

Q&A Session for Clark County Building & Fire Prevention New E-Plan Process

Q1: What does it mean to not combine plans and documents of various types?

A1: All files should be uploaded according its discipline. i.e. plumbing, mech or arch should be separate.

Q2: Will the link to upload documents be also included in the email confirmation we typically receive once the application has been processed?

A2: Yes

Q3: Does breaking up a set into individual sheets void the digital signature on the set?

A3: No. The digitally signed plans will remain untouched and the signature valid. The sheet extraction process does not modify the original document.

Q4: Does the .pdf must be from CAD as opposed to a wet stamped scanned PDF?

A4: No. The system will allow you to scan in wet stamped .pdfs

Q5: Do we have to use Chrome?

A5: Google Chrome or Microsoft Edge

Q6: Does the system accept AMMR submittal?

A6: Yes. The system accepts Alternate Methods.

Q7: Will this new system speed up the plan approval process?

A7: One would hope so, however, you will need to addressing reviewing issues with the departments division.

Q8: Is the process for Fire Protection submittals like Building Department submittals?

A8: Yes

Q9: Will the email be sent to the person who uploaded, or just one person appointed as the contact person with Clark County Building & Fire Prevention?

A9: Whoever is on the contact

Q10: How does naming work when you are submitting 5 standard plans.

A10: The system does not allow duplicates. My advice if plan 1234 has A1 try renaming the duplicate to A1.1a, A1.1b and so on.

Q11: Example Plan 1234 has a sheet A1.1 and plan 5678 also has a sheet A1.1

A11: The system will not allow any duplicate sheet names

Q12: Unique sheet numbering, does that mean we may have to have our consultants' re-number their pages? Or can we just create a unique number in the title?

A12: The sheet numbering must be unique

Q13: When clicking EDIT can we remove a file?

A13: Yes

Q14: On the initial application is it possible to add multiple contacts at that time or does that need to be done later?

A14: The contacts are not changing with this new system module. 2 contacts can be added on intake, more can be added after intake.

Q15: If you are a contractor and the plans are uploaded by the project Architect, is the contractor able to see the status and get any updates?

A15: If they are a contact on the record.

Q16: If there is a revision that occurs after the documents were submitted that we wish to submit for review prior to plans review is completed, can we do that, or must we wait until after we have received any comments or final approval?

A16: The revision process has not changed. If the plan is an review status, and has not been approved and issued you have to wait to submit a revision. Revision submittals are only allowed after issuance.

Q17: Will we still need to have wet stamped plans on site for the building inspectors, or will they be working off iPads?

A17: Currently wet stamped plans will still need to be onsite.

Q18: What's the difference between Fire and Building applications?

A18: Please understand that Building have additional application forms that must be submitted with your application submittals. Fire does not have additional forms.

Q19: Are you going to go over standard plans Step 1, Step 2 and Step 3?

A19: No. This is general information demo. If you are having difficulties submitting standard plans, please contact the department through email. epplansubmittal@clarkcountynv.gov

Q20: So, if I submit 9 models in standard plan package for 43 number which can be over 500 sheets, I must have 500 unique sheet numbers?

A21: Yes, the system will not allow you to submit duplicate numbers.

Q22: How do we request the plan review comments (issues) to be sent to the person who uploaded, and not the general contact person?

A22: The record communications will always go to the applicant contact on the record.

Q23: Will we get a detailed "how to" for step 1, step 2 and step 3?

A23: That has not been planned. For step by step instructions, please contact the department through email. epplansubmittal@clarkcountynv.gov

Q24: For standard plans - will each model be a different 43# number? If not, this will pose a problem for page numbering. Each model will have (ex) sheets 1-130, So plan one, sheet 1-130, plan 2 1-130 etc. seems like that would be cumbersome to renumber sheets

A24: All sheets need unique sheet numbers. The system will not allow duplicate numbers.

Q25: Is the contact person per submittal, or per company account - can several persons in the same firm each have their own contact listed?

A25: This process has not changed at all. It is the applicant contact on the record.

Q26: Will you have to wait each time for all issues to be sent for resubmittal or just the initial review

A26: Yes, each review cycle will be processed together. All resubmittals will be combined.

Q27: Would you then suggest submitting each model as a separate 43#?

A27: IT is not suggesting any business process changes. We are only communicating how the new ePlan system will process.

Q28: Will you have to wait each time for all issues to be sent for resubmittal or just the initial review

A28: Yes, however, you can start the process of the correction.

Q29: Typically, the sheet index is on the architectural cover sheet and lists the sheets for all the consultants. It was mentioned that the program will look for the sheet index to identify all the sheets.

A29: The table of contents on the file itself is what is used to extract the sheet numbers from the plans, the Digital Plan Room does not read the sheet index from the text on the sheet.

Q30: But if the consultant sets are submitted as a separate file, how will it identify the consultant sheets from the architectural cover sheet index?

A30: All sheets will be identified by sheet number and all sheet numbers must be unique across each file within the same review package.

Q31: If we must wait for the whole package to be reviewed before responding to corrections requested/issues; are we to assume that the plan checkers will all be reviewing within a timeframe?

A31: The plan review time frame goals are not changing with new software.

Q32: What happens if the issue that is being asked for a modification to be uploaded can be responded with a clarification without modifying the actual document?

