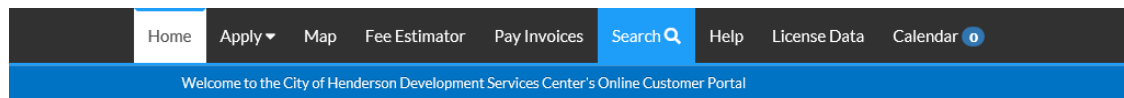### ONLINE APPLICATION SUBMITTAL PROCESS – DSC ONLINE
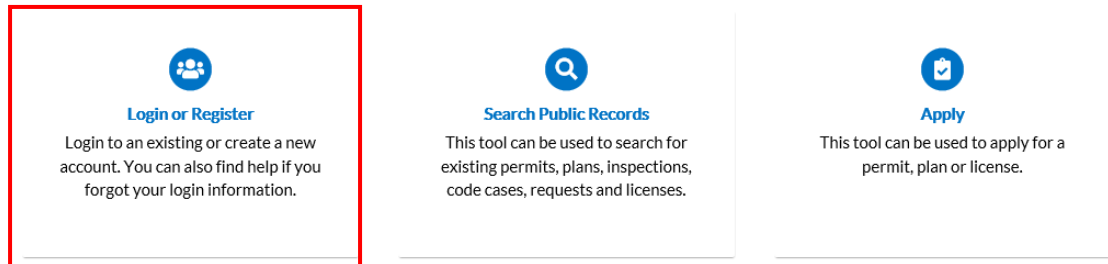
GENERAL: This is the process for the submittal of online permit applications through our customer portal, DSC Online.

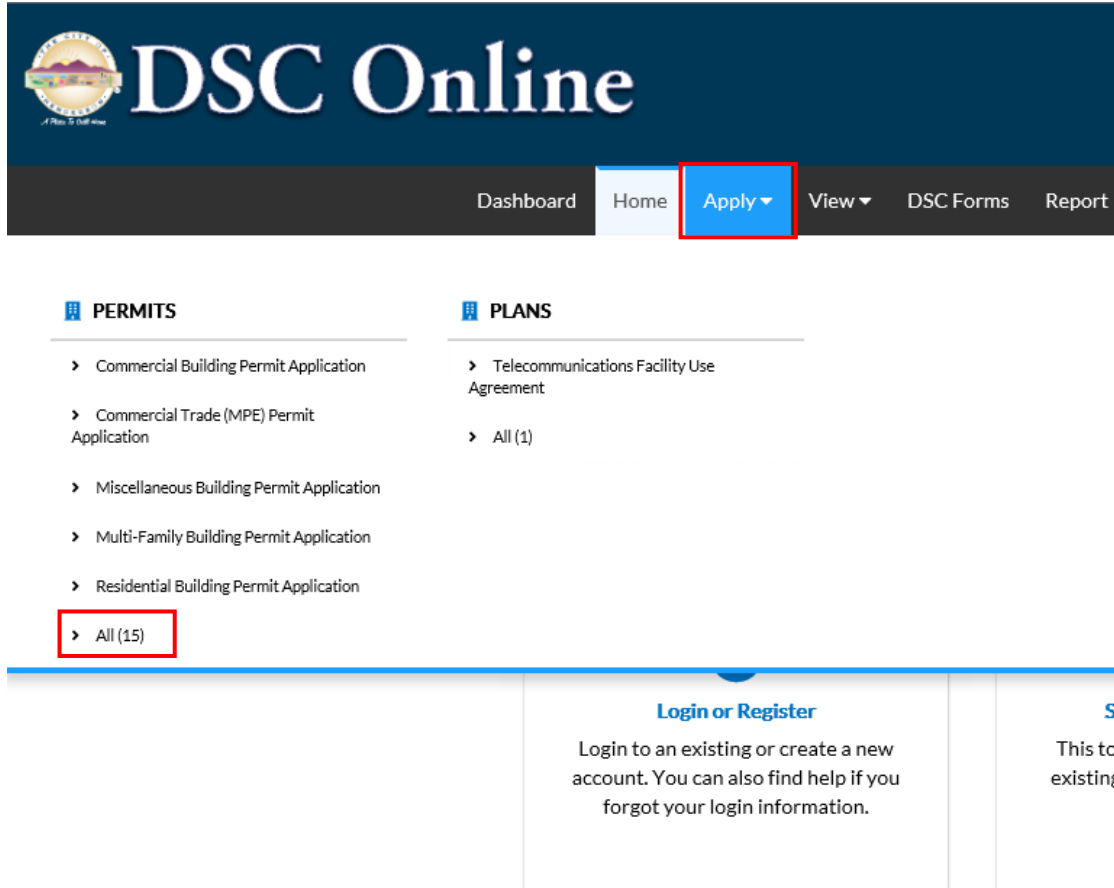**INSTRUCTIONS:** To apply for a building or fire permit online, please follow the steps below:

