DSC Online

Civic Access Portal
Instructional Guide

HENDERSON

HENDERSON | DSC Online

DSC ONLINE: TABLE OF CONTENTS

This Table of Contents is interactive. Click on the header to skip to the specific section of this document. You may also click on the City logo at the top corner of each page to return to the Table of Contents.

HENDERSON™ | DSC Online

DSC ONLINE: LOG IN, RESET A PASSWORD, OR CREATE A NEW ACCOUNT

INSTRUCTIONS: To log in to an existing account, reset your password or create a new account, please follow the steps below:

1) Visit the DSC Online website at http://dsconline.cityofhenderson.com.
   a. To log in:
      i. Click on the **Login or Register** button from the home menu.
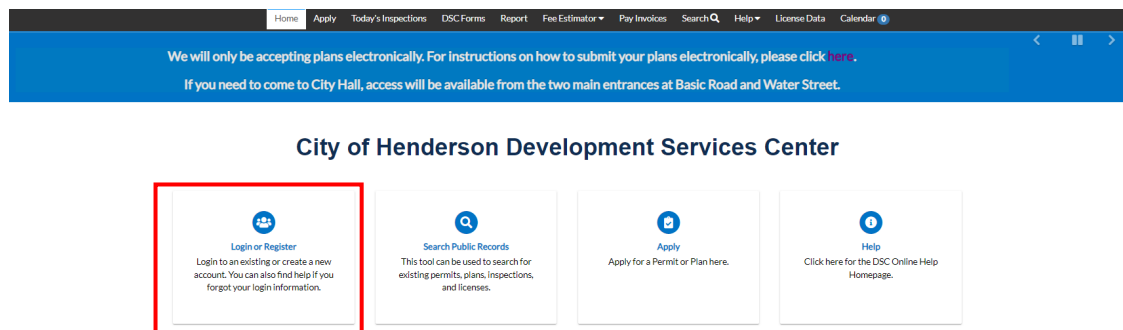
      ii. Enter your **Username** and **Password** in the fields provided.
         1. If you do not have an **Email Address/Password** already registered with DSC Online, skip to Step C below.
      iii. Click **Log In**.
         1. If you have forgotten your password or want to change your existing password, continue on Step B below.
         2. **NOTE:** Due to security settings, the system will lock the account after three (3) accumulative failed login attempts for 15 minutes. This is a hard lockout and cannot be overwritten. After the 15 minutes has lapsed, we highly recommend that you reset your password before logging in again.
   b. If you forgot your password or need to change your password:
      i. On the **Login or Register** page, click **Reset it** next to **Forgot your password?**

      ii. The page will be redirected to a **Forgot Password** screen.
         1. Type your email address into the **Email** field.
         2. Click **Submit**.

      iii.   An email will be sent to the address that was provided from DSCOnline@cityofhenderson.com
          1.   Make sure to check your spam or junk box in case the message was filtered.
      iv.   Open the email and click **Reset**.
          1.   You will be redirected to a DSC Online page where a new password can be entered and confirmed.

  c.   To create a new account:

      i.   On the **Login or Register** page, click **Register Here** next to the **Don't have an account yet?**

Log In

* Username

    [ ]

* Password

    [ ]

[Log In]

Forgot your password? Reset it
Forgot your username? Email it
Don't have an account yet? Register Here

      ii.   Read the Terms of Use and Privacy Policy, and then check the box to agree to the terms and conditions of the policy.

Registration

Step 1 of 5: Email Address

Acceptance of Terms of Use and Privacy Policy

By using any of the City of Henderson's websites and applications, you accept and agree to be bound by these Terms of Use and Privacy Policy. If you do not want to accept and agree to these terms of use or the privacy policy, you must not access any of the City's online websites and applications.

[ ] By checking this box, you agree to the terms and conditions outlined in the City of Henderson's Terms of Use and Privacy Policy above.

Email [ ] [Next]

      iii.   Enter your email address in the **Email** field and click **Next**.
          1.   You will be sent a confirmation email.
          2.   Click **Confirm** in the email.
             a.   This will open the registration page for DSC Online.
      iv.   Complete the reCAPTCHA by selecting **I'm not a robot**.
      v.   Complete the required fields by selecting a **Username** and **Password**, then click **Next**.
          1.   It is recommended that you set your **Username** as the same as the **email** you are registering with.

HENDERSON™ | DSC Online

Registration

Step 2 of 5: Login information

*REQUIRED

✓ I'm not a robot [reCAPTCHA Privacy · Terms]

* Username

* Password

* Confirm Password

Email ▮▮▮▮▮▮▮▮▮▮

[Next]

vi. On Step 3 of the registration process, enter in **Personal Info** and **Additional Contact Information**. Complete the fields and then click **Next**.

1. **NOTE:** Red asterisk (*) indicates a required field.

Registration

Step 3 of 5: Personal Info

*REQUIRED

* First Name

First Name is required.

Middle Name

* Last Name

Last Name is required.

Company

* Contact Preference   --Select Contact Preference--

* Email Address   ▮▮▮▮▮▮▮▮

Hide

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

[Back] [Next]

vii. Complete the **Address** fields, then click **Next**.

HENDERSON™ | DSC Online

Registration

Step 4 of 5: **Address**

*REQUIRED

Country Type	US
* Street Number	
Pre Direction	
Street Name	
Street Type	
Post Direction	
Street Unit	
City	
State	
Postal Code	
County	
* Address Type	Situs

Back   Next

viii.   The last step of the registration process is the consent and acknowledgement. After reading the disclaimer, type your name in the consent box, then sign in the signature box.
1.   You can also type your signature by clicking the **Enable Type Signature** toggle.
2.   When finished select **Submit**.

Registration

Step 5 of 5: **Signature**

If registering as a Company, please complete this form to link sub-contacts to your Company user account. This will grant additional company users the ability to view the Company's records through DSC Online.

By signing below, I acknowledge on behalf of myself and anyone accessing the City of Henderson's websites and applications under this registration, that all information collected on the City of Henderson's online websites and applications, including mobile, will be treated the same as any written communication and is subject to the confidentiality and public disclosure provisions of applicable law.

* Please type your name as consent to electronically sign this registration.

Consent name is required.

Enable Type Signature

Ashley Watson
April, 12 2022

X   Draw Signature Here

Clear

Back   Submit

ix.   This will activate your username and automatically log you in. You will be taken to your **Dashboard**.

HENDERSON™ |DSC Online

DSC ONLINE: SEARCHING ONLINE RECORDS

INSTRUCTIONS: To search for public records, please follow the steps below:

NOTE: A log in/account is not required to search for a public record found on DSC Online.

1) Visit the DSC Online website at http://dsconline.cityofhenderson.com.

a. Click on the **Search** tab in the top menu bar or click the **Search Public Records** button on the homepage.
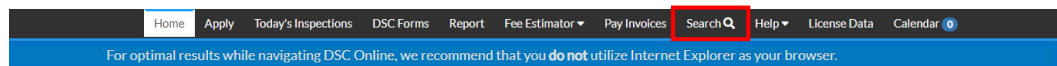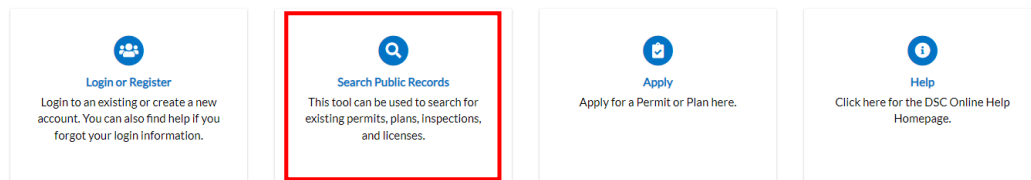
b. Select an option from the **Search** dropdown menu: All, Permit, Plan, Inspection, or License.

i. **All**

1. Searching by **All** allows you to search for a list of results by **Keyword**.

a. This searches all fields for instances that match the word or words you type.

2. Checking the **Exact Phrase** box limits the search to only results that match exactly what is typed.

3. Select **Search** to execute the search.

4. You can filter the results by clicking on an option in the **Filter Results** menu on the left side of the screen.
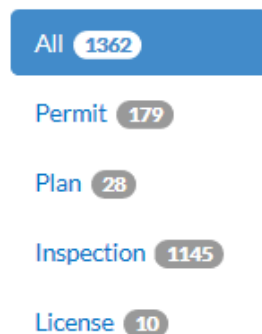
ii. **Permit/Plan/Inspection/License**

1. Searching these fields allows you to narrow your search with specifics.

a. **Not all fields are necessary**.

b. Less information entered will return more results.

2. Type or enter the details for your search and click **Search**.

a. All text search fields are treated as wild card searches.

HENDERSON | DSC Online

   i.   Ex: 240 in the **Address** field will return
         1.   Street addresses like 240, 2400, 24000, etc.
         2.   Suite numbers like 240, 2400, 24000, etc.
3.   Once a search is completed, you may export your search results as a CSV file by clicking the **Export** button.

Public Information

Search	Permit ▾	🔍 Search	Advanced ▲	Reset	🗎 Export

Permit Number	201789		**Project Name**	
Permit Type	--Select Permit Type-- ▾		**Parcel Number**	
Status	--Select Permit Status-- ▾			
Address	Search Addresses		**Description**	
Applied Date	📅	**To**	📅
Issued Date	📅	**To**	📅
Expiration Date	📅	**To**	📅
Finalized Date	📅	**To**	📅

Found 6,378 results

   a.   In the window that appears, name your file by typing in the box.
   b.   Select either **Export First 1000 Results default** or **Export Current View**.
         i.   **Current View** allows you to export using whatever sort or page you are looking at.
         ii.   Note that only the first 1,000 results will save.
   c.   Click **Open** or **Save As** to open or save your file to your computer.
4.   You can sort the results by clicking on an option in the **Sort** dropdown menu above the search results.

Sort | Relevance
Next | Permit Number
Perr | Project
Type | Issued Date
     | Finalized Date
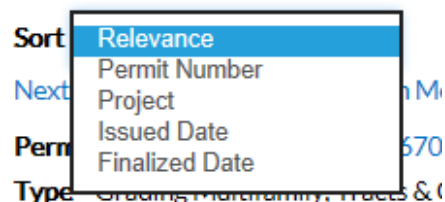
5.   To open a record, select the hyperlinked **Permit Number/Plan Number/Inspection Number/License Number**.

Permit Number PCOH2017898930

Type PW - City Facilities - City Facility

Project Name

Status Done

Main Parcel 17814211006

Address 130 CASSIA WAY Unit: 100 HENDERSON NV 89014

Description CASSIA WAY STRIPING PROJECT

Applied Date 08/29/2017

Issued Date 08/30/2017

Expiration Date 08/30/2018

Finalized Date 01/03/2018

    a. This will pop-up in a new window.

6. Once in the record, you can navigate through the tabs to view information regarding that record.

Permit Number: PCOH2017898930

Permit Details | Tab Elements | Main Menu

| Type: | City Facility | Status: | Done | Project Name: |

Summary | Locations | Fees | Inspections | Attachments | Contacts | Sub-Records | More Info

Progress

100%
Completed

- Completed
- In Progress
- Not Started

Fees

$0.00

View Details

7. If you want to return to your search results, click on the previous window in your web browser.

8. If you want to return to the homepage, click the **Home** tab in the top menu bar.

Home | Apply | Today's Inspections | DSC Forms | Report | Fee Estimator ▾ | Pay Invoices | Search 🔍 | Help ▾ | License Data | Calendar 0

Permit Number: PCOH2017898930

Permit Details | Tab Elements | Main Menu

| Type: | City Facility | Status: | Done | Project Name: |

Summary | Locations | Fees | Inspections | Attachments | Contacts | Sub-Records | More Info

HENDERSON | DSC Online

DSC ONLINE: PAY AN INVOICE

INSTRUCTIONS: To pay an open invoice(s) for Permit, Plan or Business License fees, please follow the steps below:

NOTE: A log in/account is not required to pay an invoice. If you do not want to register, skip to Step 2.

1) Visit the DSC Online website at http://dsconline.cityofhenderson.com, and click the **Login or Register** button on the homepage.
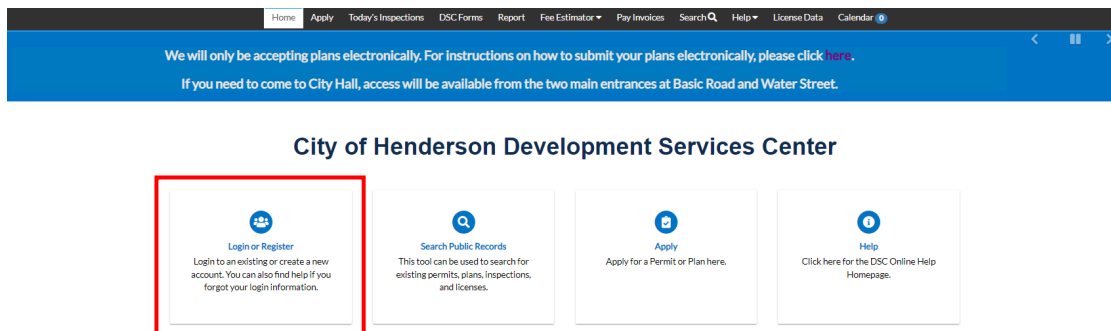
a. Log in using your account credentials.
   i. On the **Dashboard**, midway down the page, you will see **My Invoices**.
      1. You have the options to view your individual invoice(s) and pay it or just pay the current and/or past due balance from the dashboard page by adding it to your cart.
   ii. To view your invoice(s) prior to paying, select **View My Invoices**.
      1. This page will display a list of all invoices due.
      2. To filter, select Unpaid, Paid, or Voided in the top left corner.
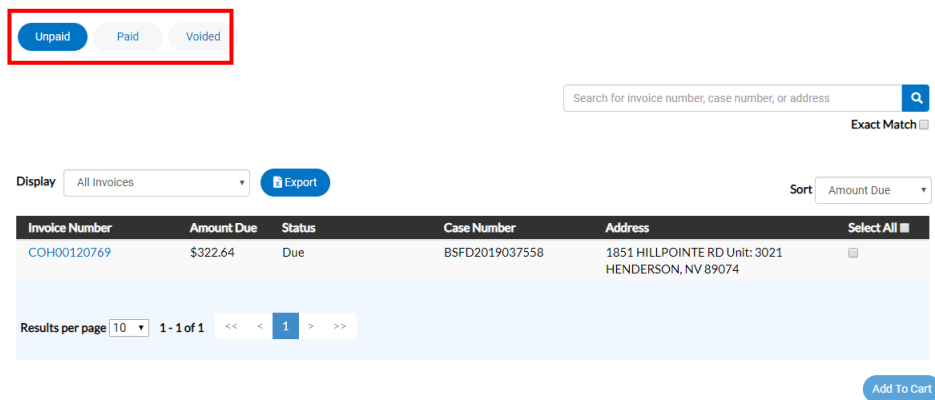
   3. To open an invoice, click the hyperlinked **Invoice Number**.

      a. This will show the details of the Invoice by Fee Name and Amount Due.
      b. You can print a copy of the invoice by clicking on the **Printer Icon** in the top right corner while on the **Invoice Details** screen.

Invoice Number: COH00204261

Invoice Status: Invoiced, Past Due	**Invoice Date:** 07/13/2020	**Invoice Due Date:** 07/13/2020
Invoice Total: $71.45	**Invoice Description:** NONE	

Primary Fees | Misc Fees | Payments | Attachments | Contacts

Primary Fees

Sort Fee Name

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Gas Appliance -BIN	$30.45	$30.45	BOTH2020098965	Permit	
Travel & Documentation -BIN	$41.00	$41.00	BOTH2020098965	Permit	

4. To pay the Invoice, select **Add To Cart**.
5. After adding all applicable invoices to your cart, select **Check Out** to pay the amount.

Invoice: COH00120769	**Description:** NONE
Due Date: 06/17/2019	**Billing Contact:** Online Support, City of Henderson

$322.64

Remove

Top | Main Menu

Case Number	Project	Case Address	Amount Due
BSFD2019037558		1851 HILLPOINTE RD HENDERSON NV 89074	$322.64

Total $322.64

Check Out

6. Select your payment method (credit card or E-Check) and fill out the appropriate information, then click **Pay Now**.

Henderson, NV
Order Number: 21
Monday, June 17, 2019

Invoice #	Item Description	Quantity	Unit Price	Total Price
COH00120769	NONE	1	$322.64	$322.64
			Item Total:	$322.64
			Order Total:	$322.64

Payment Details

*all fields are required

Cardholder Name	Billing Street	Billing Zip Code
Name on Card	240 S Water St	89015

Card Type	Card Number	Expiration Date	
Visa	4111111111111111	12 - Dec	2033

CVV Code
123

Pay Now - $322.64

7. Click **Continue to Site**. This will return you to the payment confirmation page.

   iii. To pay the Invoice from the dashboard **without** viewing the invoice, click the **Add To Cart** button(s) next to the fee(s) you would like to pay.

      1. Follow steps 5 through 7 above to complete the payment.

2) To pay an **Invoice** without logging in, visit the DSC Online website at http://dsconline.cityofhenderson.com, and select **Pay Invoices** in the menu bar at the top of the screen.

HENDERSON™ | DSC Online

We will only be accepting plans electronically. For instructions on how to submit your plans electronically, please click here.

If you need to come to City Hall, access will be available from the two main entrances at Basic Road and Water Street.
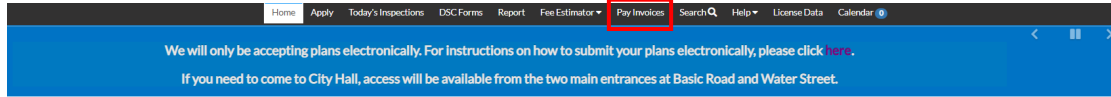
City of Henderson Development Services Center

Login or Register	**Search Public Records**	**Apply**	**Help**
Login to an existing or create a new account. You can also find help if you forgot your login information.	This tool can be used to search for existing permits, plans, inspections, and licenses.	Apply for a Permit or Plan here.	Click here for the DSC Online Help Homepage.
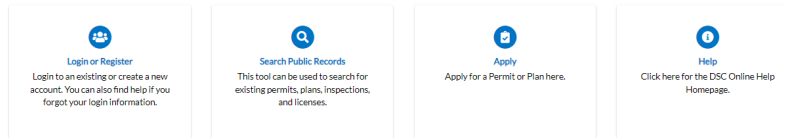
a. On the page that appears, enter the entire invoice number in the **Invoice Search** field and click **Search**.

Invoice Search

COH00120770   🔍 **Search**

    i. **NOTE:** The invoice number must be an exact match to return results.

b. Once the invoice pulls up, you can review the information and click **Pay Now** in the bottom right corner of the page.

c. Select your payment method (credit card or E-Check) and fill out the appropriate information, then click **Pay Now**.

Henderson, NV
Order Number: 22
Monday, June 17, 2019

Invoice #	Item Description	Quantity	Unit Price	Total Price
COH00120770	NONE	1	$300.00	$300.00
			Item Total:	$300.00
			Order Total:	**$300.00**

Payment Details

*all fields are required

Cardholder Name	Billing Street	Billing Zip Code
Name on Card	240 S Water St	89015

Card Type	Card Number	Expiration Date	
Visa	4111111111111111	01 - Jan	2022

CVV Code	Email Address
123	MyEmail@cityofhenderson.com

Pay Now - $300.00

d. Click **Continue to Site**. This will return you to the payment confirmation page.

DSC ONLINE: ADDING AND MANAGING FAVORITES

INSTRUCTIONS: The **Contact Manager** provides the customer the ability to add and manage contact records as **Favorites**. To access the **Contact Manager**, please follow the steps below:

1) Visit the DSC Online website at http://dsconline.cityofhenderson.com.
   a. To log in:
      i. Click on the **Login or Register** button from the home menu.
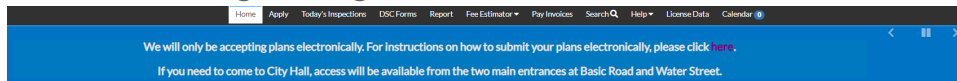
      ii. Log in using your account credentials.
2) Click on your account name in the top right corner of the screen and select **Contact Manager**.
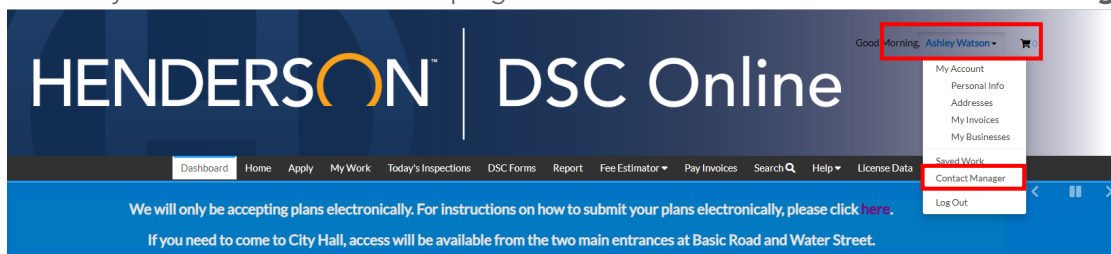
   a. **Favorites**
      i. The **Favorites** feature can be used to quickly add a contact or company to a permit or plan during or after application.
         1. **NOTE:** This is important, as Companies (Businesses) can be located when adding a permit; however, you cannot add a Contact (Individual) without them being saved in your **Favorites**.
      ii. To add a contact to your **Favorites** list, type their name or Contact ID, email address, or state contractor license number into the **Search Bar** on the **My Favorites** tab and click **Search**.
         1. **NOTE:** The **Contact ID** must be entered in exactly as provided to you, then select the **Exact Match** checkbox before searching.
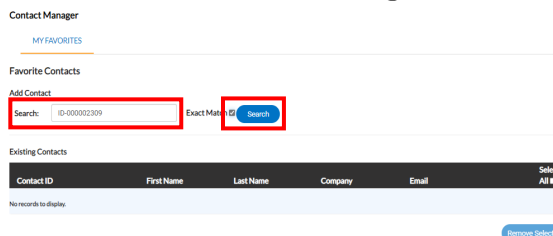
      iii. Locate the **Contact** record and select the checkbox next to their email address on the right side of the screen, then click **Add Selected**.
         1. **NOTE:** You can select more than one **Contact** record.

iv. The **Contact** will be listed in the **Existing Contacts** section of your **My Favorites** tab and can now be added to a permit or plan application when selecting a **Contact**.

v. To remove a **Contact** from your **Favorites**, select the appropriate **Contact** from the **Existing Contacts** list by checking the box next to their email address and clicking **Remove Selected**.
 1. **NOTE:** You can select more than one **Contact** record.

