

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

Last Updated: 03/01/2021

Table of Contents

What is the Digital Plan Room?	3
Uploading and Validating Files	4
Errors When Uploading and Validating Files?	6
File Processing	8
Sheet Versioning	9
Forgot to Upload Plans?	12
Understanding and Resolving Errors	13
Common problems that could cause plan corruption during online submission:	13

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.



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

Review Plan Cycle # 1	
Description: ?	
Client Demo Tutorial	
	10

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.

	Drag and drop files here or Browse	
CorruptedFile.pdf	Select a document ty 💙 Description	×
	Upload and Validate	

4. While the files are being validated, the status will display as "Uploading".

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

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 <u>Understanding and Resolving Errors section</u> below.

rejected file	e files have been reject s. Please delete all reje nee the status of all the	cted files and uploa	d them again when	
	ile.pdf was rejected. Fi 28AES.pdf was rejected		0	
Digital Plan Room Record: BD21-00120				⑦ Need help
Record Details	Summary	Uploads	Issues	Conditions
			Notes	Approved
1 Information	2 File Processing	3 Sheet	/ersioning	4 Review
Step 2: Add & Proces	s Files		Click to view the requirem thecklist for this review particular the comparison of t	O Requirements

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.

Ø 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.										
Drag and drop files here or Browse										
Files										
Name	Description	Туре	Status	Uploaded By	Uploaded Date	Signa				
CorruptedFile.pdf	Demo Plans	Site Plan	REJECTED	Larry Cooper	2/3/2021		Ê			
Encrypted128AES.pdf	Demo Documets	Documents	REJECTED	Larry Cooper	2/3/2021		Ê			

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.

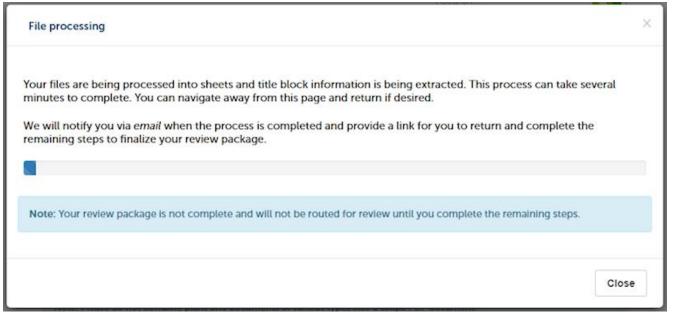
уог	Are you sure you want to remove this file?	×	
En	CorruptedFile.pdf		
BD21	Yes No		(3) N

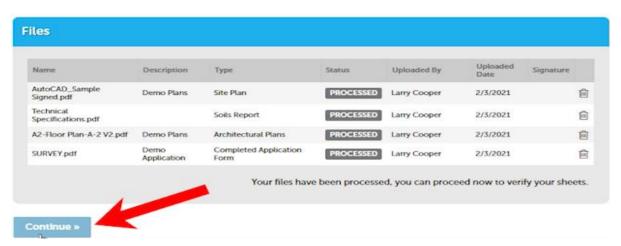
1. The File Processing step may take a few minutes to complete. The system is separating the plan sheets and optimizing them for review.

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.

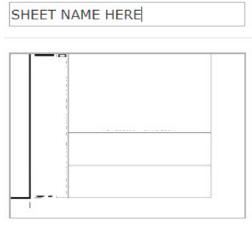
IMPORTANT – your plans have not been submitted yet. The next step, Sheet Verification, must be completed in order for the submittal to be complete.

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.



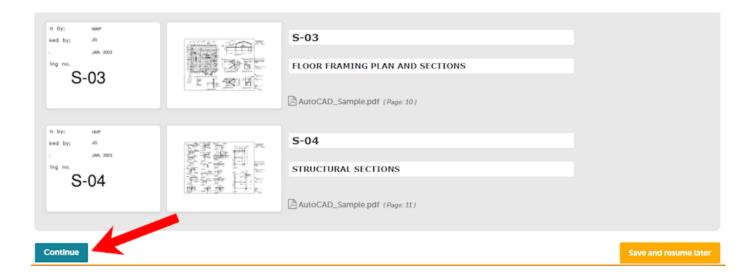


- 1. Click on "*Continue*" to start the Sheet Versioning step. **NOTE:** If you opted to receive an email instead of waiting, the link will take you directly to the Sheet Versioning page.
- 2. Review the sheet numbers assigned to each sheet within the plan set and correct any mislabeled sheets by typing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



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.). Include sheet titles within the table of contents when possible. Including a Table of Contents improves the accuracy of the system in automatically identifying all of the sheet names.

