



Clark County Digital Plan Room How- Upload Plans and Docs Guide

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Upload Plans and Docs

What is the Digital Plan Room?

Clark County has partnered with ePermitHub to launch the Digital Plan Room, a new electronic document review solution that is seamlessly integrated into the Clark County Citizen Access Portal. The Digital Plan Room solution will introduce many new features to optimize the plan review process.

The Digital Plan Room system includes:

- Strong digital signatory assurance
- Simple file uploads and automated versioning at the sheet-level
- Interactive Issue/Condition communication for plan review comments
- Seamless user experience within the Citizen Access portal, the Clark County's Building Permitting and Planning Case portal
- Immediate Digital Signature validation checks upon upload

Other highlights include:

- Clients will now receive instant feedback when uploading their documentation whether their documents (aka, plan and supporting documentation files) meet digital signature guidelines when applicable
- Interactive access to color-coded mark-ups (by discipline), Issues, and Conditions from within the Citizen Access for reviewing disapproved comments
- Submission of any corrections will only require revised sheets to be submitted (aka, Digital Slip Sheeting)

Uploading and Validating Files

Plans and supporting documents (aka, files) are uploaded after payment for the permit application is submitted.

1. Upon successful payment or completed application, the Receipt/Record Issuance page will display. Click on "Upload Plans and Documents" to upload your plans and supporting documents (aka, files).

Step 3: Receipt/Record issuance

Thank You

If you made a payment your receipt is being emailed to you.
Please print a copy of the receipt for your records.

390 AUTUMN HUE AVE

BD21-
00120

Upload Plans and Documents

Copy Record

2. Enter a description of the entire package or upload in the Description text box and click "Continue".

General

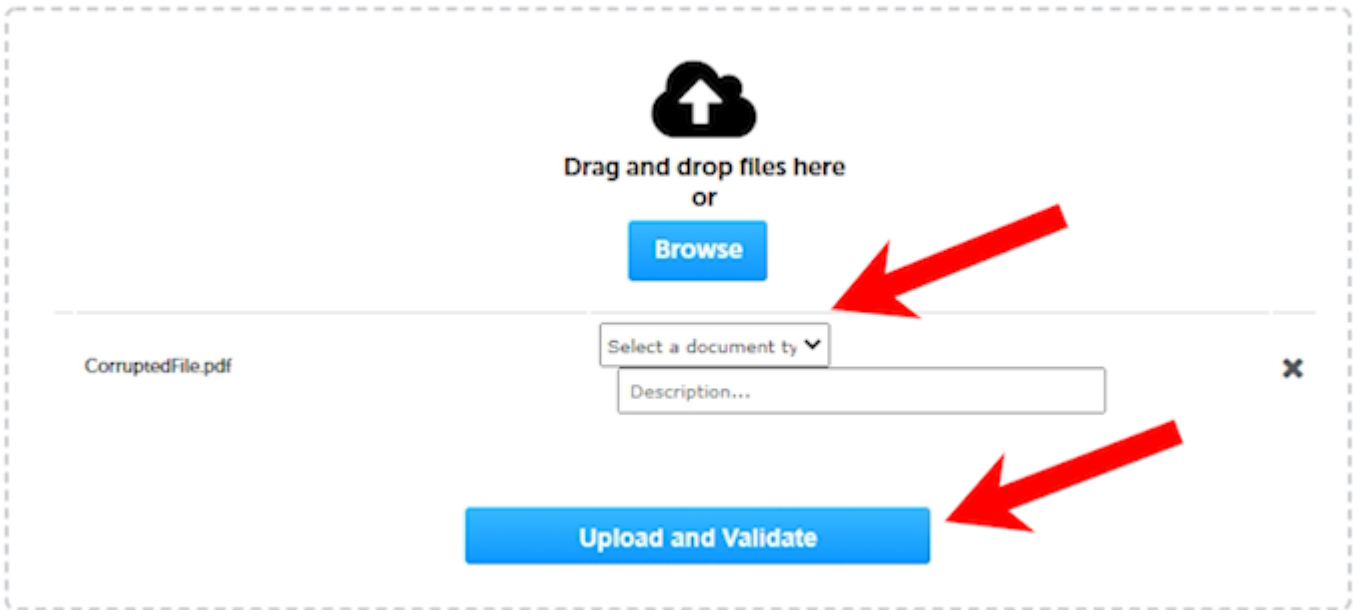
Review Plan Cycle # 1

Description: (?)

Client Demo Tutorial

Continue

3. Drag and drop or browse to find your files. Select the document type and enter a description of the document. Click on Upload and Validate.



4. While the files are being validated, the status will display as “*Uploading*”.

Files						
Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
AutoCAD_Sample Signed.pdf	Demo Documents	Documents	UPLOADING	Larry Cooper	2/1/2021	

5. Once validation is complete, the status will change to “*Validated*”. Click on “*Process Files*” to continue.

Files						
Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
AutoCAD_Sample Signed.pdf	Demo Documents	Documents	VALIDATED	Larry Cooper	2/1/2021	

Errors When Uploading and Validating Files?

1. If there is an error after uploading the file, a message will appear at the top of the screen and additional information is found by hovering over the Question Mark ("?"). For additional detail regarding the different types of error messages, please see the [Understanding and Resolving Errors section](#) below.

System Message:
One or more files have been rejected. You cannot continue with the review package if there are rejected files. Please delete all rejected files and upload them again when the problems are resolved. Once the status of all the files is not rejected, you can continue with the preparation of your review package.

CorruptedFile.pdf was rejected. File is corrupted. ?
Encrypted128AES.pdf was rejected. File is encrypted. ?

Digital Plan Room
Record: BD21-00120 ? Need help

Record Details	Summary	Uploads	Issues	Conditions
			Notes	Approved

1 Information 2 File Processing 3 Sheet Versioning 4 Review

Step 2: Add & Process Files

Click to view the requirements checklist for this review package. Requirements

A red arrow points from the 'Uploads' tab to the system message area.