HENDERSON | DSC Online

DSC ONLINE: ESTIMATE FEES

INSTRUCTIONS: To estimate fees for a Permit or Plan, please follow the steps below:

    NOTE: A log in/account is *not* required to pay the balance of an invoice. If you do not want to register, skip to **Step b**.

1) Visit the DSC Online website at http://dsconline.cityofhenderson.com.
    a. To log in:
        i. Click on the **Login or Register** button from the home menu.
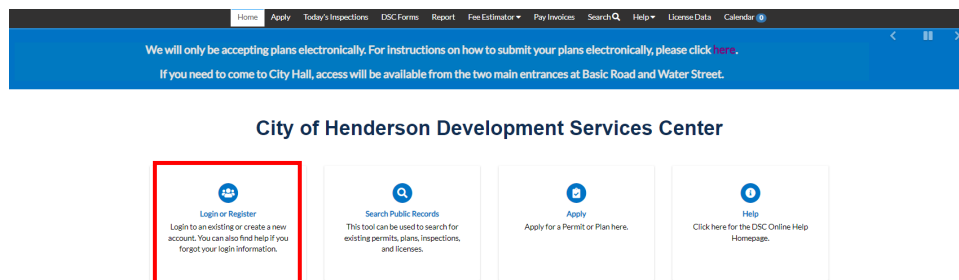
        ii. Log in using your account credentials.
    b. Click on the **Fee Estimator** button from the top menu.
        i. Select **Estimate Permit Fees**.
            1. **Note:** All DSC Fee Schedules are available for reference. If you cannot locate the permit type you want to estimate, the fee schedule will provide an accurate estimate.
    c. Select the **Permit Type** from the dropdown that you want to estimate and enter the date you intend to apply.

    d. Click **Next** in the bottom right corner.
    e. Depending on the permit type, you may be asked to provide **More Info** on the next page. Look for indications on the page and fill out all applicable boxes.

HENDERSON™ | DSC Online

Estimate Permit Fees

Type ✓

2 More Info

3 Review and Submit
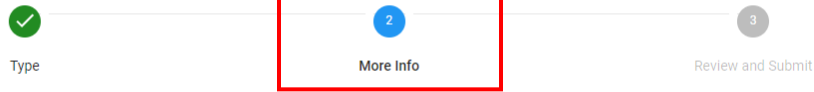
MORE INFO

       i. When finished, click **Next** at the bottom of the page.

f. The next page will display the **Estimated Fees** for the permit type and information you provided.

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Photovoltaic System (per KWh) -BIN	$2,336.00
Photovoltaic System (per KWh) -BPC	$1,846.00

Total: $4,182.00

       i. **NOTE:** The fees shown will not include location-based fees like Parks & Utilities. Also, there may be additional fees associated for services outside those normally provided.

g. If you are logged-in (Step 1 above), and this is a permit that we accept online submissions for, you can select **Apply** at the bottom right to apply for the permit.

       i. This will take you back over the information and prompt you for additional information required to complete the application process.

DSC ONLINE: UTILIZING THE DASHBOARD

The DSC Online Dashboard provides the user the ability to see a visual representation of aggregated data. Users can view data for Permits, Plans, Inspections, Invoices and Licenses. The dashboard displays any information that is connected to the user.

MY PERMITS

My Permits

Attention	Pending	Active	Draft	Recent
31	**13**	**35**	**0**	**14**
Excavation Permit ... 18	Excavation Permit (... 3	Excavation Permit ... 21		Excavation Permit (... 4
Driveway / Sidewa... 5	Residential Building... 2	Driveway / Sidewa... 8		Water Heater Repla... 2
Other 8	Other 8	Other 6		Other 8
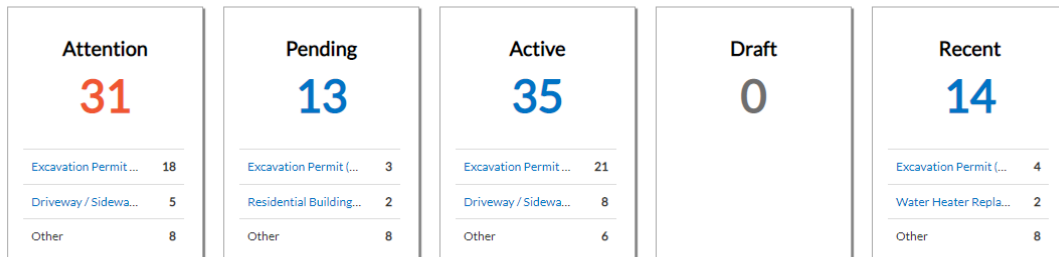
▸ View My Permits

1. **Attention**
    a. By clicking on the **Attention** status tile from the **Dashboard**, you will be provided a list of all permit numbers that have been applied for that have a status that may require attention.
        i. There are various reasons a permit could be flagged for attention.
            1. Common reasons: Failed inspections, failed submittals, holds or unpaid fees.
2. **Pending**
    a. By clicking on the **Pending** status tile from the **Dashboard**, you will be provided a list of all permit numbers that have been applied for that have a status of Pending, Address attached to the Permit, Type, Status and Reason.
3. **Active**
    a. By clicking on the **Active** status tile from the **Dashboard**, you will be provided a list of all permit numbers that have been applied for that have a status of Active, Address attached to the Permit, Type, Status and Reason.
4. **Draft**
    a. By clicking on the **Draft** status tile from the **Dashboard**, you will be provided a list of all permits and plans that have been saved, but not submitted for review.
        i. These drafts may be incomplete and action may resume at any point in time.
        ii. They may also be deleted from this screen if they are no longer needed.
        iii. Some permit types do not allow drafts.
5. **Recent**
    a. By clicking on the **Recent** status tile from the **Dashboard**, you will be provided a list of all permit numbers that have been applied for that have a status of Recent, Project name, Address attached to the Permit, Type, Status and Reason.

MY PLANS

My Plans

Attention	Pending	Active	Draft	Recent
1	**4**	**2**	**0**	**2**

Attention
Conditional Use Per...   1

Pending
Addressing   2
Final Map   1
Parcel Map   1

Active
Trip Generation (or ...   1
Traffic Impact Analy...   1

Recent
Final Map   1
Trip Generation (or ...   1
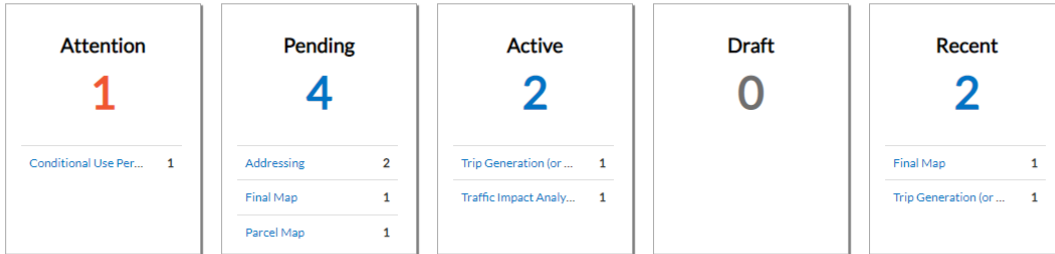
▸ View My Plans

1. **Attention**
   a. By clicking on the **Attention** status tile from the **Dashboard**, you will be provided a list of all plan numbers that have been applied for that have a status that may require attention.
      i. There are various reasons a plan could be flagged for attention.
         1. Common reasons: Failed submittals, holds or unpaid fees.
2. **Pending**
   a. By clicking on the **Pending** status tile from the **Dashboard**, you will be provided a list of all plan numbers that have been applied for that have a status of Pending, Project name, Address attached to the Plan, Type, Status and Reason.
3. **Active**
   a. By clicking on the **Active** status tile from the **Dashboard**, you will be provided a list of all plan numbers that have been applied for that have a status of Active, Project name, Address attached to the Plan, Type, Status and Reason.
4. **Draft**
   a. By clicking on the **Draft** status tile from the **Dashboard**, you will be provided a list of all permits and plans that have been saved, but not submitted for review.
      i. These drafts may be incomplete and action may resume at any point in time.
      ii. They may also be deleted from this screen if they are no longer needed.
5. **Recent**
   a. By clicking on the **Recent** status tile from the **Dashboard**, you will be provided a list of all plan numbers that have been applied for that have a status of Recent, Project name, Address attached to the Plan, Type, Status and Reason.

MY INSPECTIONS

My Inspections

Requested	Scheduled	Closed
0	**5**	**99+**

Scheduled
7079 - Renew...   1
1541 - HVAC I...   1
Other   3

Closed
MAINTENAN...   15
PROJECT AD...   12
Other   87
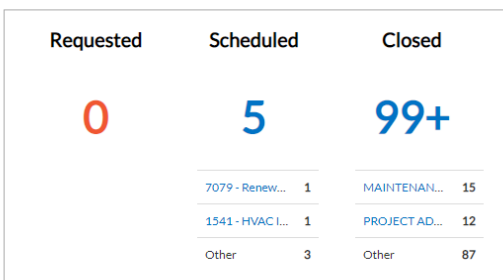
▸ View My Inspections

1. **Requested**
   a. By clicking on the **Requested** status tile from the **Dashboard**, you will be provided a list of all inspection case numbers that have a status of Requested, Address attached to the Inspection, Inspection Type and Requested Date.
2. **Scheduled**
   a. By clicking on the **Scheduled** status tile from the **Dashboard**, you will be provided a list of all inspection case numbers that have a status of Scheduled, Address attached to the Inspection, Inspection Type, Requested Date and Scheduled Date.
3. **Closed**
   a. By clicking on the **Closed** status tile from the **Dashboard**, you will be provided a list of all inspection case numbers that have a status of Closed, Address attached to the Inspection, Inspection Type, Requested Date and Scheduled Date.

MY INVOICES

My Invoices

Current 0	$0.00	
Past Due 1	$41.00	Add To Cart
Total 1	$41.00	Add To Cart

▸View My Invoices

1. **Current**
   a. All invoices with a status of **Invoiced** or **Due** will be listed as **Current**. You can add all **Current** invoices to the cart by clicking the **Add To Cart** button to the right of the invoice(s) amount.
2. **Past Due**
   a. All invoices with a status of **Invoiced/Past Due** will be listed as **Past Due**. You can add all **Past Due** invoices to the cart by clicking the **Add To Cart** button to the right of the invoice(s) amount.
3. **Total**
   a. All invoices with all unpaid statuses (Current and Past Due) will be listed here. You can add all invoices to the cart by clicking the **Add To Cart** button to the right of the invoice(s) amount.
4. You can add invoices to the cart directly from the **Dashboard** by clicking on **Add To Cart** to the right of the fee(s) due, or you can view details and select individual or multiple invoices by clicking **View My Invoices**.
   a. You can change the **Display** to show invoices in **Unpaid, Paid and Void** statuses.

   b. You can also filter the invoices by type by clicking on the **for** dropdown.

