



Clark County Digital Plan Room Reviewing Issues, Conditions and Notes

Last Updated: 03/01/2021

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Viewing Issues and Conditions

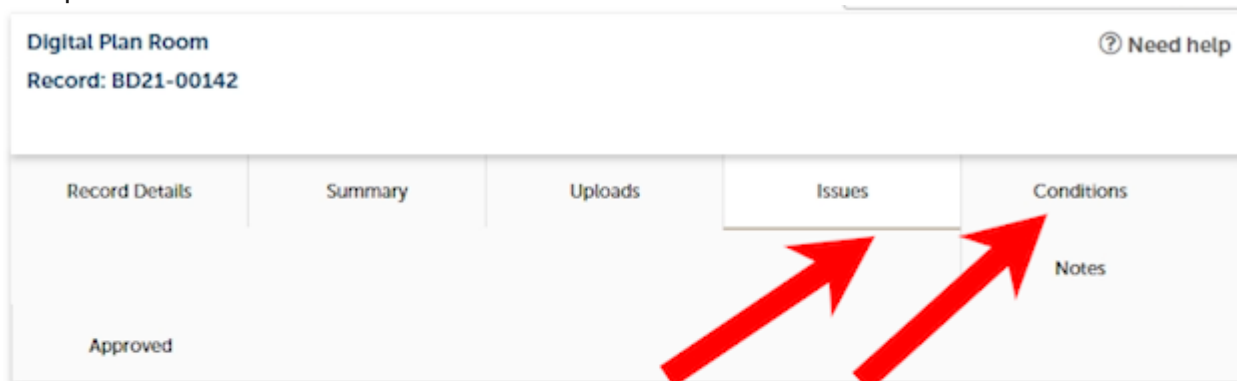
Once a given Plan Review Cycle is completed by Agency Staff, you will receive an email alerting you of the plan review status, the ability to respond to Issues and view Conditions, and submit any required corrected Sheets.

Issues – Issues are code related concerns that must be resolved by correcting the appropriate drawings.

Conditions – Conditions are concerns that can be corrected in the field by the inspection staff and are similar to red-lined drawings.

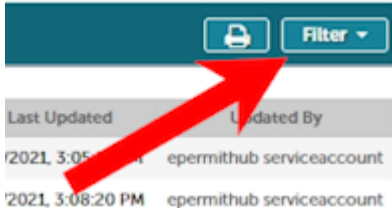
To view the Issues and Conditions on the plan, please click on the link provided in the corrections required email or follow the steps below:

1. Login to your Citizen Access account.
2. Go to “*Search*” and select your Record ID.
3. Click on the “*Plan Room*” and select the “*Issues*” or “*Conditions*” tab as needed. The comprehensive list of Issues or Conditions identified will be listed. Click on an individual Issue or Condition to view the specific items.



Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

Issues						
Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By



TIME-SAVING TIP: Use the Filter button to display only the desired Issue statuses and disciplines.

Click on the box and a drop-down list will display with the filter options. You can select more than one option from the drop-down.

Responding to Issues

1. Click on the individual Issues to view the Issue and respond with the corrective action.

NOTE: Mark-ups associated with the Issue are color-coded by discipline.