Page 1 from TEST2Plans.pdf



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										
Review Plan Cy	cie # 1									
Client Demo Tu	torial									
Requirements										
This is the requi	rements checklis	t for this package.								
Status	Requirement				Messag	e				
×	Architectural Pla	ans								
×	Completed App	lication Form								
Files							Edit			
These are all the	e files that will be	submitted with this p	ackage.							
Name		Description	Туре	Status	Uploaded By	Uploaded Date	Signature			
AutoCAD_Sam	pie.pdf		Site Plan	PROCESSED	Larry Cooper	2/3/2021				
Technical Spec	ifications.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 <u>Clarkcounty-accela@clarkcountynv.gov</u> 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

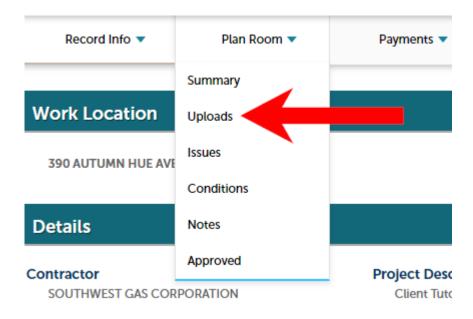
Name: Review Plan Cycle # 1 Description: Client Demo Tutorial Status: Submitted Date created: 1/29/2021, 3:51:41 PM Date submitted: 2/3/2021, 2:08:56 PM

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

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 <u>Uploading and Validating Files</u>.

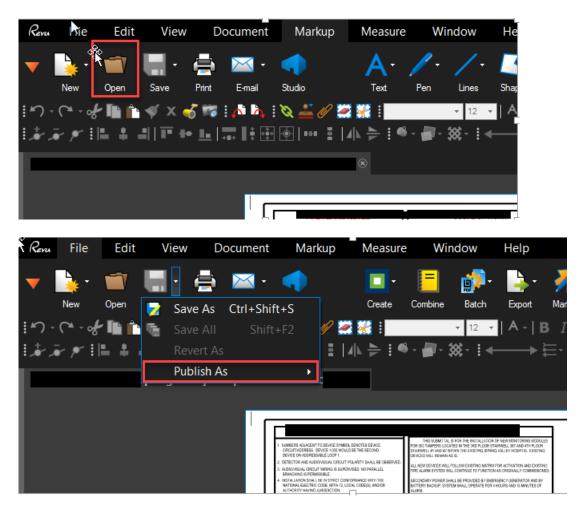
Common problems that could cause plan corruption during online submission:

- 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

• Browse file directory for the plan that needs to be optimized



Revu	File	Edit	Vie	w Do	ocument	Markup	Measure	e Wir	ndow	Help	
•) -	Ĩ		ē	<u>- 1</u>	•	-	=	*	-	₩.
	New	Open	📝 S	ave As	Ctrl+Shift+	S	Create	Combine	Batch	Export	Markups
!″) · (~ ~ of		r 🚡 s	ave All	Shift+F	2 🖉	a 👬 🗄		• 12 •	A -	B <i>I</i> <u>∪</u>
t,∦r,,₩	· # 1	⊨ ∔ ∙	R	levert As		Ξ	∡ ⊾ ╞╾ ┋ ◀	• - 🗐 - 🔅	×-!+	>	≣- ⊒-
			Р	ublish A	s	• 5	Flattened		Ctrl+A	t+F	
				Ċ,			Compress	ed 1.5	Ctrl+Shif	t+P	
							Uncompre	essed			
						ROUTIADDRESS, DEVICE 1.002 V SVICE ON ADDRESSABLE LOOP 1	OUT POLARITY SHALL BE OBSERVED.	DEVICES WILL REMAIN A ALL NEW DEVICES WILL FIRE ALARM SYSTEM WI	IS FOR THE INSTALLATION O TEED IN THE SHOP FLOOP STA THEN THE INSTANCE SAME STATE INSTANCE INSTANCE AND A STATE FOLLOW EXISTING MATRIX P LL COMPANYEE TO PLACE OWN	OR ACTIVATION AND EXIST AS ORIGINALLY COMHESIS	NG NED.

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

Flatten Markups	
Options	
Allow Markup Recovery (Unflatten)	
Assign Layer Markups 💌	Options
Show Properties in Popup	Options
Flatten Capture Media as Attachment	Options
All Markups	
C Exclude Filtered Markups	
Selected Markups	
✓ Image	Check All
 ✓ Ellipse ✓ Stamp 	Uncheck All
✓ Snapshot	
Text Box and Callout	
Pen and Highlighter	
 ✓ File Attachment ✓ Flag 	
Page Range	·
Pages All Pages (1 - 6)	
File [1 of 1]: 440P-268723 FIS-Spring Valley Hospital TJC	Fir
Batch Page Range (1-6)	
Add Files Unflatten	Flatten Cancel