HENDERSON | DSC Online

i.   There are also filters for the individual columns.

c.   To search for a specific invoice, type the invoice number in the **Search** bar and hit **Enter**.

d.   You can export the results to an Excel file by clicking **Export to Excel**.

e.   To view more details on an individual invoice, click the hyperlinked **Invoice Number**.

HENDERSON | DSC Online

My Work

Include Test Company Records ⬤

| MY INVOICES | MY PERMITS | MY PLANS | MY EXISTING INSPECTIONS | REQUEST INSPECTIONS | MY LICENSES |

Search...

[Add To Cart] Display [Unpaid ▾] for [All Invoices ▾]   ⬇ Export to Excel

☐	Invoice Number	Amount Due ▼	Due ▼	Status ▼	Case Number ▼	Address ▼
☐	COH00316593	$41.00	03/24/2022	Invoiced, Past Due	BOTH2022190383	240 S WATER ST HENDERSON, NV 89015

f. To select an invoice(s) to pay, you can check the checkbox next to the invoice number and click **Add to Cart**.

My Work

Include Test Company Records ⬤

| MY INVOICES | MY PERMITS | MY PLANS | MY EXISTING INSPECTIONS | REQUEST INSPECTIONS | MY LICENSES |
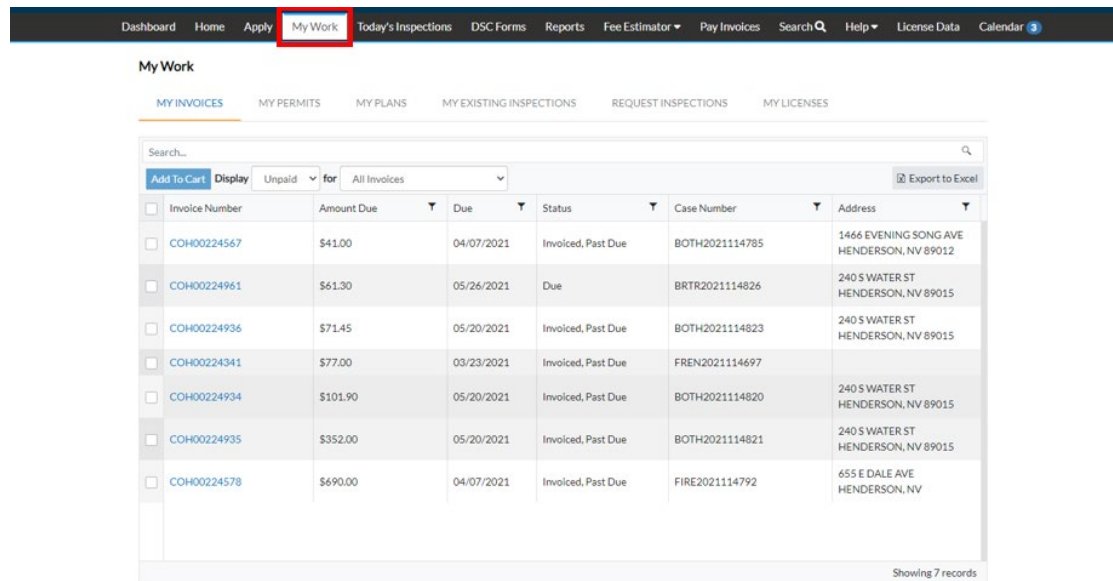
Search...

[Add To Cart] Display [Unpaid ▾] for [All Invoices ▾]   ⬇ Export to Excel

☐	Invoice Number	Amount Due ▼	Due ▼	Status ▼	Case Number ▼	Address ▼
☐	COH00316593	$41.00	03/24/2022	Invoiced, Past Due	BOTH2022190383	240 S WATER ST HENDERSON, NV 89015

    i. To remove an Invoice from the Shopping Cart, click **Remove** to the right of the invoice.

    ii. To checkout, click on the **Check Out** button on the right side of the screen.

        1. This will take you to a payment screen to complete the payment for the invoice(s).

HENDERSON | DSC Online

DSC ONLINE: MY WORK

The My Work feature in the DSC Online menu provides the user the ability to search, filter, sort and/or take action on relevant records within an organized window that is sorted by tabs. Records will only display if present and in order by sorting status.

MY WORK

1. **Display**
   a. You can search for records within each tab by typing into the **Search Bar**.

HENDERSON™ | DSC Online

    i. **NOTE:** It is important to make sure you have selected the appropriate tab prior to conducting your search.

b. Filtering of your records is available by clicking on the **Filter** icon at the top of each column displayed on the individual tabs.

c. You can **Sort** the displayed records by selecting your preferred method in the **Display** dropdowns.

2. **Function**
   a. In some tabs, you can select individual or multiple records and take an action.
      i. e.g. Add multiple invoices to your cart by selecting the appropriate checkboxes, then clicking on **Add To Cart**.

b. There is an **Export** option in the top right corner of each tab. Click on **Export to Excel** to export the displayed data into a Microsoft Excel document.

c. The **My Existing Inspections** will display requested, scheduled and closed inspections that are linked to the user's account.

d. The **Request Inspections** tab will allow the user to view and schedule inspections across various permits at the same time.

HENDERSON | DSC Online

DSC ONLINE: APPLYING FOR A PERMIT OR PLAN

INSTRUCTIONS: To apply for a Permit or Plan, please follow the steps below:

    NOTE: You must register and log in to apply for a permit online. If you want to estimate fees only, please refer to the **Estimate Fees** guide. Additionally, the term "**Case Type"** is used to describe either **Permit** or **Plan**.

1) Visit the DSC Online website at http://dsconline.cityofhenderson.com.
   a. To log in:
      i. Click on the **Login or Register** button from the home menu.
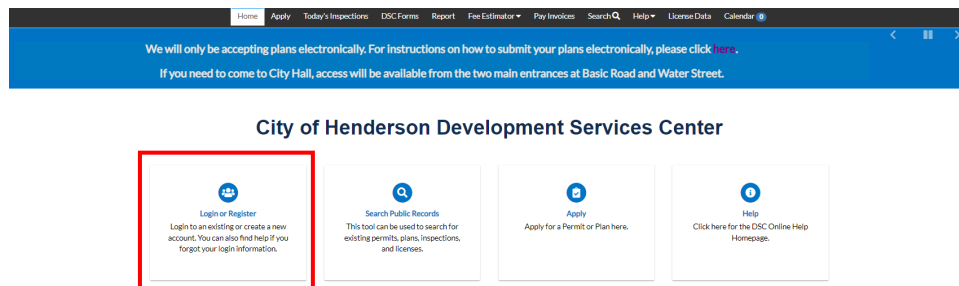
      ii. Log in using your account credentials.
   b. Click on **Apply** from the top menu bar.
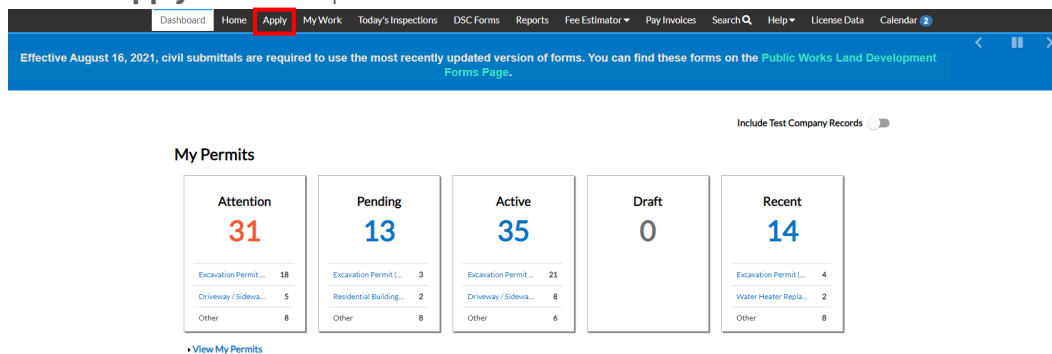
      i. This will open up the **Application Assistant**.
      ii. You can utilize the **Search** bar or filtering options to locate the appropriate **Permit or Plan** application type.

Application Assistant

Search for application names and keywords

| 🏠 All | 📈 Trending | 👥 My History | 🎫 LICENSES | 🏢 PERMITS | 🏢 PLANS |

> Show Categories   Show My Templates

Address Number Change
Category Name:
Addressing

Description:
An Address Number Change application is used to request a change to existing building or parcel addresses.

[Apply]

Addressing
Category Name:
Addressing

Description:
Addressing (Recorded Map)- After a subdivision map has been recorded, a copy of the conformed (recorded) map is submitted to Community Development for final addressing. The addressing should be complete within ten working days; there is no fee for this application. Projects that have received Early Addressing must also submit an application for final addressing. If there is a discrepancy between Early Addressing and Recorded Addressing, the applicant must either file a Certificate of Amendment or Address Number Change. Commercial Addressing- After Design Review is approved, a copy of the approved site plan is submitted to Community Development for addressing. The addressing should be complete within ten working days; there is no fee for this application.

[Apply]

1. **NOTE:** Read the description for the application type to ensure it is the proper **Permit or Plan** that you wish to apply for.

iii.   Select the **Permit** or **Plan** application type by clicking on **Apply** next to the appropriate type.

Application Assistant

Wet Chemical or Kitchen Hood

| 🏠 All | 📈 Trending | 👥 My History | 🎫 LICENSES | 🏢 PERMITS | 🏢 PLANS |

> Show Categories   Show My Templates

Wet Chemical or Kitchen Hood
Category Name:
Fire Construction

Description:
Wet Chemical or Kitchen Hood

[Apply]

iv.   This will begin the application process.

1. The heading of each **Step** will have important information and instructions.

Apply for Permit - Wet Chemical or Kitchen Hood   *REQUIRED

Steps

(1) Locations — (2) Type — (3) Contacts — (4) More Info — (5) Attachments — (6) Signature — (7) Review and Submit

LOCATIONS

Please enter the location where the installation will take place.   Instructions

2. In **Step 1 – Locations**, you will add a **Location** by clicking on the plus (+) icon in the blue box.

LOCATIONS

Please enter the location where the installation will take place.

Situs ▾

**Add
Location**

✚

REQUIRED

a. You may search by either **Address** or **Parcel**. Make your selection and enter the information into the search box, then click the **Search** icon or hit **Enter**.

Add Location

Address   Parcel

Add Address As   Situs ▾

Search

Address Information

Search | Search Addresses | 🔍

b. Select **Add** next to the address you wish to add to the Application.

Address Information

Search 240 water 🔍

Address	Action
2240 WATERTON RIVERS DR. HENDERSON, NV 89044	Add
240 S WATER ST. HENDERSON, NV 89015	Add
240 S WATER ST. 105 HENDERSON, NV 89015	Add
240 S WATER ST. 205 HENDERSON, NV 89015	Add
303 S WATER ST. 240 HENDERSON, NV 89015	Add

Results per page 10 ▾   1 - 5 of 5   <<   <   1   >   >>

  i. **NOTE:** Suite/Unit/Building numbers are listed after the address. e.g. The third option displayed above shows a suite number of 105.

c. To search by **Parcel**, click on the **Parcel** button and enter in the Assessor's Parcel Number (APN) (or portion of) excluding dashes, then click the **Search** icon or hit **Enter**.

‹ **Back to Application**

Add Location

Address   **Parcel**

Parcel Information

Search 160100   🔍

d. Select the appropriate Parcel(s) by clicking on the **Action Checkboxes** next to each **Parcel Number**, then click on **Search Associated Addresses**.

Parcel Information

Search 160100   🔍

Parcel Number	Section	Township	Range	Action
16010000002				☑
17801601003				☐
17801601004				☐
17801601005				☐
17801601006				☐
17801601008				☐
17801601009				☐
17811601001				☐
17821601007				☐
17831601003				☐

Results per page 10 ▾   1 - 10 of 13   << < **1** 2 > >>

Search Associated Addresses

e. Some **Parcels** will display addresses, and some may not. Select the appropriate address(s) if applicable, then click **Add Selected**. If no address displays, just click **Add Selected** to add the **Parcel**.

Associated Addresses

Associated Addresses for Parcel - #16010000002	+
Address	**Action**
No records to display.	

Add Selected   Cancel

f. When you have finished adding the address or parcel, select **Next** on the bottom right of the screen.

i. **NOTE:** Most case types only have one address or parcel.

3. Continue through the steps following the instructions displayed in the heading. Click **Next** to continue to the next **Step**.

4. On **Step 3 – Contacts**, you will need to add the **Contact(s)** associated with the Permit or Plan.

a. Click the plus (+) icon to add a contact to the permit.

i. The contact type is indicated by the heading for the plus (+) icon or by the dropdown.

CONTACTS

You must have a Nevada State Fire Contractor's License and a valid Business License to be added as the Contractor of Record for this permit type.

ii. Certain contact types have requirements. For instance, if listing a Contractor of any type (like Fire Contractor or Prime in the above image), they must have a Business License and a Nevada State Contractors License in order to be added.

b. In the window that appears, type the Company Name, email address or state contractor license number in the box and click **Search**.

i. **NOTE:** You can only search for a Business/Company from this search. To add a contact that is not a company, they must be in your favorites.

c. To add a Company or Contact from your Favorites, select **My Favorites**.
   i. You can add a company to your favorites by selecting the Star icon in the left column.

d. Select the contact to add to the case by clicking the **Add** button next to the appropriate contact.

e. When you have added all contacts to your case, click **Next** in the bottom right corner.

5. Continue through the steps following the instructions displayed in the heading. Click **Next** to continue to the next **Step**.

   a. **NOTE:** There may be some fields that do not apply with your specific plan set or scope of work. If the information does not apply, leave it blank. It is not necessary to enter "0" or "N/A".

6. In **Step 5 – Attachments**, you will upload the applicable **Attachments** for your case type in PDF format.

   a. To add an **Attachment**, click the plus (+) icon and upload the file, or drag the file from your computer folder into the blue box.

Attachments

When uploading the Application and Plan Set, please use the following formats for the file names: Application - Address; Plan Set - Address

(Ex: Application - 240 S. Water St)

i. **NOTE:** Some cases do not need a plan set or application (Ex: HVAC or Water Heater Replacements). If it does not apply, please select **Next** in the bottom right corner without uploading attachments.

b. Once all attachments have been added, click **Next** to proceed.

7. On **Step 6 – Signature**, you will electronically sign the application consenting that all information is correct and you agree to the terms listed.

8. On the final step, **Step 7 – Review and Submit**, you will review the estimated fees, all information you provided, and the attachments (if applicable).

9. When you have verified all information is correct, click **Submit** in the lower right corner.

v. If the case type requires payment prior to plan review, a screen showing fees will appear.

1. Pay the fees by selecting **Add to Cart** and process the payment.

a. This **must** be completed prior to reviews for some case types.

vi. If the case type does not require payment prior to plan review, your application will be complete and will be added to your **Pending** folder on your **Dashboard**.

HENDERSON | DSC Online

DSC ONLINE: APPLYING FOR A SUB-PERMIT

INSTRUCTIONS: To apply for a **Sub-Permit** on an issued **Permit** or **Plan**, please follow the steps below:

1) Visit the DSC Online website at http://dsconline.cityofhenderson.com, and click the **Login or Register** button on the homepage.
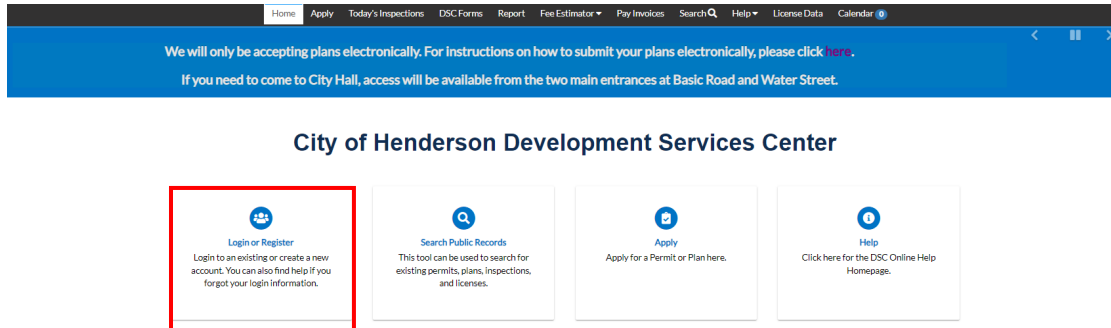
2) Log in using your account credentials.
   a. Refer to the **Log In, Reset a Password and Create a New Account** section of this guide for detailed instructions on creating a new account and/or resetting a password.
3) Select **My Work** or **Search** from the top menu.
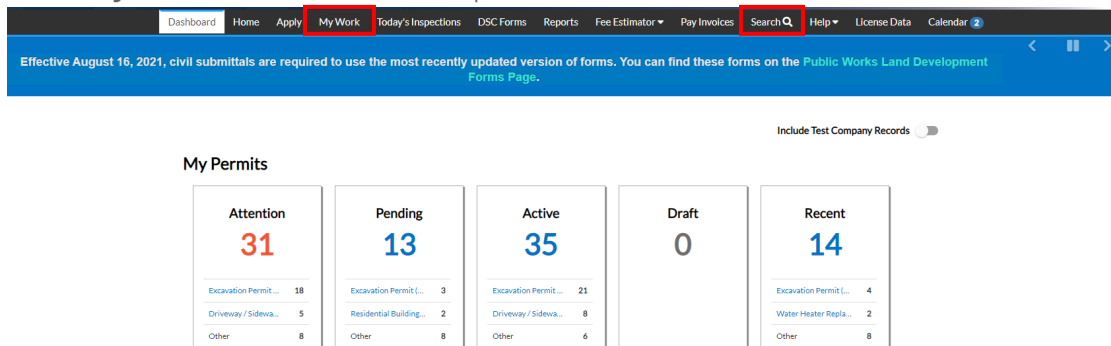
   a. Locate the **Permit** or **Plan** that you would like to apply for a **Sub-Permit** on.
   b. Click on the **Permit Number** or **Plan Number**.
   c. On the **Summary** screen of the **Permit** or **Plan**, click on the **Sub-Records** tab.

   i. A list of **Existing Sub-Permits** and **Remaining Sub-Permits** will be displayed.

d. Select **Apply** next to the **Sub-Permit Type** you wish to complete.
e. This will begin the online application process for this **Sub-Permit**.
   i. Complete each step and submit your application.
      1. Instructions will be listed on each step to assist you in completing the necessary fields properly.
      2. Refer to the **Applying for a Permit or Plan** section of this guide for detailed instructions.

DSC ONLINE: SUBCONTRACTOR REGISTRATION

INSTRUCTIONS: To complete a subcontractor registration on an issued building permit, please follow the steps below:

1) Visit the DSC Online website at http://dsconline.cityofhenderson.com, and click the **Login or Register** button on the homepage.
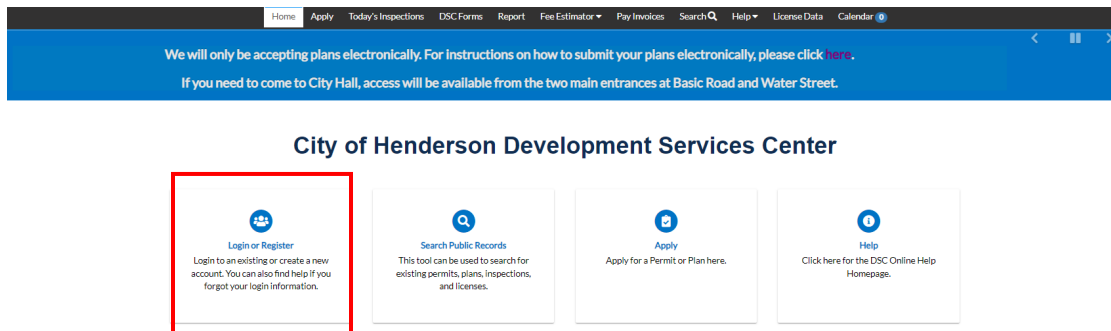
2) Log in using your account credentials.
3) Select **Dashboard** or **My Work** from the top menu.
4) Locate the building permit that you would like to register a subcontractor on.
5) Click on the **Permit Number**.
   a. In the summary of the permit, select the **Sub-Records** tab.

   b. A list of **Existing Sub-Permits** and **Remaining Sub-Permits** will be displayed.
      i. **Remaining Sub-Permits** indicate the subcontractor registration has not been completed.

1. **NOTE:** The **Add Contact As** dropdown should state Mechanical, Electrical or Plumbing Contractor.

iii. Select **Add** next to the appropriate contact.

Search: city of henderson contractor test

Sort: Relevance ▾

Favorite	First Name	Last Name	Address	Company	Email	Action
☆				City of Henderson Contractor Test		Add

iv. Once you have added the contact, click **Next** on the bottom right of the Contacts screen.

Applicant

City of Henderson Online Support (You)

240 Water, Henderson,

Mechanical Contractor

City of Henderson Contrac...

Remove

Applicant ▾

Add Contact

＋

Back   Save Draft   Next
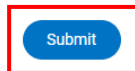
g. Select **Next** in the lower right corner for **More Info**. No changes are needed.

h. Select **Next** in the lower right corner for **Attachments**. No changes are needed.

i. Select **Submit** if all the information is complete on the **Review and Submit** page.

Apply for Permit - Mechanical Subcontractor Registration

*REQUIRED

Locations — Type — Contacts — More Info — Attachments — 6 Review and Submit

Submit
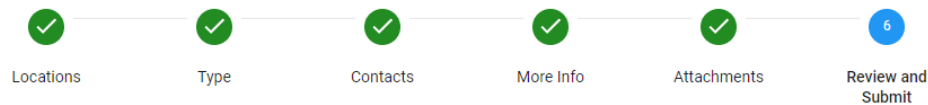
Locations

Situs   240 S WATER ST, HENDERSON, NV, United States,

Parcel Number   17918810130

1. This will return you to the **Dashboard**.

j. Please allow up to five (5) minutes for the automated signoff of the registration to complete.

k. Once completed, you will be able to re-open the building permit to schedule inspections.

HENDERSON™ | DSC Online

DSC ONLINE: VIEW THE STATUS OF A SUBMITTAL

INSTRUCTIONS: To view the status of a Submittal, please follow the steps below:

1) Visit the DSC Online website at http://dsconline.cityofhenderson.com, and click the **Login or Register** button on the homepage.
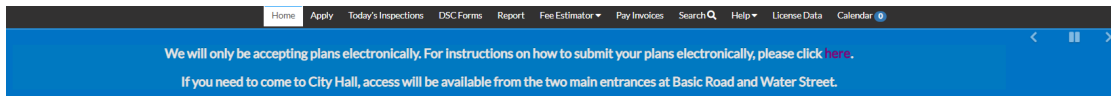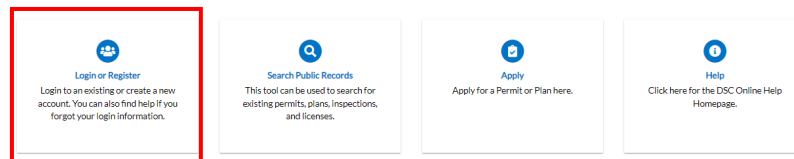
a. Log in using your account credentials.
b. Select **My Work** or **Search** from the top menu.
c. Locate the permit or plan you would like to check the status of the submittal on.
   i. Click on the **Case Number**.
      1. The case will open. From the summary page, you can see the Submittal and the due date.
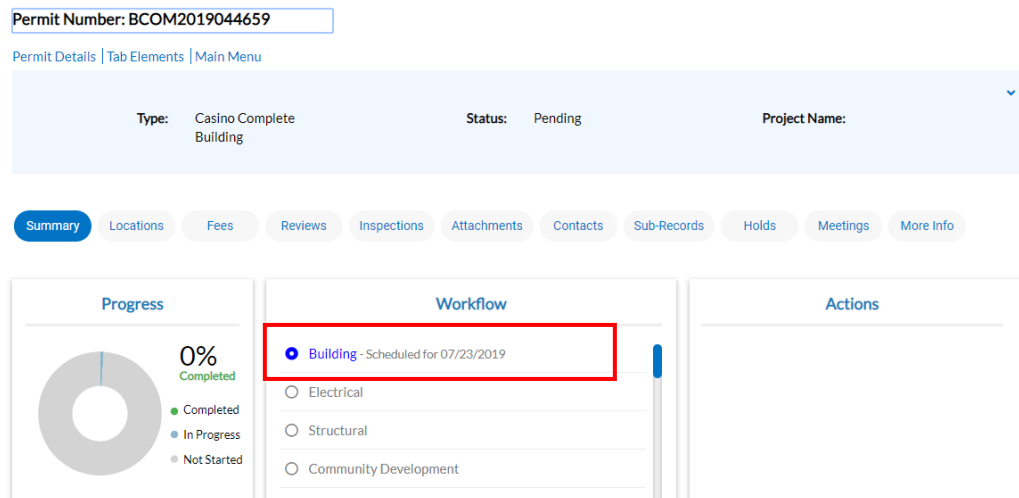
   ii. Click on the **Reviews** tab for more information.
      1. From the **Reviews** tab, you will be able to see the date received and due date.
         a. Click on the review to view any notes.

| Summary | Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info |

Reviews | Next Tab | Permit Details | Main Menu

Reviews

Sort [Review Type ▼]

Review Type	Status	Version	Received Date	Due Date	Completed Date
Building - (25/15)	Under Review	1	06/17/2019	07/23/2019	

Results per page [10 ▼] 1 - 1 of 1   << < [1] > >>

2. The overall status of the review is show under **Status**.
   a. Click the **Details** button to view any comments/notes
      i. The **Comments** will be shown below after clicking **Details**.

Permit Number: BCOM2019044659

Review Detail | Review Items | Main Menu

Review Type: Building - (25/15)   **Status:** Incomplete/Resubmit/Denied/Withdrawn   **Version:** 1

Received Date: 06/17/2019   **Due Date:** 07/23/2019   **Completed Date:** 06/17/2019

Review Items

Sort [Review Type ▼]   [📊 Export]

Review Type	Status	Due Date	Completed Date	Assigned To	Review Item
Building	Resubmit	07/23/2019	06/17/2019	BLDGPLAN PLAN CHECK	[Details]
Plan Routing	Complete	06/18/2019	06/17/2019	RECORDS Plan Routing	[Details]

Results per page [10 ▼] 1 - 2 of 2   << < [1] > >>

Comments | Recommendations | Corrections | Review Detail | Review Items | Main Menu

Comments

Notes from the Plan Checker found here.

DSC ONLINE: FAILED SUBMITTAL/RESUBMITTING FILES

INSTRUCTIONS: If a permit/plan review is failed, customers will be notified and can view the information and respond via DSC Online. Customers may be required to upload a revised file(s). To view the comments and markups on a failed submittal and resubmit revised files, please follow the steps below:

1) Visit the DSC Online website at http://dsconline.cityofhenderson.com.
   a. To log in:
      i. Click on the **Login or Register** button from the home menu.
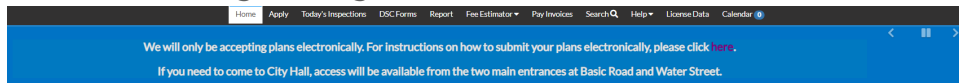
      ii. Log in using your account credentials.
2) Select either **View My Permits** or **View My Plans** (dependent on the application type), or you may click on **My Work** from the top menu bar.
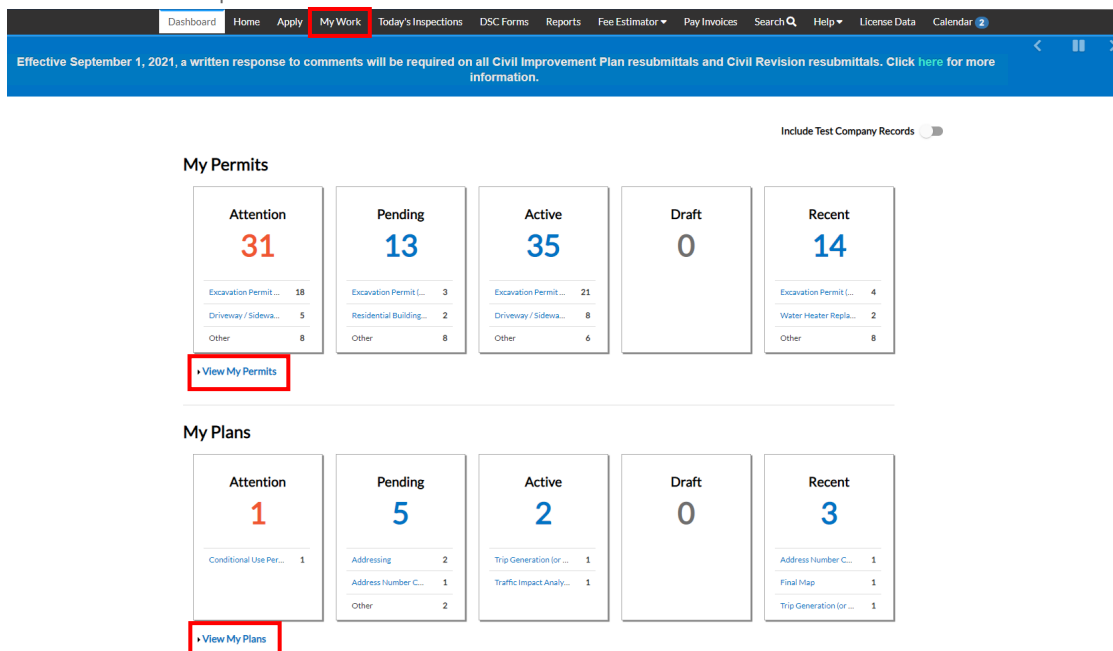
   a. Click the **Display** dropdown to change the default view to display **All** permits/plans.
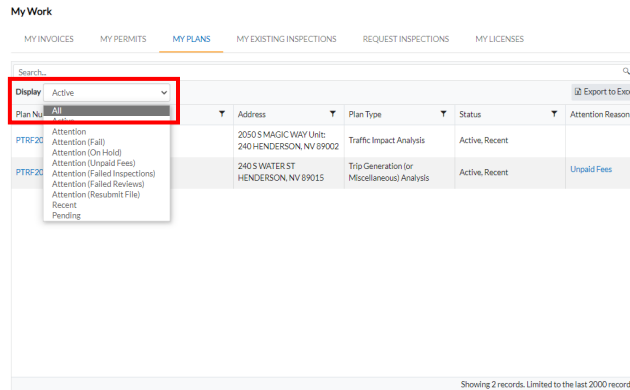
b. Type the permit/plan number into the **Search** bar. The elastic search will eliminate results as you type characters.
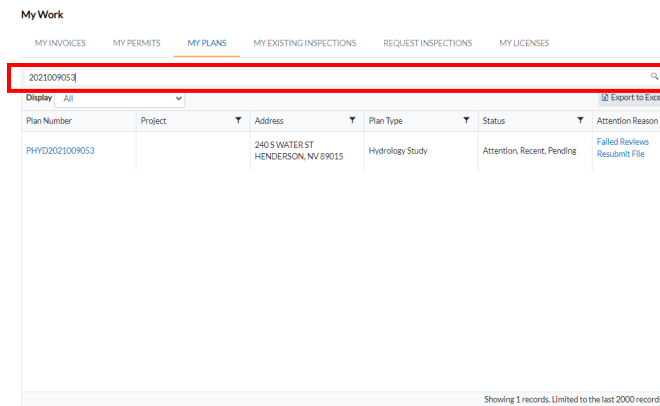
c. Select the permit/plan by clicking on the **Permit/Plan Number**.
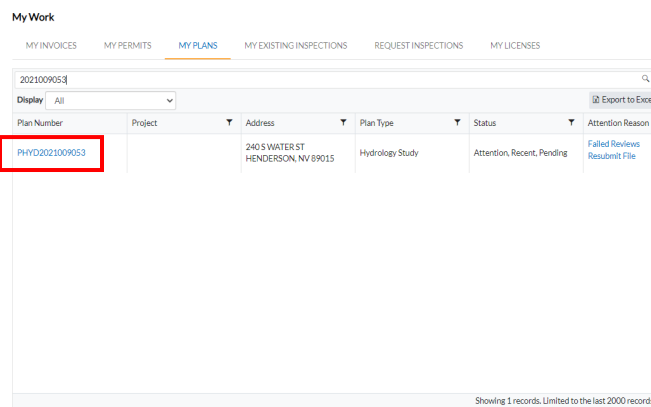
d. This will open the **Permit/Plan** and display the **Permit/Plan Summary**. You should see two (2) tabs marked with an **alert icon**, as well as **Available Actions** with buttons to **Resubmit** a file(s).

e. To view comments regarding the **Failed Submittal**, click the **Reviews** tab in the middle of the screen.

i. Click on the carrot to expand the **Review** to see any comments from the Reviewer(s).

f. To view the marked up file(s), click the **Attachments** tab in the middle of the screen.

i. Files that have been required for resubmittal and contain **Markups**, will be flagged. You can view the **Resubmit Instructions** within each attachment box.

ii. You can view the marked up file by clicking on the hyperlinked file name within each attachment box.

iii.   To view a list of the markups from the Reviewer(s), click on the **Markups** button on the bottom of each attachment box.

g.   To resubmit the required file(s), click on the **Resubmit** button in the attachment box.

i.   This will open a three (3) step process to upload your revised file(s).

ii. **Step 1** will provide a list of your file(s) and markups. You can respond to individual markups by clicking on the **Respond** button next to each markup and typing your comment(s) in the text box (optional).

iii. When finished typing responses, click **Next** in the bottom right corner.

iv. **Step 2** will list the **Failed Review**. Click the carrot to expand the review box and **Acknowledge** the comments by clicking the **toggle button**, then click **Next**.

v. **Step 3** will require you to attach your revised file(s) by clicking on the **Select File** button next to the file(s).

vi. Locate your saved .pdf file on your computer to attach it.

vii. When finished, click **Submit** in the bottom right corner.

h. The files will upload to the permit/plan record. Once complete, you will receive a success message. Click **Close**.

i. This will return you to the **Attachments** tab where you will see your revised file(s) is in a status of **Under Review**. City Staff will be notified of the new upload(s) and will process accordingly.