A32: The plan reviewer can indicate if the issue may be resolved with a simple answer or if it must be uploaded.

Q33: My understanding that now we must type the narrative to each correction, instead of uploading a response letter?

A33: The Digital Plan Room will replace the need for a response letter, each issue will be responded to interactively from within Citizen Access.

Q34: What if you need to upload a new document

A34: You can upload a new document when the correction cycle opens.

Q35: Can we upload the response letter from the architect?

A35: Yes, they can upload the response letter.

Q36: And it will provide an upload button?

A36: Upload option will only be available at new creation when submittal needs additional info and when all reviews are complete.

Q37: May the correction narrative be uploaded, or must the correction narrative be typed in?

A37: Narrative can be added to the 'Answer' to the issue.

Q38: What are the time review time frames by department?

A38: You will need to speak to the division head regarding that. Or consult our website department statistics page.

Q39: Will the applicant response, replace the official response letter that is typically submitted with the plans?

A39: Yes, unless the plan reviewer indicates that they need an official response letter.

Q40: Will we still receive all comments via email or will we have to go into Accela to see what the issue or conditions are

A40: Correction emails will be sent to the applicant contact.

Q40: An uploaded response letter will suffice instead of typing in a narrative for each correction marked?

A40: Each issue will require a response (answered) before any resubmittals or upload can be submitted.

Q41: I have a question in regards to the previous question, if we are not going to resubmit a title sheet and there are corrections (possibly adding a page), then the sheet index is not updated and reflecting the deltas nor added sheets if requested.

A41: If new sheets are added and the index on the cover sheet is updated, then the coversheet should be included as a part of the resubmittal.

Q42: Can I just submit a Narrative letter or do I need to type the response in?

A42: You need to answer the issue. the response letter is not required unless a plan reviewer indicates that it is.

Q43: For the simple issue of 'uploading' a clarification if needed, this still cannot take place until the whole package review is complete correct? The upload window does not reopen until all disciplines have been reviewed correct.

A43: Correct. the upload option is not available until all reviews are complete, the answers to issues can be submitted at any time.

Q44: Do I need to "Answer" Every mark up to go to the next step? I don't want to have to answer every comment, when have a letter I can upload... make sense?

A44: Yes, you need to answer every issue.

Q45: Will correction response letters no longer be needed to be submitted?

A45: Generally, the response letter will not be required, unless specifically requested by the plan reviewer.

Q46: Adequate protections to prevent fraud or misuse of their digital signatures. These policies seem to contradict each other. If we cannot password protect or encrypt the set, how are we to protect our digital signature from misuse?

A46: This business rule has not changed. If you have concerns with our plan reviewers misusing your plans, please take this issue to Engineering or Plans exam management. This is a software demo. Not a policy discussion.

Q47: Do we need to send an answer to the reviewer every time? is that the expectation or can we just resubmit the document corrections they have asked for?

A47: You must respond to the issues before you can resubmit- each issue needs to be answered

Q48: If we receive comments on multiple disciplines (architectural, mechanical & electrical), do we have to resubmit all the corrections for all disciplines at the same time?

A48: Yes.

Q49: Is the permit going to be in the approved tab also

A49: No. Only the approved plan - the permit will be emailed.

Q50: Instead of a letter from my Structural Eng. to answer comments I'm going to need to write an answer before I can upload?

A50: Correct- you may also include a letter from the structural engineer. -

Q51: How is the system going to handle changes to plans that were submitted under the old system where we had to upload complete sets?

A51: A plan that is under review in the 'old' system at the time of this implementation on March 8th will continue in the old review tool. New submissions will all user this tool.

Q52: So now we will not upload complete plans just the sheet in question?

A52: Correct

Q53: Will submittals before March 8th be completed in the old style or transferred to the new system?

A53: If the record is NEW or Pending New on March 4th, 2021 at 5pm then we will convert them into the new systems. If the record is in review status, then it will be completed using the currently process. But all will still go through Citizen Access portal.

Q54: Will Seth be able to do a quick demo on the Fire Prevention page?

A54: The Fire process is the same as Building.

Q56: I'm asking if the email will have the comments, its showing there is an issue to view but not in the email it has a link into Accela?

A56: The email will not have the comments.

Q57: Will we have to write in the plan approval date and name (such as is done with SWG and CCWRD) or will final plan sets still be brought in for signature?

A57: You should not have to write in the approval date.

Q58: We will need to be able to download the issues as the design professionals are not usually the persons accessing this system for larger projects.

A58: Design professionals can be added as contacts to the record so that they may view mark ups.

Q59: With the comment that the redlines can't be downloaded, does that mean that each of our engineers would need to be registered so that they can have access to the redlines?

A59: Yes.

Q60: So how will I get the comments to get fixed if my engineers can't see it?

A60: Add your engineer to the record.

Q61: Will public works being going to ePermitHub?

A61: For Building projects yes. For offsite projects No.

Q62: I manage the permit status - If I can't forward or send the corrections/issues to my arch or consultants - do they each need to access the portal to provide the answers needed?

A62: Yes, and you should add them as a contact to the record, that is one option.

Q63: If the corrections by the reviewer are sent and the title page, sheet index is going to change to keep it updated every time with the deltas or added pages as requested but the title page is not requested?

A63: