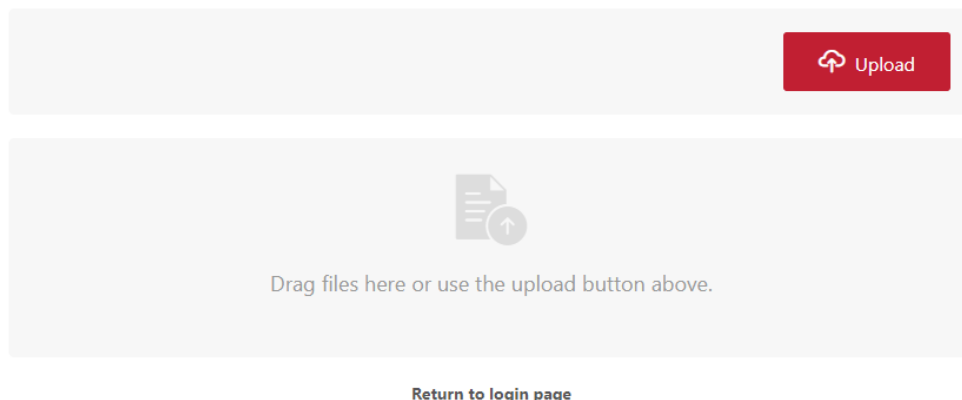
Please take the following steps when your project is ready for Fire's review:

- ❑ Please label your single PDF with the following format: "[project number]_[project name]_[percentage complete]"
- ❑ Upload your project's single PDF to our site: <https://clv.files.com>
 - You do not need to create a log in name. Just click on Fire Engineering under "Send files":



- Either click "Upload" to choose the specific PDF from a drive, or drag and drop the PDF into the grey space below the "Upload" section:

Fire Engineering



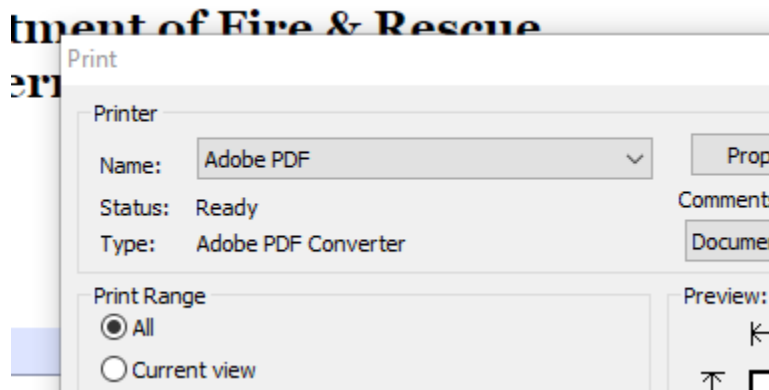
- ❑ Email FirePlanReview@LasVegasNevada.gov
 - Subject line of email will be labeled the same as your PDF file name
 - In the message of the email, please include the following:
 - The name of the project's Public Works Project Manager
 - Name, email, and phone number of someone from your company that we can contact if we have questions, as well as the person who we would email the plans back to

Once our review is complete, we will email the PDF back to the contact person found in the email, as well as the Public Works Project Manager.

Correctly Saving Fire Application as a PDF

Some applications that have been uploaded were still open for editing (blue fields). Please make sure to Print to "Adobe PDF" to save the application correctly. Here are the steps to do so:

- ☐ Complete the most recent application
- ☐ Go to File -> Print
- ☐ Change the Printer Name to "Adobe PDF"



- ☐ Hit "OK"
- ☐ A window will pop-up for you to rename the PDF and save it to a certain file location. This is the PDF that needs to be uploaded with the submittal package.