DSC ONLINE: UPLOADING ADDITIONAL ATTACHMENTS

INSTRUCTIONS: Customers may upload additional and/or revised attachments to their existing permit or plan after the initial application. To upload additional attachments, please follow the steps below:

1) Visit the DSC Online website at http://dsconline.cityofhenderson.com.
   a. To log in:
      i. Click on the **Login or Register** button from the home menu.

      ii. Log in using your account credentials.
2) Select either **View My Permits** or **View My Plans** (dependent on the application type).

   a. Click the **Display** dropdown to change the default view to display **All** permits/plans.

b. Type the permit/plan number into the **Search** bar. The elastic search will eliminate results as you type characters.

c. Select the permit/plan by clicking on the **Permit/Plan Number**.

d. This will open the **Permit/Plan** and display the **Permit/Plan Summary**. Click the **Attachments** tab in the middle of the screen.

e. Click on the dropdown in the blue **Add Attachment** box and select the appropriate document type, then click again.

  i. **NOTE:** All attachments must be in .pdf format.

  ii. Locate your saved .pdf file on your computer to attach it.

f. Continue to attach documents, as necessary, by repeating **Step e**. When finished, click **Submit**.

g. The files will upload to the permit/plan record. Once complete, you will receive a success message.

Permit Number: BRTR2021114855

Permit Details | Tab Elements | Main Menu

Type:	Plumbing - Residential	**Status:**	Pending	**Project Name:**	
Applied Date:	06/10/2021	**Issue Date:**			
District:	Anthem	**Assigned To:**	RECORDS, Plan Routing	**Expire Date:**	
Finalized Date:					
Description:	test				

Summary   Locations   Fees   Reviews   Inspections   **Attachments**   Contacts   Sub-Records   More Info

Attachments | Next Tab | Permit Details | Main Menu
Attachments   Sort   Needs Action ▾

✓ The file upload was submitted successfully.   ✕

Attachment	Attachment	Attachment	Application ▾
PLAN SET - 123 ANYWHERE ST.pdf	MISC DOC - 123 ANYWHERE ST.pdf	APPLICATION - 123 ANYWHERE ST.pdf	**Add Attachment**
Uploaded: 06/10/2021	Uploaded: 06/15/2021	Uploaded: 06/15/2021	**+**
Notes: Plan Set	Notes: Misc	Notes: Application	Supported: .pdf

Submit

h.   City Staff will be notified of the new upload and will process accordingly.

HENDERSON™ | DSC Online

## DSC ONLINE: SCHEDULING INSPECTIONS

INSTRUCTIONS: To schedule an inspection for a permit, please follow the steps below:
   NOTE: You do not need to be attached to the permit to schedule an inspection. However, if you are not attached, you *will not* receive updates on the status of the inspection.

1) Visit the DSC Online website at http://dsconline.cityofhenderson.com, and click the **Login or Register** button on the homepage.
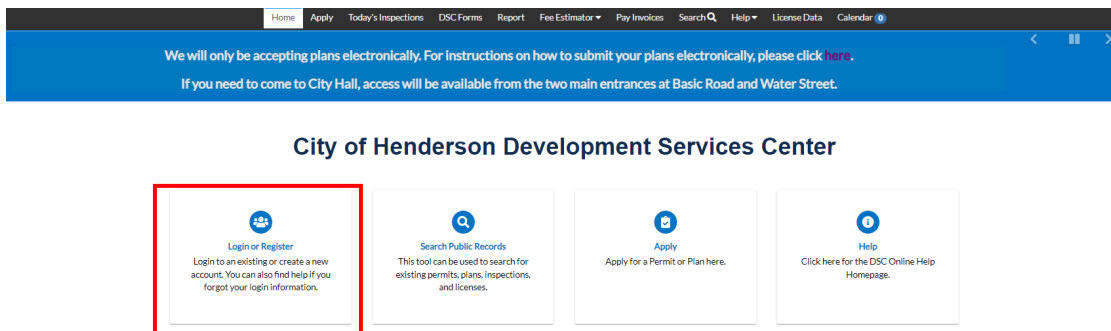
   a. Log in using your account credentials.
2) Select **My Work** or **Search** from the top menu.
3) Locate the permit that you would like to schedule an inspection for.
   a. Click on the **Permit Number**.
4) The permit case will open.
   a. Click on the **Inspections** tab.
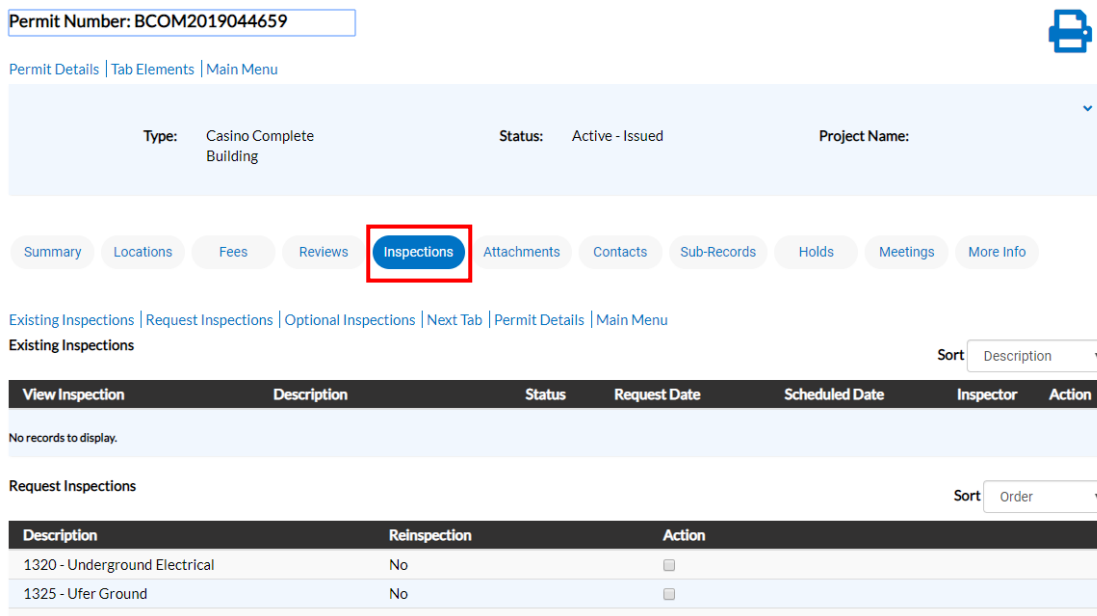
      i. A list of **Remaining Inspections** will be listed at the bottom of the page.
   b. Click the selection box(es) under **Action** for each inspection you would like to schedule.
      i. Once selected, click the **Request Inspection** button.

HENDERSON™ | **DSC Online**

Request Inspections   Sort [Order ▼]

Description	Reinspection	Action
1320 - Underground Electrical	No	☑
1325 - Ufer Ground	No	☑
1360 - Temp Power (Freestanding)	No	☑
1330 - Underground Plumbing	No	☐
1332 - Sewer Connection	No	☐
1333 - Water Connection	No	☐
1335 - Underground Gas	No	☐
1545 - Rough Grease Duct	No	☐
1546 - Grease Duct Enclosure	No	☐
1630 - Grease Sand Interceptor	No	☐

Results per page [10 ▼]   1 - 10 of 53   <<   <   **1**   2   3   4   5   >   >>

[Request Inspection]

1. **NOTE**: If fees are not paid, the checkbox **will not** appear.
2. If the inspection states there are pre-requisites, click the printer icon in the top right to see what is being held.

Permit Number: BCOM2019044659

Permit Details | Tab Elements | Main Menu

	Type:	Casino Complete Building	Status:	Active - Issued	Project Name:

Summary   Locations   Fees   Reviews   **Inspections**   Attachments   Contacts   Sub-Records   Holds   Meetings   More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu
Existing Inspections   Sort [Description ▼]

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action

c. The page will indicate that one or more inspections are to be scheduled.
   i. Input the required information.
   ii. If more than one inspection was requested, you can schedule each individually, or use the same data for all.

1 **#BCOM2019044659**   ✕

Inspection Type:	1320 - Underground Electrical
Case Type	Casino Complete Building
Address:	240 S WATER ST HENDERSON, NV

* **Requested Date**   [06/19/2019   📅]

Comments/Gate Code   [Comment or request here]

* **Contact Name**   [Field Contact Name]

* **Contact Phone**   [702-555-1212]

☑ Use same date for all
☑ Use same field contact for all

[Submit]   [Request All]

1. **Submit** will submit a single inspection.

2. **Request All** will submit all inspections that were checked.

iii. A green check will appear under each inspection.

1. This means it has been scheduled successfully.

iv. Click **Back** on the top left of the page to return to the permit.

v. Scheduled inspections will now show at the bottom of the page under the heading **Existing Inspections**.

VIRTUAL INSPECTIONS

GENERAL: Some inspection types are now performed in a **virtual** format. These inspections will be conducted via video conferencing technologies with a City of Henderson Building Inspector. To schedule a virtual inspection, please follow the steps below:

NOTE: Only specific inspections are available in the virtual format at this time. Customer must have access to a smartphone, tablet or laptop with working internet/cellular connection. For more information or to review **approved virtual methods**, please refer to our Virtual Inspection Program Guide.

1) When scheduling an inspection (see process above), a note will appear on inspections that are conducted **virtually**.

*REQUIRED

a. Fill out the **contact information** of the person who will be **performing** the inspection with the inspector. This is typically a contractor or technician associated with the company performing the site work unless the permit was pulled as an Owner Builder.

b. In the **Virtual Contact Type and Info** field, include the virtual method you will be using, and the respective contact details associated with chosen method.