2. To upload the corrected file, remove the file containing the error by clicking on the recycle bin.

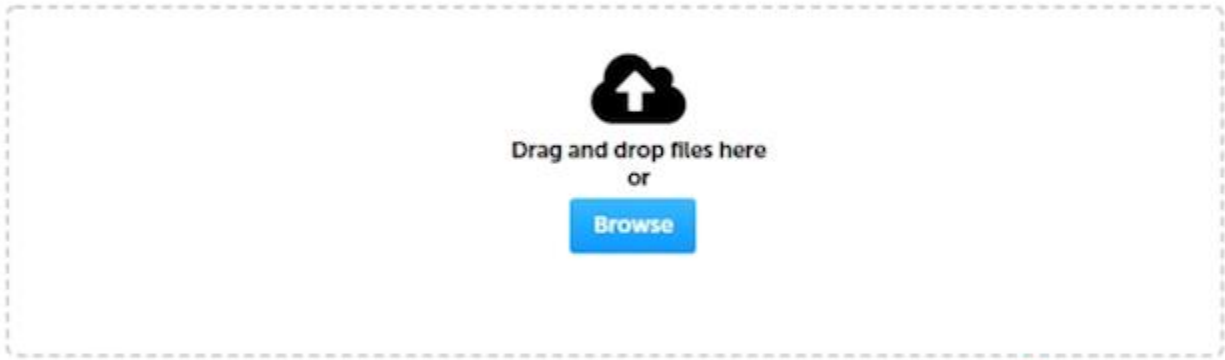
Step 2: Add & Process Files

Click to view the requirements checklist for this review package.

[Requirements](#)

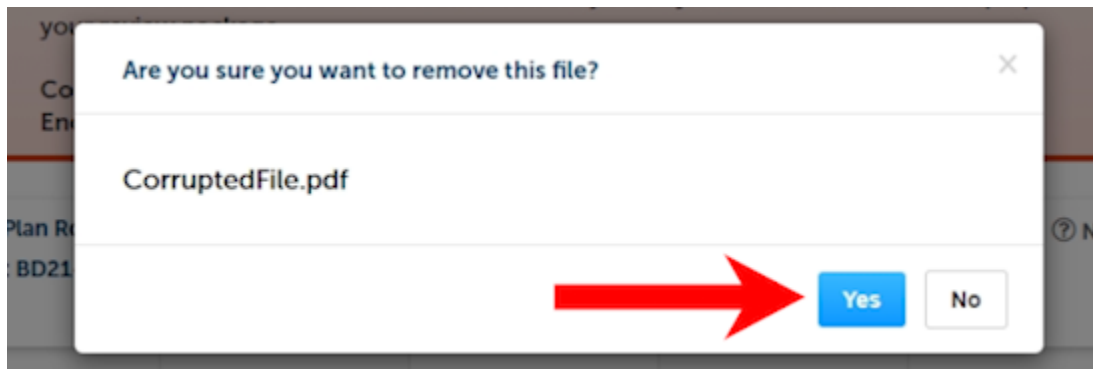
Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the Process Files button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.



Name	Description	Type	Status	Uploaded By	Uploaded Date	Signatures
CorruptedFile.pdf	Demo Plans	Site Plan	REJECTED	Larry Cooper	2/3/2021	
Encrypted128AES.pdf	Demo Documents	Documents	REJECTED	Larry Cooper	2/3/2021	

3. And then click "Yes" in the pop-up screen to remove the file and then upload the corrected file as described above in the [Uploading and Validating Files section](#).