CHANGES

PDF File Naming for Food Trucks

Since food truck permits are issued to the commissary location, there needs to be an additional identifier added to the file names. Please implement the following file name template for all food truck uploads:

For OTCs:

OTC_[contractor name]_[project address]_[name of food truck]_Kit Hood_application
OTC_[contractor name]_[project address]_[name of food truck]_Kit Hood_plan
OTC_[contractor name]_[project address]_[name of food truck]_Kit Hood_Letter of Intent

For Standard Queue:

[contractor name]_[project address]_[name of food truck]_Kit Hood_application
[contractor name]_[project address]_[name of food truck]_Kit Hood_plan

Timeline for Submitting for OTC

OTC submittals must be received by end of business day the day before the scheduled OTC appointment.

Failure to either email (FirePlanReview@LasVegasNevada.gov) or upload (<https://clv.files.com>) by the deadline will result in a "no show" fee and the rescheduling of the OTC appointment.

REMINDERS

There have been some issues with correctly labeling projects these past two weeks. Just a reminder, please use the following formats when labeling PDFs. Everything that is uploaded to the website appears in one large bucket for Fire Engineering to see. Correctly labeling PDFs allows for quicker processing on our end. After reading the following, if you still have any questions on how your project should be labeled, please email FirePlanReview@LasVegasNevada.gov and we will assist you with the exact labeling for your specific project.

Grouping/Organizing Electronic Submittal Packages for Fire Engineering

There are (2) type of submittal packages available to customers – letters or plans. Depending on the scope of work, letters and plans can either be eligible for Over the Counter (OTC) reviews or will have to be submitted in the Standard Queue.

The following shows how letters and plans need to be grouped:

- Letters
 - ☐ (1) single PDF that includes all the following and in this order: completed application, letter/standard, then cut sheets (if applicable).
- Plans
 - ☐ (1) PDF for the completed application
 - ☐ (1) PDF with all cut sheets, if applicable
 - ☐ (1) PDF with all calcs, if applicable
 - ☐ (1) PDF for the complete set of plans

For AS-BUILTS, please group the submittal accordingly:

- Letters
 - ☐ (1) single PDF that includes all the following and in this order: completed application, letter/standard with clouds and deltas showing the changes, then cut sheets (if applicable).
 - Make sure the “as-built” box is checked
 - Valuation: note the change in cost, if any (i.e. +\$1,000, No Change, etc)
 - ☐ (1) PDF of the original approved letter, with Fire Engineering approval stamp
- Plans
 - ☐ (1) PDF of the completed application
 - Make sure the “as-built” box is checked
 - Valuation: note the change in cost, if any (i.e. +\$1,000, No Change, etc)
 - ☐ (1) PDF for the complete set of as-built plans with clouds and deltas
 - ****PLEASE INCORPORATE AN AS-BUILT NARRATIVE INTO THE PLANS ON THE COVER SHEET**
 - ☐ (1) PDF of as-built cut sheets, if applicable
 - ☐ (1) PDF of as-built calcs, if applicable
 - ☐ (1) PDF of the original approved plans, with Fire Engineering approval stamp

For CORRECTIONS, please group the submittal accordingly:

- Letters
 - ☐ (1) PDF narrative letter responding to the corrections given by Fire Engineering

- ☐ (1) PDF of the revised/corrected letter
- ☐ Please do not submit a new application as it is not required; we still have the one that was initially submitted
- ☐ Please do not submit the previous letter with Fire Engineering red lines; we still have our copy of the red lines.

➤ Plans

- ☐ (1) PDF narrative letter responding to the corrections given by Fire Engineering
- ☐ (1) PDF of the revised/corrected plans
- ☐ (1) PDF of the complete and revised/corrected cut sheet packet, if applicable
- ☐ (1) PDF of the complete and revised/corrected calc packet, if applicable
- ☐ Please do not submit a new application as it is not required; we still have the one that was initially submitted
- ☐ Please do not submit the previous plans with Fire Engineering red lines; we still have our copy of the red lines.

Naming PDFs for Fire Submittals

Every ePlan submittal will have the following in the PDF name:

- ☐ Contractor Name
- ☐ Project Address
- ☐ Permit/Project Type**

The following are additional PDF type identifiers required in the PDF name, depending on what is being submitted.

- ☐ Letter
- ☐ OTC
- ☐ Application
- ☐ Plans
- ☐ Calcs
- ☐ Cut Sheets
- ☐ CORR (for corrections)
- ☐ AB[#] (for as-builts)
- ☐ Narrative
- ☐ Name of Food Truck

**The Permit/Project Type will be one of the following (taken from our current application):

Battery	FlamComLiq	Clean Ex Sys
ERS	CO2	Kit Hood
Ext Sys	Oil	Pump
Traffic	LPG	Standpipe
13	FA	Smk Ctrl
13D	FASN	ASI
13R	Cen Sta	UGF
Gas Cyro	Med Gas	FPR

For Letters in the Standard Queue, please use the following template:

- ❑ Letter_[contractor name]_[project address]_[project type taken from above table]
 - Example:
 - Letter_Nextgen_333 N Rancho #500_FA

For Plans in the Standard Queue, please use the following template:

- ❑ [contractor name]_[project address]_[project type taken from above table]_[pdf identifier]
 - Example:
 - Desert Fire_123 Main St_13_Application
 - Desert Fire_123 Main St_13_Plans
 - Desert Fire_123 Main St_13_Calcs
 - Desert Fire_123 Main St_13_Cut Sheets

For OTC Letters, please use the following template:

- ❑ OTC_Letter_[contractor name]_[project address]_[project type taken from above table]
 - Examples:
 - OTC_Letter_Allstate_8 Fremont_Kit Hood_Letter of Intent
 - OTC_Letter_National Pipeline_700 Wardelle ST Bldg 11_UGF
 - OTC_Letter_A-1 National_800 N Martin L King Blvd_Central Station

For OTC Plans, please use the following template:

- ❑ OTC_[contractor name]_[project address]_[project type taken from above table]_[pdf identifier]
 - Example 1:
 - OTC_Focus_844 Rancho Dr_13_Application
 - OTC_Focus_844 Rancho Dr_13_Plans
 - OTC_Focus_844 Rancho Dr_13_Cut Sheets
 - Example 2:
 - OTC_Countywide_100 N Jones_Kit Hood_Application
 - OTC_Countywide_100 N Jones_Kit Hood_Plans

For CORR and AB submittals, please use the following template:

- ❑ [contractor name]_[project address]_[project type taken from above table]_[pdf identifier]_CORR
 - Example:
 - On Guard_1847 Cheyenne_13_Narrative_CORR
 - On Guard_1847 Cheyenne_13_Plan_CORR
- ❑ [contractor name]_[project address]_[project type taken from above table]_[pdf identifier]_AB
 - Example:
 - American Fire_600 Industrial_FA_Application_AB1
 - American Fire_600 Industrial_FA_Plan_AB1
 - American Fire_600 Industrial_FA_Cut Sheets_AB1
 - American Fire_600 Industrial_FA_Original Approved_AB1

Signed Documents and Plans

Please do not forget signatures in your submittals packages. Applications, plans, and calcs are still required to have signatures.

- ✖ DO NOT submit PDFs documents that have been certified or locked, or a portfolio – they are locked to our editing, including our ability to put an approval stamp
- ✖ DO NOT submit plans or letters with just a typed name and no signature

If you are unsure if your signed documents will have issues with being locked, please email FirePlanReview@LasVegasNevada.gov for assistance.

Permit Issuance

Once the plan or letter is approved, Fire permit fees can be paid either online or with a check. Online payments can be made via Credit/Debit card or eCheck (routing and accounting number) at www.lasvegasnevada.gov/paypermit. All checks must be mailed in for processing and will add a delay of up to (1) week for permit issuance. Please include the address and permit number on the check, as well as an email address where the Fire permit can be scanned to after payment has been processed. Please mail all checks to:

City of Las Vegas – Development Services Center
Attention: CASHIER
333 N Rancho Drive
Las Vegas Nevada 89106

Once fees have been paid online, please email Cashiering@LasVegasNevada.gov to obtain a PDF of the actual permit. Please allow 1-2 business days for Cashiering to process your request. Permits will not be provided if permit fees have not been paid.

Inspections

Please utilize the following website to schedule inspections: www.lasvegasnevada.gov/scheduleinspections.