*REQUIRED

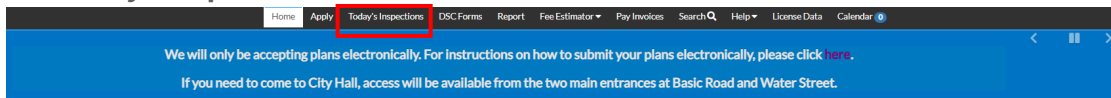

c. Click **Submit** to complete your scheduling request.

2) As part of the virtual process, the customer should contact the assigned inspector the morning of their scheduled virtual inspection to set up a time to perform the inspection.

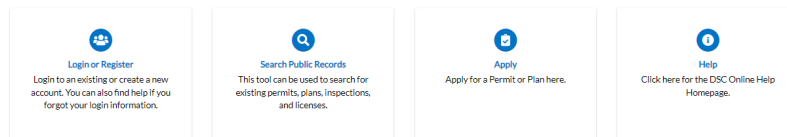a. **NOTE:** To locate your inspector's contact info, follow the steps in the **Today's Inspections** of this guide.

DSC ONLINE: TODAY'S INSPECTIONS

INSTRUCTIONS: The **Today's Inspections** menu item provides customers the ability to view scheduled and completed inspections on a selected calendar day. This feature also provides information regarding the inspection, including the inspector's name and phone number. To access **Today's Inspections**, please follow the steps below:

1) Visit the DSC Online website at http://dsconline.cityofhenderson.com. No log in is required.
2) Click on **Today's Inspections** in the menu bar.

a. All inspections will display for the defaulted date of the current calendar day.

b. You can select a specific date by clicking on the **Calendar** icon and selecting the date you would like to display.

HENDERSON™ | DSC Online

Today's Inspections

c. The defaulted view will display inspections of all statuses. If you would like to view only scheduled and pending inspections, check the box next to **Exclude Completed**.

d. There is feature that allows you to extract this information and **Export** it into a file to save or print. To **Export** the displayed records, click the **Export** button.

i. A window will pop up asking you to name your file. Enter in a **file name**.

ii. Choose the **export** option that you would like to extract, then click **OK**.

iii. There is a sorting option that allows you to **Sort** by various column headers. To change your **Sort** order, click on the **Sort** dropdown and select your preferred option.

e. The **Search Bar** allows you to enter in a permit number, address, inspection type, etc. and search records for the selected date. To utilize the **Search** feature, type into the **Search Bar** and hit enter or click the magnifying glass.

i. This will display your results. You can view additional details regarding the inspection record by clicking on the **Inspection Number**.

ii. The displayed results also provide the assigned inspector's name and phone number. This information is useful when customers need to contact the inspector.

HENDERSON™ | DSC Online

DSC ONLINE: INSPECTION RESULTS

INSTRUCTIONS: To view the results, details and/or notes from the inspector on an inspection, please follow the steps below:

1) Visit the DSC Online website at http://dsconline.cityofhenderson.com, and click the **Login or Register** button on the homepage.
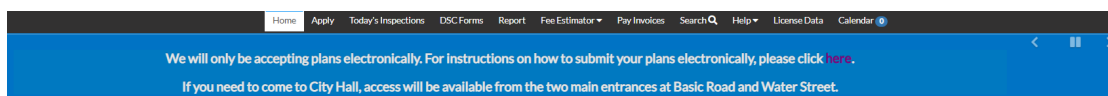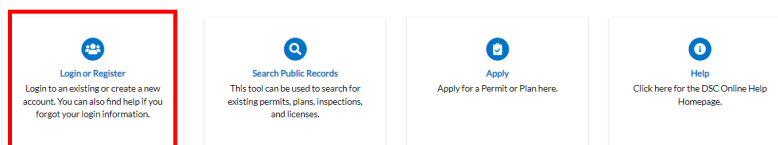
   a. Log in using your account credentials.
2) Select **My Work** or **Search** from the top menu.
3) Locate the permit that you would like to view the inspection information on.
   a. Click on the **Permit Number**.
4) The permit case will open.
   a. Click on the **Inspections** tab.

5) Select the inspection you want to view the additional details on by clicking on the number in the **View Inspection** column.

HENDERSON™ | DSC Online

Permit Number: BOTH2019045552

Permit Details | Tab Elements | Main Menu

Type:	HVAC Replacement	**Status:**	Active - Issued	**Project Name:**		

Summary | Locations | Fees | Reviews | **Inspections** ❶ | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu
Existing Inspections

Sort Description ▼

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
BLDG-347198-2019	1541 - HVAC Inspection & Final	Fail	07/12/2019	07/12/2019	Alvarez Victor	

Results per page 10 ▼ 1 - 1 of 1 << < **1** > >>

6) In the next window, you will see the details of the inspection.
   a. The **Inspection Status** will list the result of the inspection.

Inspection Number: BLDG-347198-2019

Inspection Details | Tab Elements | Main Menu

Inspection Type:	1541 - HVAC Inspection & Final	**Requested Date:**	07/12/2019	**Requested Time:**	11:31 AM
Inspection Status:	Fail	**Scheduled Date:**	07/12/2019	**Scheduled Time:**	12:00 AM
Link Type Name:	Permit	**Completed Date:**	07/15/2019	**Completed Time:**	11:32 AM
Link Number:	BOTH2019045552	**Inspector First Name:**	Victor	**Inspector Last Name:**	Alvarez
Main Address:	240 S WATER ST HENDERSON, NV 89015				

Locations | Contacts | Checklist | Fees | Attachments | Previous | More Info

7) For additional details, click on the **Checklist** tab.

Inspection Number: BLDG-347198-2019

Inspection Details | Tab Elements | Main Menu

Inspection Type:	1541 - HVAC Inspection & Final	**Requested Date:**	07/12/2019	**Requested Time:**	11:31 AM
Inspection Status:	Fail	**Scheduled Date:**	07/12/2019	**Scheduled Time:**	12:00 AM
Link Type Name:	Permit	**Completed Date:**	07/15/2019	**Completed Time:**	11:32 AM
Link Number:	BOTH2019045552	**Inspector First Name:**	Victor	**Inspector Last Name:**	Alvarez
Main Address:	240 S WATER ST HENDERSON, NV 89015				

Locations | Contacts | Checklist | Fees | Attachments | Previous | More Info

   a. Here you will find a list of any comments/notes made by the inspector during the inspection.

Locations   Contacts   Checklist   Fees   Attachments   Previous   More Info

Checklist | Next Tab | Inspection Details | Main Menu

Checklist

Sort   Checklist Item

Checklist Item	Description	Passed	Comments	Order
Appliance Electrical		No		1
Appliance Mechanical		No		1
Appliance Plumbing		No		1
Appliance Vent		No		1
General Comments		No	No access to site for inspection	1

Results per page 10   1 - 5 of 5   <<   <   1   >   >>

DSC ONLINE: RENEWING A BUSINESS LICENSE

INSTRUCTIONS: To renew an existing business license, please follow the steps below:

1) Visit the DSC Online website at http://dsconline.cityofhenderson.com, and click the **Login or Register** button on the homepage.
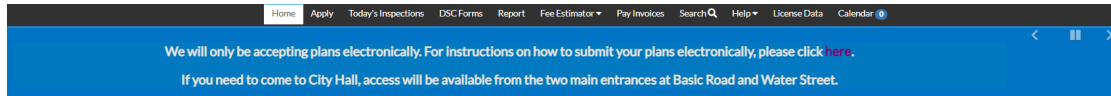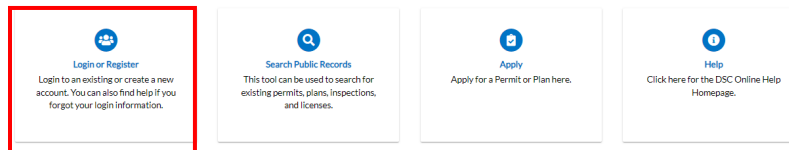
2) Log in using your account credentials.
3) Scroll to the bottom of the **Dashboard** to the **My Licenses** section.
4) If a license is eligible for online renewal, the **Renew** button will be displayed.
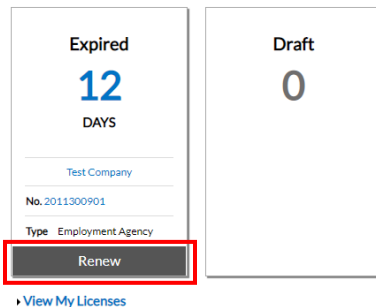
5) Click on the **Renew** button for the license you would like to renew.
    a. Clicking the **Renew** button will send you to the **Renewal Workflow**.
6) In **Step 1 – Type** you are able to view the **License Type** and the **Description** for the license selected to be renewed. These fields are *not* editable.
    a. To continue the workflow, click **Next** at the bottom of the page.

HENDERSON | **DSC Online**

Renew License - Employment Agency   *REQUIRED

① Type ——— ② Attachments ——— ③ Review and Submit

LICENSE DETAILS

License Type   Employment Agency ▼

Description   [   ]

[Next]

7) **Step 2 – More Info** prompts you any applicable declarations as required to continue the renewal. Required declarations are indicated by a **Red** empty field and asterisk * as seen below.
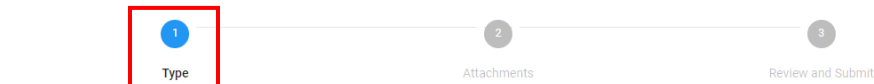
✓ Type ——— ② More Info ——— ③ Attachments ——— ④ Review and Submit

MORE INFO

*Gross Revenue   [   ]

Gross Revenue is required.

[Back]   [Next]

8) Enter in the declaration, or if no declaration is required, click **Next**.
9) **Step 3 – Attachments** allows you to upload any required documents in **pdf format** by clicking the **Add Attachment** button or dragging the file into the blue box. If no documents are marked **Required**, click **Next** to proceed with renewal.

Renew License - General Product Sales/Miscellaneous Services   *REQUIRED

① Type ——— ② More Info ——— ③ Attachments ——— ④ Review and Submit

LICENSE DETAILS

License Type   General Product Sales/Miscellaneous ▼

Description   Dry cleaning and laundry service agency (drop off and pick up only).

[Next]

10) **Step 4 – Review and Submit** allows you to review, but not edit, various pieces of license information. Click **Submit** when you are done reviewing the information.

Renew License - General Product Sales/Miscellaneous Services   *REQUIRED

✓	✓	✓	4
Type	More Info	Attachments	Review and Submit

Submit

Locations

    Situs   256 E LAKE MEAD PKWY, HENDERSON, NV, United States, 89015

    Parcel Number   17918516012

Basic Info

    Type   General Product Sales/Miscellaneous Services

11) This will take you to the submittal confirmation screen that allows you to add the applicable fees created from the prior steps to your cart for checkout by clicking the **Add to Cart** button.
   a. **NOTE**: If multiple licenses are available for renewal, the preceding steps can be repeated until all fees are added to the cart.
12) From the **Shopping Cart**, you can review fees and click **Check Out** when ready to pay.
13) You will be redirected to a secure payment screen where credit card or E-Check information can be entered.
   a. After submitting payment information and completing the payment processing steps, you will receive a confirmation message.