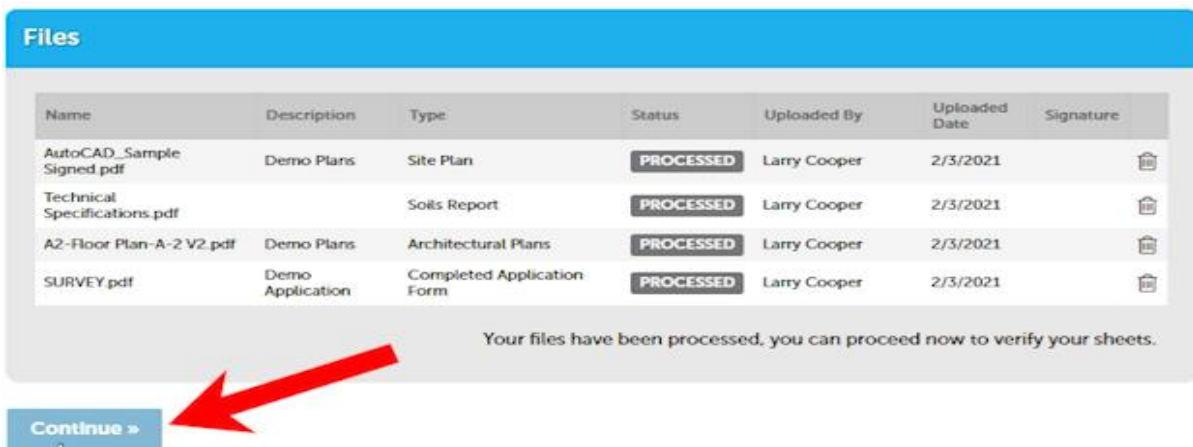
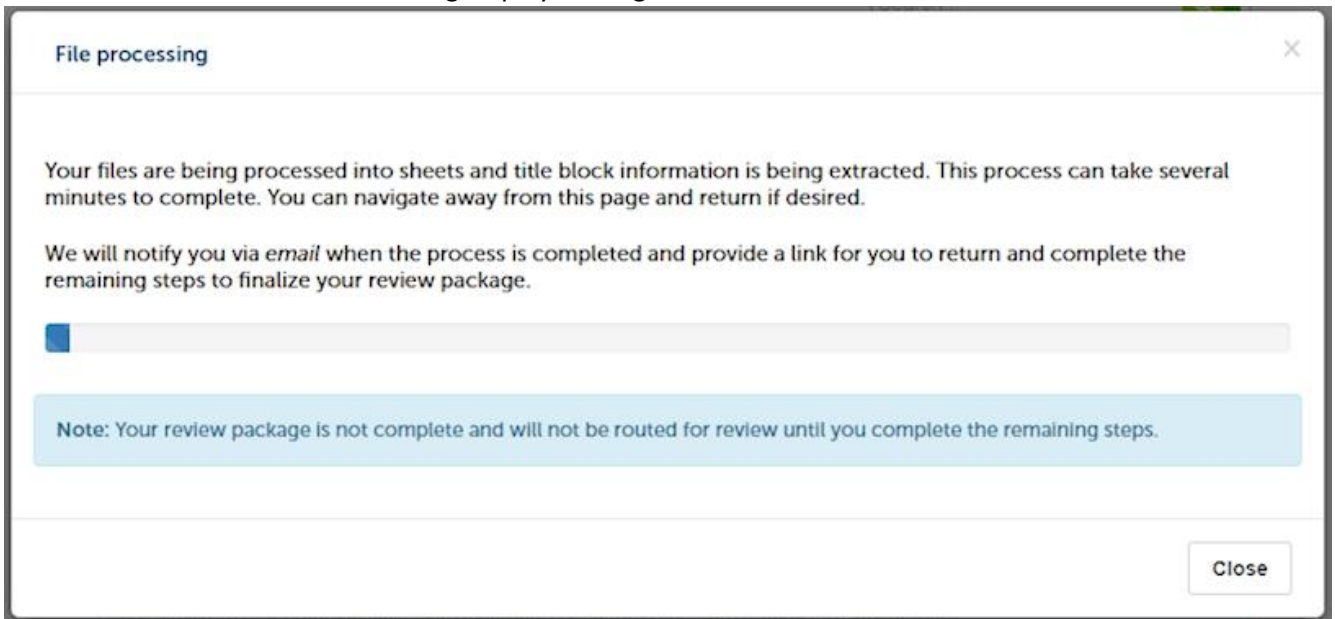
File Processing

1. The File Processing step may take a few minutes to complete. The system is separating the plan sheets and optimizing them for review.

NOTE: It is not necessary to wait for the files to finish processing. You can close the screen and come back to it once the processing is complete. **You will receive an email with a link alerting you that the processing step has been completed.**

IMPORTANT – your plans have not been submitted yet. The next step, Sheet Verification, must be completed in order for the submittal to be complete.

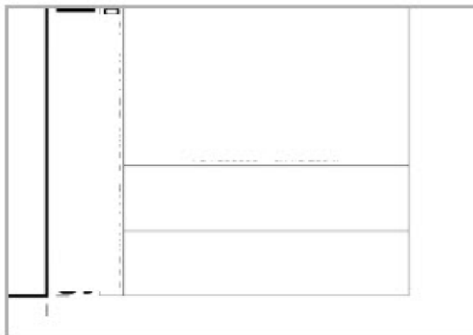
2. If you choose to wait for the file processing to finish, the above screen will close once complete and you can move forward to the Sheet Versioning step by clicking “Continue” on the next screen.



Sheet Versioning

1. Click on “Continue” to start the Sheet Versioning step. **NOTE:** If you opted to receive an email instead of waiting, the link will take you directly to the Sheet Versioning page.
2. Review the sheet numbers assigned to each sheet within the plan set and correct any mislabeled sheets by typing directly in the sheet number box. Once complete, click on “Continue”. **NOTE:** All sheet names must be unique.

SHEET NAME HERE



Page 1 from TEST2Plans.pdf

TIME-SAVING TIP: Include a Table of Contents in your file! Whenever possible, it is important to include a **Table of Contents** when exporting/publishing to the PDF (ex. Include “Create bookmarks” setting in AutoCAD Revit, etc.). Including a **Table of Contents** improves the accuracy of the system in automatically identifying all of the sheet names.

A screenshot of a software interface for sheet versioning. It displays two rows of sheet information. Each row includes a metadata box with fields for 'n by:', 'ked by:', ':', and 'ing no.', followed by a thumbnail of the sheet's content, and then a title box. The first row shows sheet 'S-03' titled 'FLOOR FRAMING PLAN AND SECTIONS' with a thumbnail of a floor plan. The second row shows sheet 'S-04' titled 'STRUCTURAL SECTIONS' with a thumbnail of structural drawings. Below the sheet information, there are two buttons: a blue 'Continue' button with a red arrow pointing to it, and an orange 'Save and resume later' button. The interface also shows file names like 'AutoCAD_Sample.pdf (Page: 10)' and 'AutoCAD_Sample.pdf (Page: 11)'.

3. Click "Finish" to complete the file upload.

Step 4: Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the Edit buttons to make any needed changes or to upload any remaining documents. Once you click Finish, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

Finish

General Edit

Review Plan Cycle # 1
Client Demo Tutorial

Requirements Edit

This is the requirements checklist for this package.

Status	Requirement	Message
✓	Architectural Plans	
✓	Completed Application Form	

Files Edit

These are all the files that will be submitted with this package.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
AutoCAD_Sample.pdf		Site Plan	PROCESSED	Larry Cooper	2/3/2021	
Technical Specifications.pdf		Soils Report	PROCESSED	Larry Cooper	2/3/2021	
A2-Floor Plan-A-2 V2.pdf	Demo plans	Architectural Plans	PROCESSED	Larry Cooper	2/3/2021	
SURVEY.pdf	Demo application	Completed Application Form	PROCESSED	Larry Cooper	2/3/2021	

Finish

4. You will receive confirmation the review package has been received by the Clark County and will also receive an email confirmation. **TIP:** If you do not receive the email confirmation, please check your SPAM folder or contact your email provider and ask them to add Clarkcounty-accela@clarkcountynv.gov to their whitelist.

Success.
Your review package has been received.

Digital Plan Room
Record: BD21-00120

Record Details	Summary	Uploads	Issues	Conditions
			Notes	Approved

Review Package Details

Name: Review Plan Cycle # 1
Description: Client Demo Tutorial
Status: Submitted
Date created: 1/29/2021, 3:51:41 PM
Date submitted: 2/3/2021, 2:08:56 PM

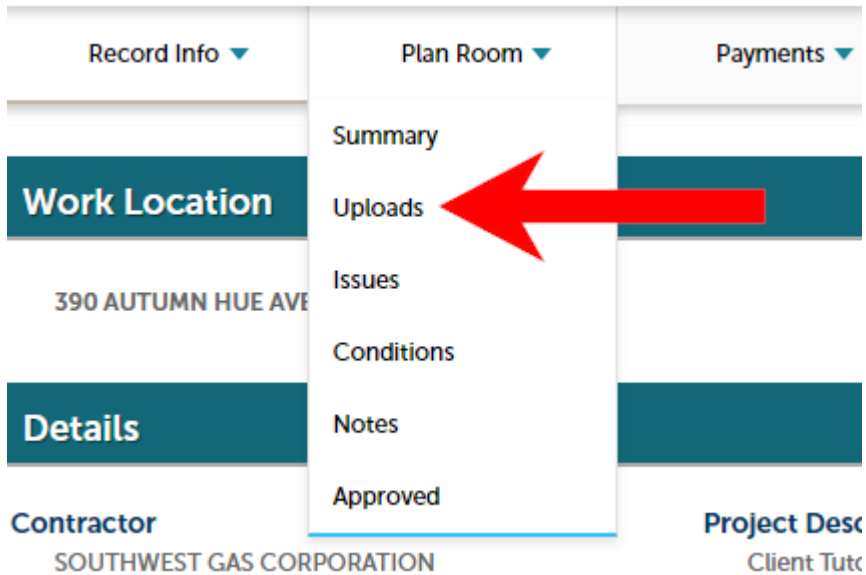
Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
AutoCAD_Sample.pdf		Site Plan	PROCESSED	Larry Cooper	2/3/2021	

Forgot to Upload Plans?

If you forgot to upload plans upon submittal, you will receive an email reminding you to upload the plans.

1. Log back into the Citizen Portal and locate the record.
2. Once the record has been located, click on the “Plan Room” and click on “Uploads”.



3. Follow the steps outlined in [Uploading and Validating Files](#).

Understanding and Resolving Errors

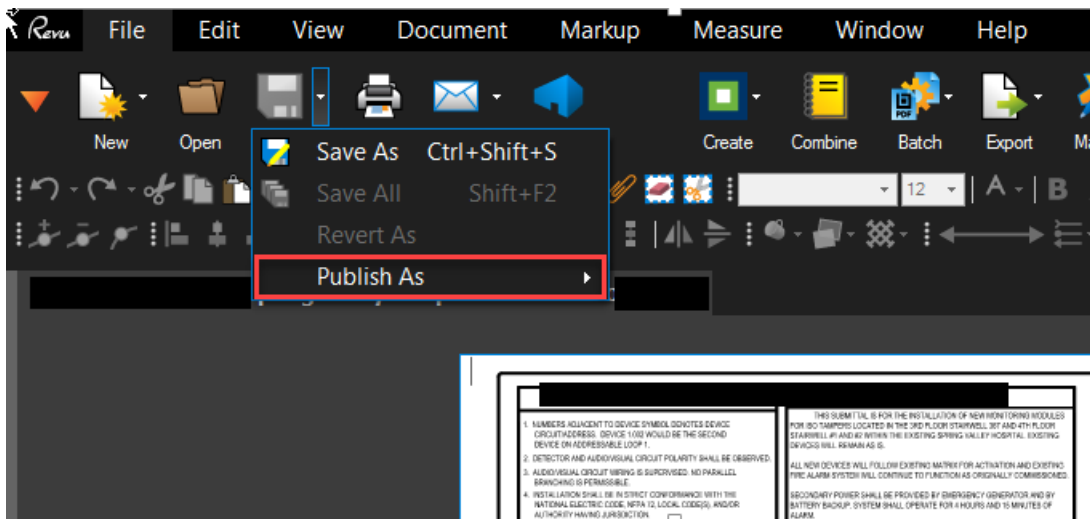
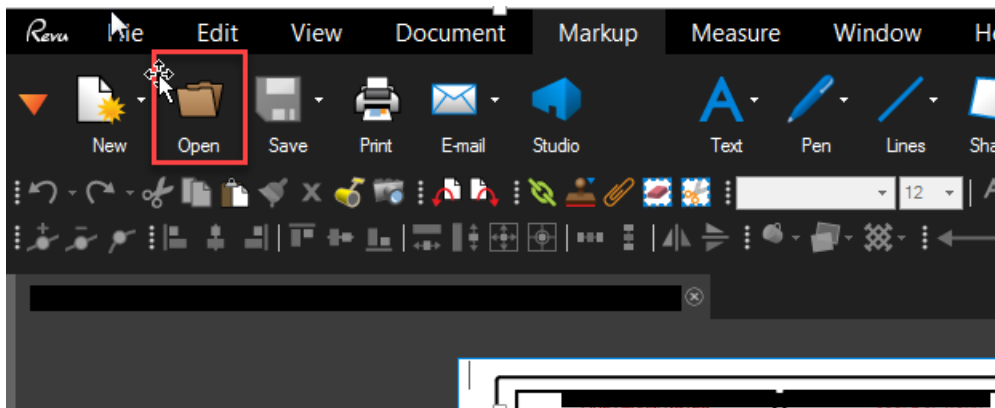
Common problems that could cause plan corruption during online submission:

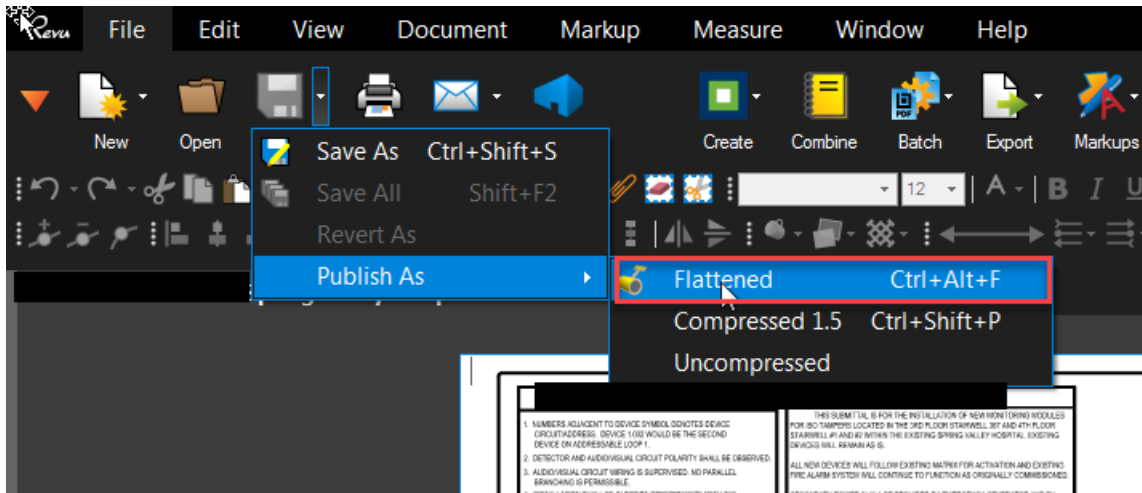
- The plan being saved as “**read-only**”
- The plan being “**digitally**” signed by the Architect/Engineer
- The plan **not** being properly flattened/optimized correctly within (.PDF)/Bluebeam
- The plan filename contains special characters (\$*%^@!) and over character limit (example: **archBD19-02456_%1@34!6_****_SameDayPlease_2019forwardtome**)
- Using weak/non-dedicated unsecured Wi-Fi when submitting plans
- Customer firewall altering document syntax and adding additional characters into doc code upon upload into the Citizen Access Portal

If the plan is being saved from Bluebeam and converted to (.PDF) you need to optimize the drawing before submitting into ACA by doing the following steps:

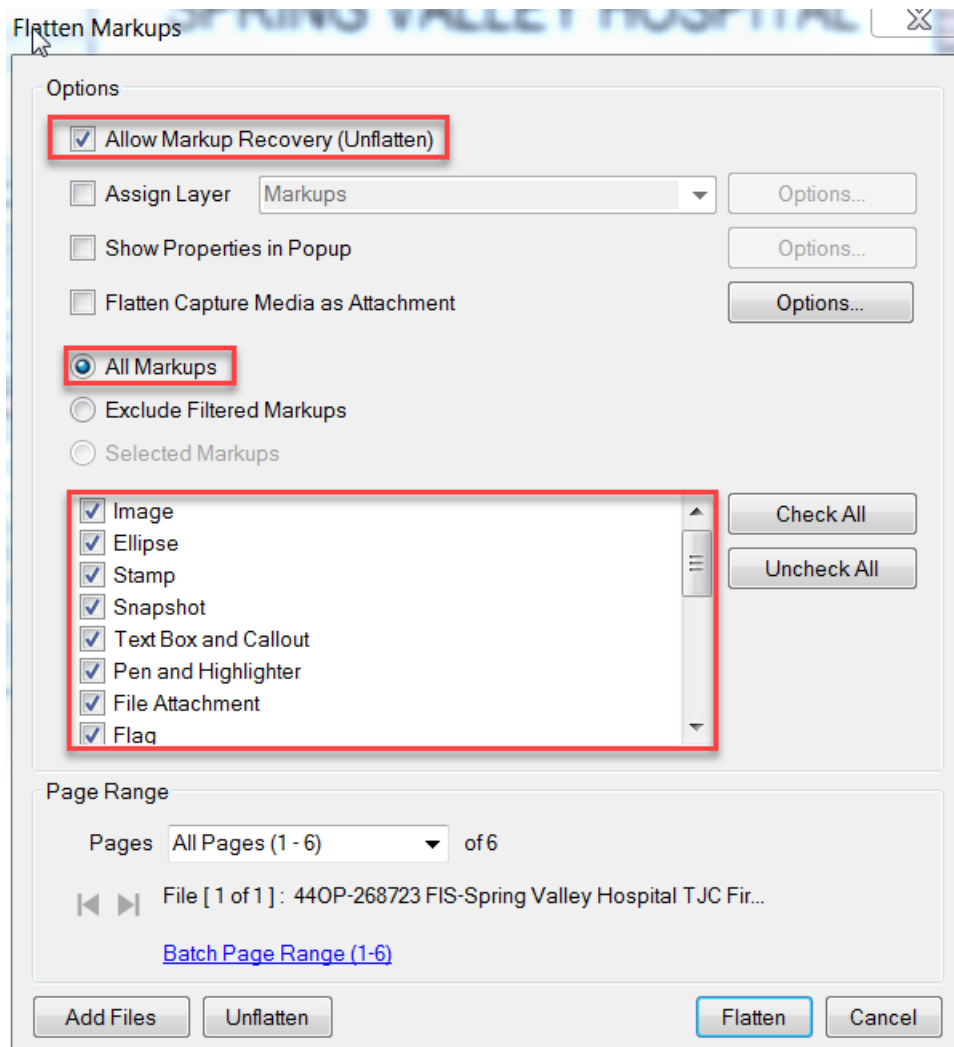
Open Bluebeam

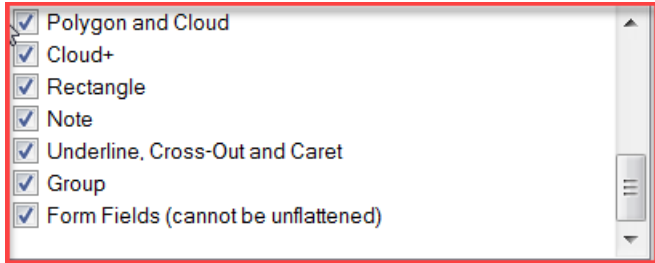
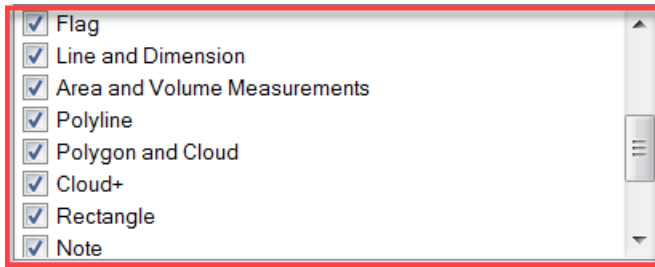
- o Browse file directory for the plan that needs to be optimized



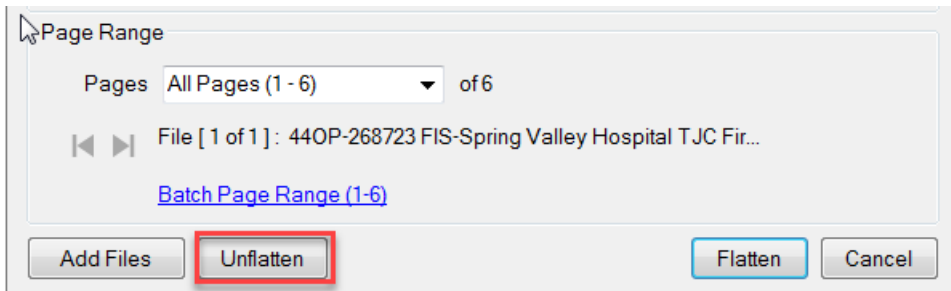


Leave the defaults and make sure you check all the boxes highlighted in "red":

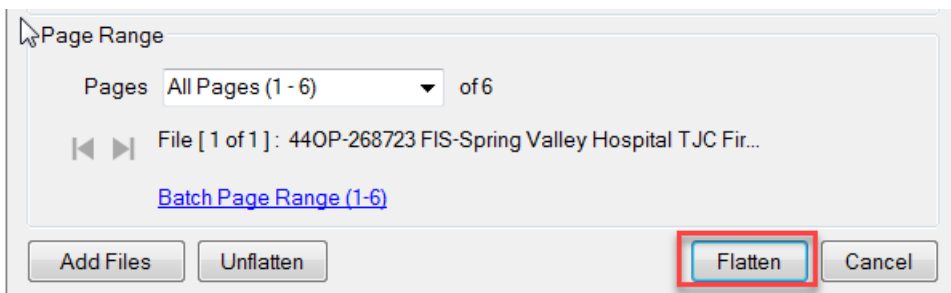




1. "Unflatten" the file, save the file to a folder called "unflatten"



