



Clark County Digital Plan Room Uploading Corrected Plans and Docs

Last Updated: 03/01/2021

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

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|----------------|---------|---------|---------------|------------|
| 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 | 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

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|----------------|---------|----------------|--------|------------|-------|----------|
| Record Details | Summary | Uploads | Issues | Conditions | Notes | Approved |
|----------------|---------|----------------|--------|------------|-------|----------|

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 | Action |
|-----------|-----------------------|-------------|-----------|-----------------|---------------|
| 2/15/2021 | Review Plan Cycle # 1 | Demo | Processed | Larry Cooper | Resume |

3. Complete the same upload steps as the initial upload. Please see **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!