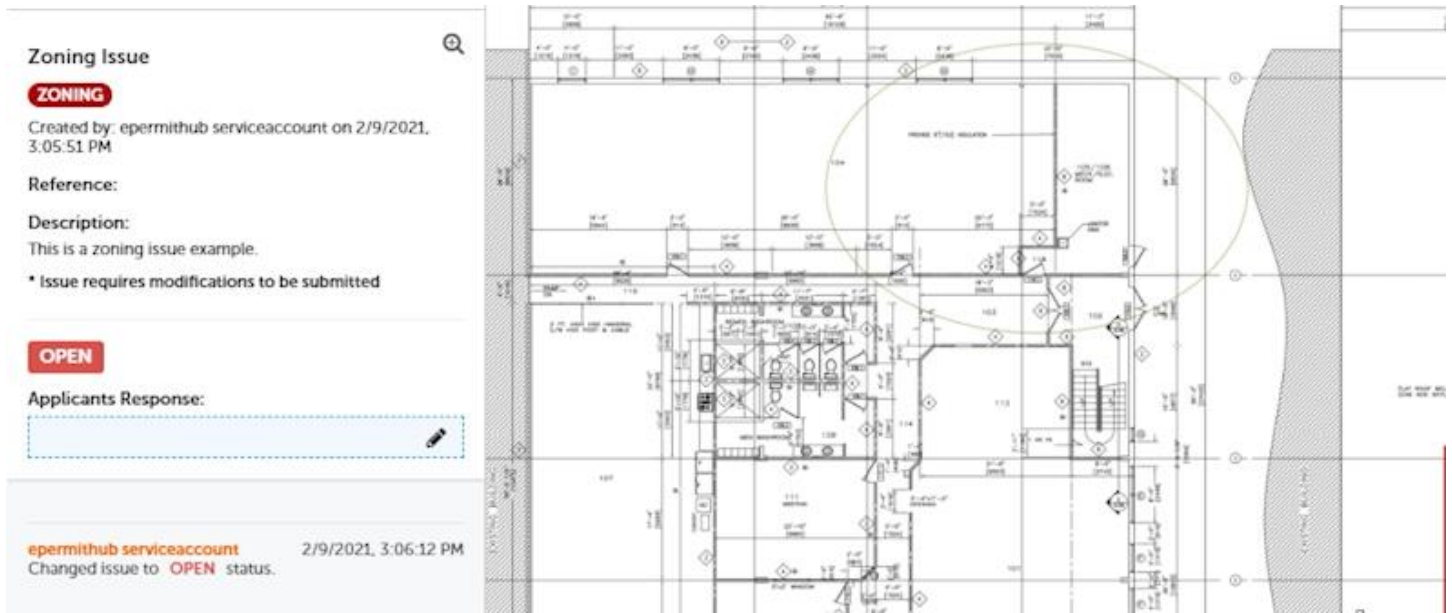
Digital Plan Room ? Need help
Record: BD21-00142

Record Details	Summary	Uploads	Issues	Conditions
Approved				Notes

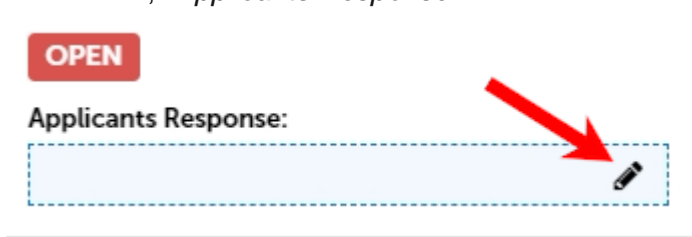
Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

Issues Filter ▾						
Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
ZONING	Zoning Issue	OPEN	A-01	epermithub serviceaccount	2/9/2021, 3:05:51 PM	epermithub serviceaccount
ELECTRICAL	Electrical Issue	OPEN	A-01	epermithub serviceaccount	2/9/2021, 3:08:20 PM	epermithub serviceaccount
ELECTRICAL	Plan Level Electrical Issue	OPEN		epermithub serviceaccount	2/9/2021, 3:09:08 PM	epermithub serviceaccount

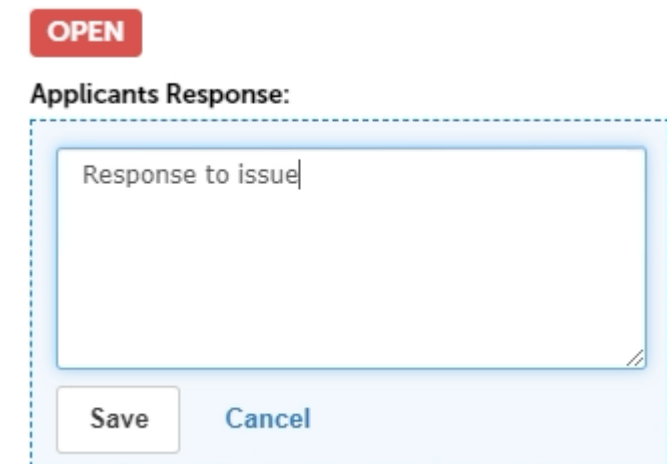
2. The plan sheet will open with the Issue with any related markups and correction comments displayed.



3. To respond to the mark-up, click on the pencil on the left-hand side of the screen in the text box labeled, "Applicants Response".



4. It is important to be descriptive in the response. The response must include what corrective measures were taken to resolve the Issue. Once you save your Resolution response, the status of the Issue will automatically change to "Answered".



- To return to the Plan Room options click on the X at the top of the screen.



Printing or Saving the Issues List

If you would like to save the Issues list in order to email or print the list, please follow the below steps.

- Click on the “Print” icon.



Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

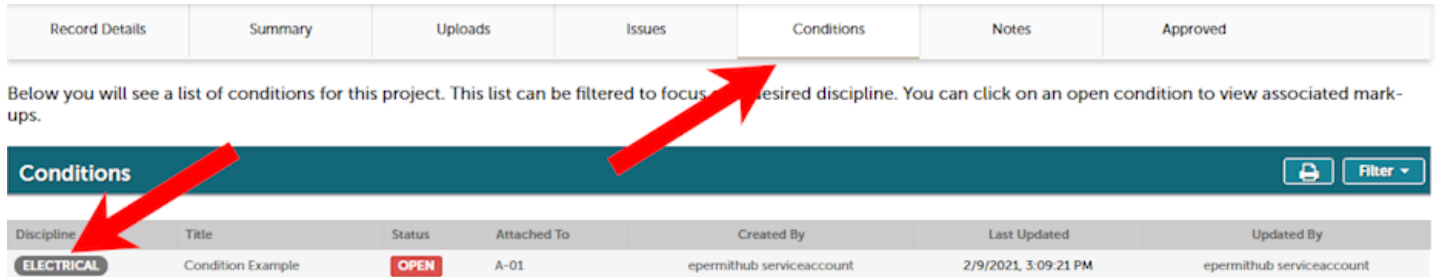


- The Issues list will open in a formatted report. The list can then be printed or saved by clicking the “Print” icon again.

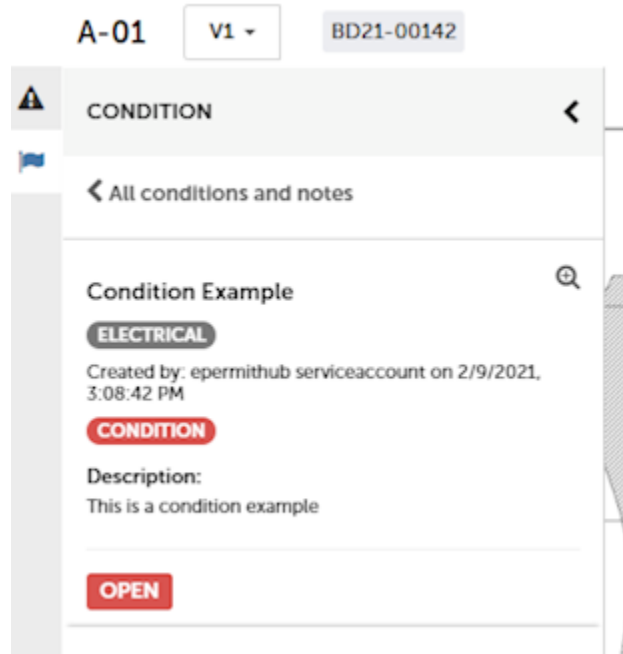


Viewing Conditions

1. Click on the “Conditions” tab to view all Conditions, and then click on a specific Condition to view it on the plan sheet. **NOTE:** Conditions and mark-ups are color-coded by discipline.



2. After clicking on a given Condition from the Conditions list, the plan sheet will open with the markup and Condition displayed on the related plan sheet.



3. Conditions do not require a response. To return to the Plan Room options click on the X in the top right of the screen.



Uploading Corrected Sheets

1. You will not be able to upload corrected sheets until you have responded to all Issues and all plan reviews have been completed. The status will show “*Answered*” once all Issues have a response comment. If your Issue resolution only requires a comment, please add the comment to the Issue response and re-upload the impacted sheet.

Notice:
All issues have been answered. Click the Uploads tab to submit responses and upload any corrected plans and documents.

Digital Plan Room Need help
Record: BD21-00142

Record Details	Summary	Uploads	Issues	Conditions
				Notes
Approved				

Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

Issues Filter

Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
ZONING	Zoning Issue	ANSWERED	A-01	epermithub serviceaccount	2/9/2021, 6:15:21 PM	Larry Cooper

2. Click on “*Uploads*” to upload the corrected sheets. It is not necessary to resubmit the entire plan set. Only the updated or added sheets must be uploaded. Select “*Resume*” to upload the sheets.

Digital Plan Room Need help
Record: BD21-00212

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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Digital files required for application and plan review are submitted within a review package. Below is a list containing submitted and in progress packages for this application. Plan files may only be submitted at the start of a review cycle. For review cycles that are in progress, click the Resume action to upload files to the packages.

Review Packages

Date	Name	Description	Status	Last Updated By	Comments	Action
2/15/2021	Review Plan Cycle # 1	Demo	Processed	Larry Cooper		Resume

3. Complete the same upload steps as the initial upload. See the [Uploading and Plans and Docs](#) document for details on uploading files and read the below **IMPORTANT NOTE** on how to name the revised plan sheet file names.
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IMPORTANT NOTE: Use the same sheet names when uploading the revised plan sheets. It is important that the same names are used so that the Digital Plan Room automatically recognizes and versions the new sheets. This will save you time!