2. The document will stay open, then "flatten" the file, save the file to a folder called "flatten"

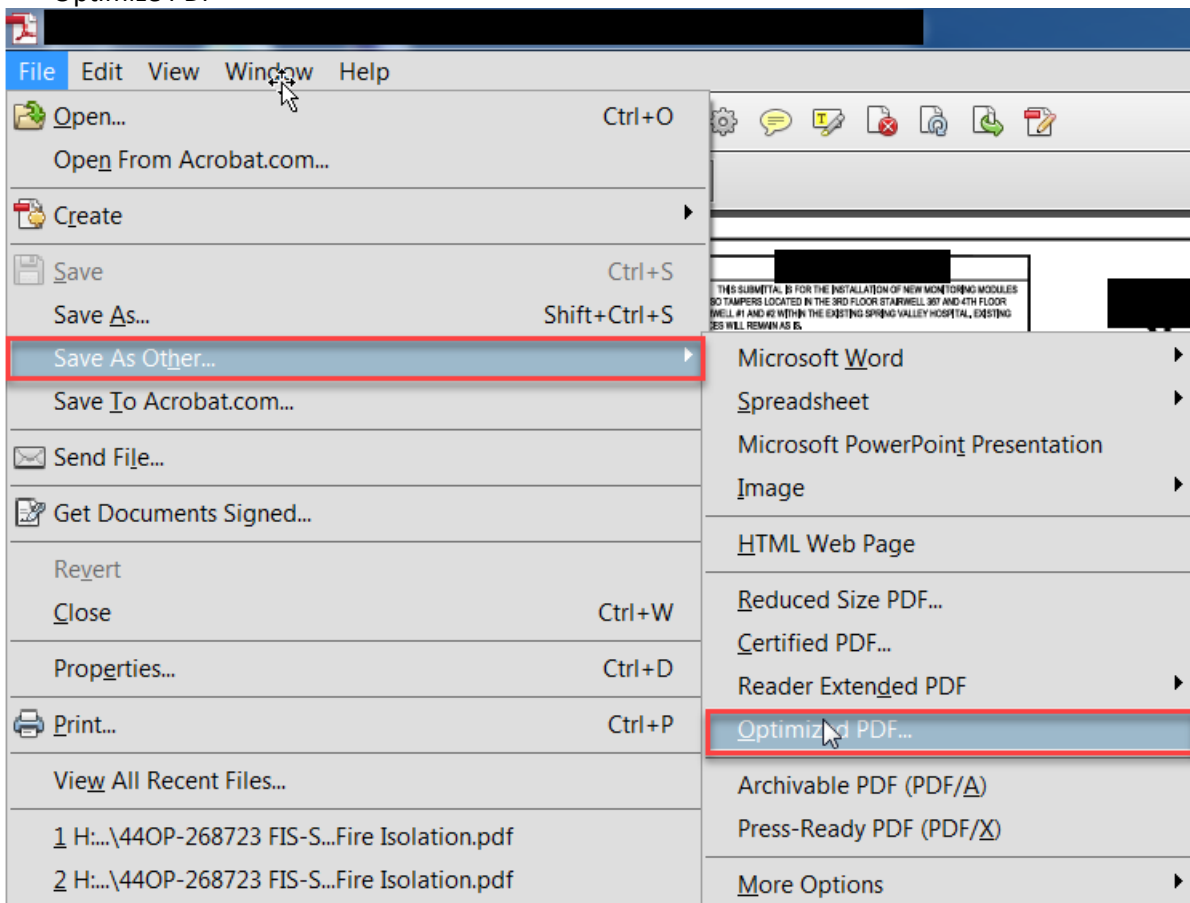


Example of what the folders should look like:

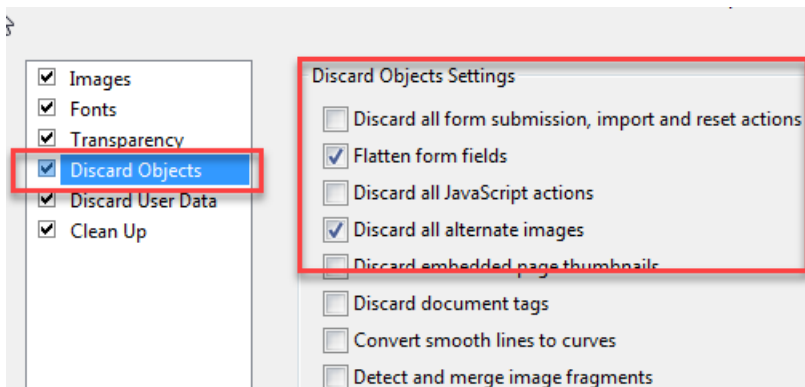
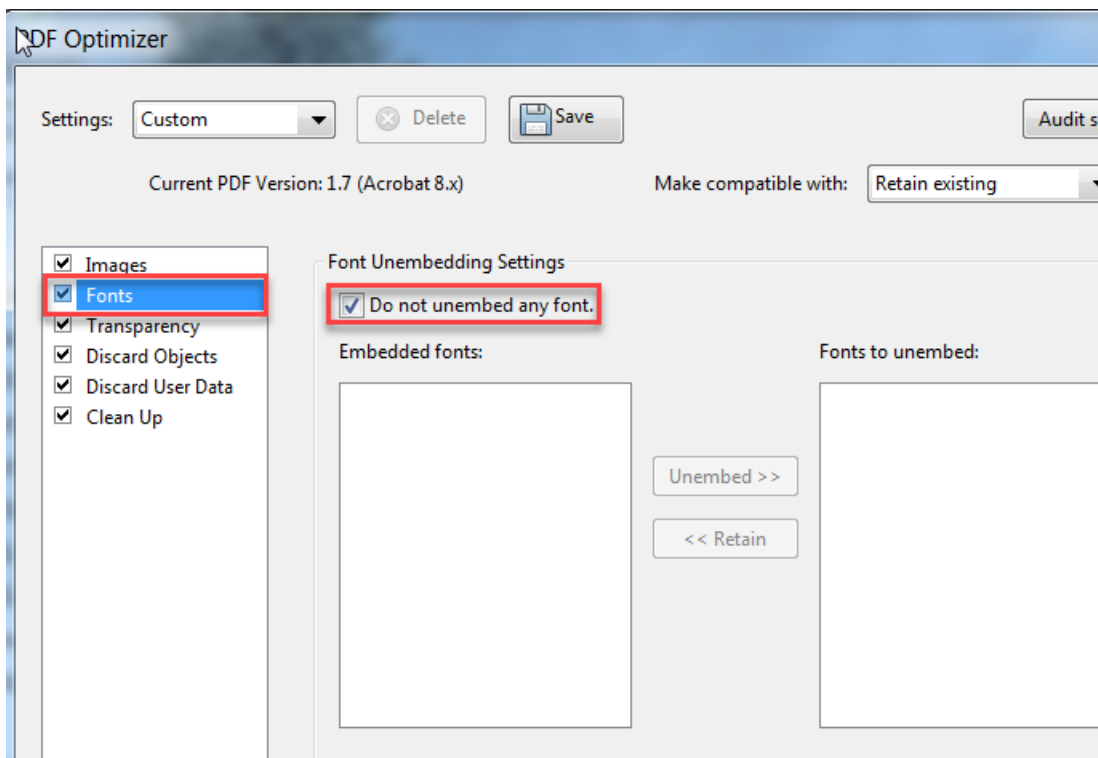
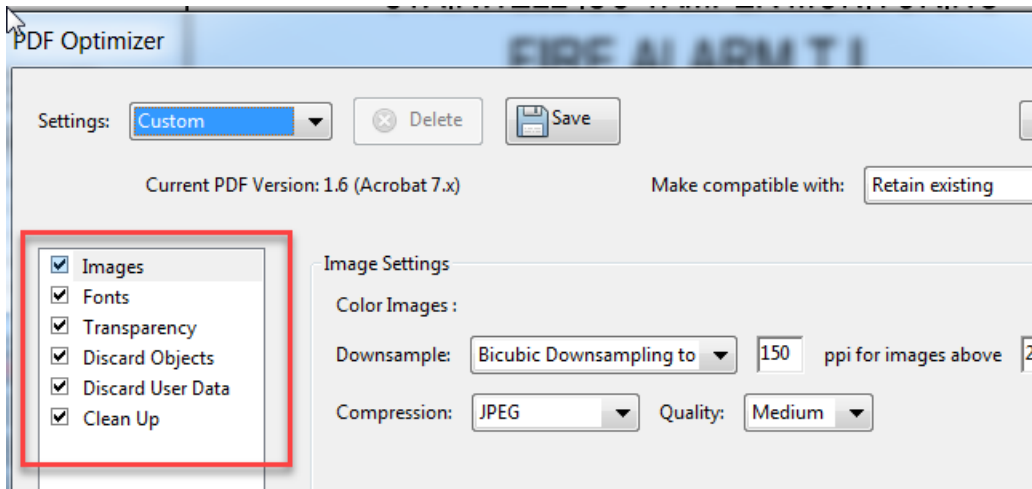
Name	Date modified	Type
Flatten	7/23/2019 11:38 A...	File folder
Unflatten	7/23/2019 11:38 A...	File folder