🔽 Flag	*
Line and Dimension	
Area and Volume Measurements	
V Polyline	
Polygon and Cloud	=
Cloud+	
✓ Rectangle	
Vote	*
🔽 Polygon and Cloud	
✓ Polygon and Cloud ✓ Cloud+	•
R	•
Cloud+	•
 ✓ Cloud+ ✓ Rectangle 	•
 ✓ Cloud+ ✓ Rectangle ✓ Note 	•
 Cloud+ Rectangle Note Underline, Cross-Out and Caret 	*

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

Page Range	9		
Pages	All Pages (1 - 6)	✓ of 6	
∢ ▶	File [1 of 1] : 440P-268723	FIS-Spring Valley Hospital	TJC Fir
	<u>Batch Page Range (1-6)</u>		
Add Files	Unflatten		Flatten Cancel

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

Page Range)	
Pages	All Pages (1 - 6) 🔹 👻	of 6
	File [1 of 1] : 440P-268723 FI	S-Spring Valley Hospital TJC Fir
	<u>Batch Page Range (1-6)</u>	
Add Files	Unflatten	Flatten Cancel

Example of what the folders should look like:

Name	Date modified	Туре
📜 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

1		
File Edit View Windsw Help		
🖄 <u>O</u> pen	Ctrl+O	🛱 🤛 🌠 💊 🕼
Ope <u>n</u> From Acrobat.com		
🔁 C <u>r</u> eate	•	-
Save	Ctrl+S	
Save <u>A</u> s	Shift+Ctrl+S	THIS SUMMITIAL IF FOR THE INSTALLATION OF HER MONTONING MODULES TO TAMPERS LOCATE IN THE SEG TO LOCAT STATINGEL SUM AND THIS TOOP WILL AN AND KI WITHIN THE DISTING SPRING VALLEY HOSPITAL, EXISTING ES WILL REWARK AS IS
Save As Ot <u>h</u> er	•	Microsoft Word
Save <u>T</u> o Acrobat.com		Spreadsheet
Send File		Microsoft PowerPoint Presentation
Get Documents Signed		Image •
		<u>H</u> TML Web Page
Re <u>v</u> ert		Padward City DDC
<u>C</u> lose	Ctrl+W	Reduced Size PDF
Prop <u>e</u> rties	Ctrl+D	<u>C</u> ertified PDF
		Reader Extended PDF
🖨 <u>P</u> rint	Ctrl+P	Optimiz <mark>t</mark> yd PDF
Vie <u>w</u> All Recent Files		Archivable PDF (PDF/ <u>A</u>)
1 H:\44OP-268723 FIS-SFire Isolation.pdf		Press-Ready PDF (PDF/X)
2 H:\440P-268723 FIS-SFire Isolation.pdf		More Options

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

PDF Optimizer	FIDE ALARM T I
Settings: Custom	Delete
Current PDF Ver	sion: 1.6 (Acrobat 7.x) Make compatible with: Retain existing
 ✓ Images ✓ Fonts ✓ Transparency ✓ Discard Objects ✓ Discard User Data ✓ Clean Up 	Image Settings Color Images : Downsample: Bicubic Downsampling to 150 ppi for images above 22 Compression: JPEG Quality: Medium

Settings:	Zer	Delete		Audit sp
	Current PDF Vers	ion: 1.7 (Acrobat 8.x)	Make compatible with:	Retain existing
	parency rd Objects rd User Data	Embedded fonts:	Unembed >>	s to unembed:
5				

 ✓ Images ✓ Fonts ✓ Transparency ✓ Discard Objects ✓ Discard User Data ✓ Clean Up 	Discard Objects Settings Discard all form submission, import and reset actions Flatten form fields Discard all JavaScript actions Discard all alternate images Discard embedded page thumbnails Discard document tags Convert smooth lines to curves Detect and merge image fragments
---	---

PDF Optimizer		225
Settings: Custom	Delete Save Save Make c	ompatible with: Reta
 ✓ Images ✓ Fonts ✓ Transparency ✓ Discard Objects ✓ Discard User Data ✓ Clean Up 	Discard user related information Discard all comments, forms and multim Discard document information and meta Discard all object data Discard file attachments Discard file attachments Discard private data of other applications Discard hidden layer content and flatten of	data
 Current PDF Version Images Fonts Transparency Discard Objects Discard User Data Clean Up 	n: 1.b (Acrobat 7.x) Make comp Clean Up Settings Object compression options: Compress entire Image: Use Flate to encode streams that are not encoded streams that are not encoded streams that are not encoded in streams that use LZW encoding, use Flate in the Discard invalid bookmarks Discard invalid bookmarks Image: Discard invalid bookmarks Discard invalid links Discard unreferenced named destinations Image: Optimize page content Optimize the PDF for fast web view	oded

Compression:	JBIG2 -	Quality:	Lossy	•		
					All units are in pixels p	per inch (ppi).
🔽 Optimize imag	es only if there is a r	eduction in s	size			
					ОК	Cancel

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

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