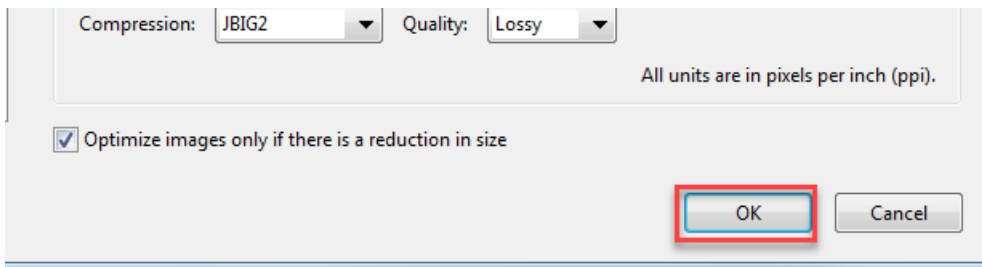
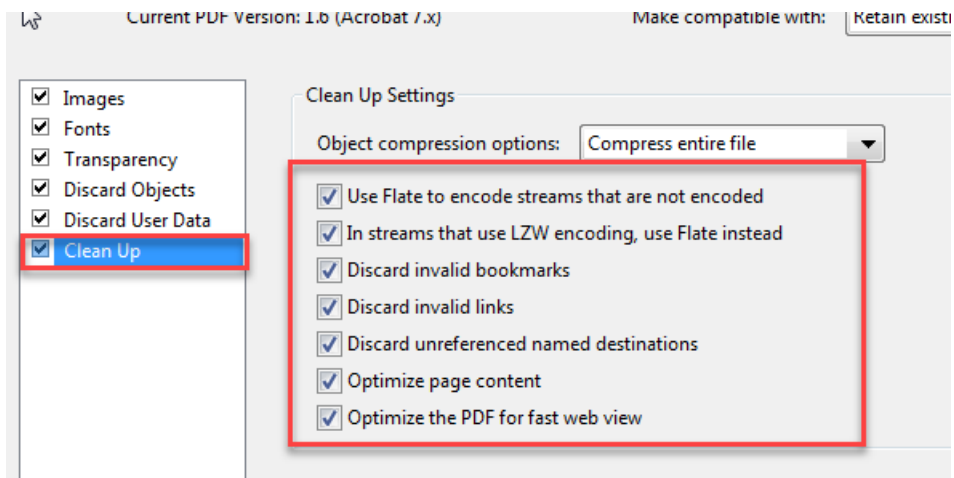
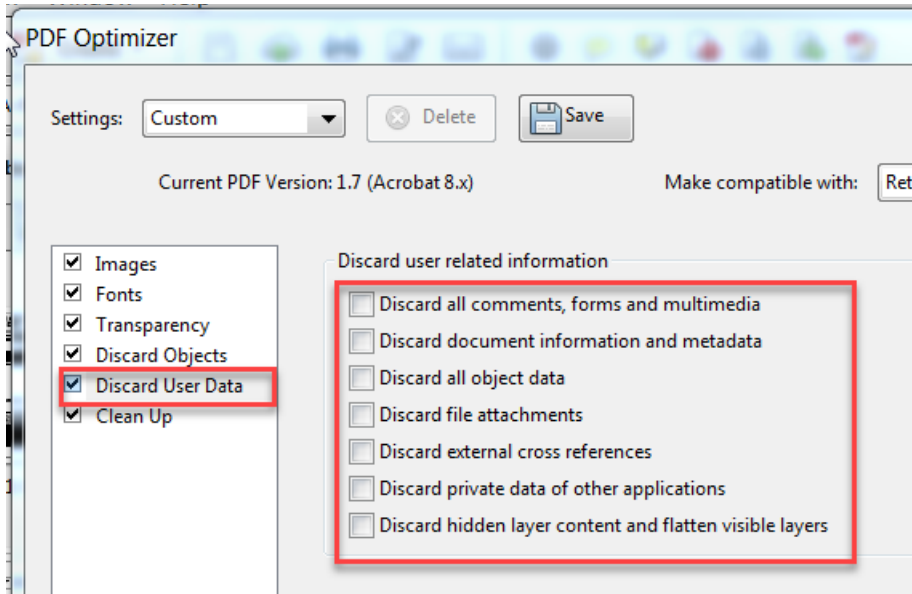
3. Once you have flattened the file, then open Adobe pro, browse to the folder called flatten, open the flattened doc in Adobe Pro

- Click →
- File Save As Other
- Optimize PDF





Make sure your settings in Adobe Pro match the screenshots listed below:





4. Create a folder called "adobe", save the document being optimized there

Name	Date modified	Type
 Adobe	7/23/2019 11:41 A...	File folder
Name	Date modified	Type
 Adobe	7/23/2019 11:41 A...	File folder

5. You will see a status bar appear in the lower right-hand corner (this is a good sign)



6. Once this process is done, login to the portal and upload the document from the “adobe” folder