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

Home	Apply ▾	Map	Fee Estimator	Pay Invoices	Search 🔍	Help	License Data	Calendar **0**

Welcome to the City of Henderson Development Services Center's Online Customer Portal

City of Henderson Development Services Center

Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.

Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.

Apply

This tool can be used to apply for a permit, plan or license.

      ii. Login using your account credentials.
      iii. If you need to register for a new account, please follow the directions in our DSC Online Instruction Guide.
   b. Once logged in, click on the **Apply** dropdown from the top menu and select **All** to display all options.

i. Select the appropriate permit type by clicking on the **Apply** button to the right of the listing.

1. Please make sure to read the **Description** of each item to ensure you are applying for the right permit.

ii. Once you have opened the application, pay attention to the headers on each **Step** for important information and directions.

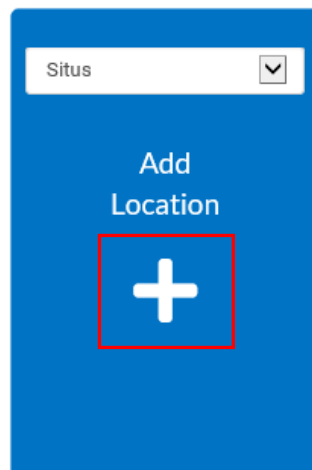**Apply for Permit - Commercial Building Permit Application**   *REQUIRED

Steps

1	2	3	4	5	6
Locations	Type	Contacts	More Info	Attachments	Review and Submit

LOCATIONS

Please select the address (if applicable) of the site location where work is to be completed.   Instructions

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

LOCATIONS

Please select the address (if applicable) of the site location where work is to be completed.

Situs

Add Location

+

1. You may search by either Parcel or Address. Make your selection and enter the information into the search box.

Add Location

[Address] [Parcel]

Add Address As   [Situs ▾]

[Search]

Address Information

Search [Search Addresses] [🔍]

2. 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** > >>

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

3. When you have finished adding the address, select **Next** on the bottom right of the screen.
    a. **Note:** Most case types only have one address.

Apply for Permit - Commercial Building Permit Application *REQUIRED

① Locations ② Type ③ Contacts ④ More Info ⑤ Attachments ⑥ Review and Submit

LOCATIONS

Please select the address (if applicable) of the site location where work is to be completed.

Type: Situs
240 S WATER ST,
HENDERSON, NV, , 89015

Main Address ☑

Parcel Number
17918810130
Main Parcel ☑
Remove

Situs ▾
Add Location
➕

Save Draft   Next

iv. In the **Type** step, you will need to enter in the description of the permit**. e.g. Smith Residence – Pool and Spa**. Click **Next** to continue to the next **Step**.

Apply for Permit - Commercial Building Permit Application *REQUIRED

✓ Locations ② Type ③ Contacts ④ More Info ⑤ Attachments ⑥ Review and Submit

PERMIT DETAILS

Please type the business or project name followed by the permit type. (Ex: ABC Company - Commercial Addition)

* **Permit Type**   Commercial Building Permit Applicat ▾

Description   ABC Company - Commercial Addition

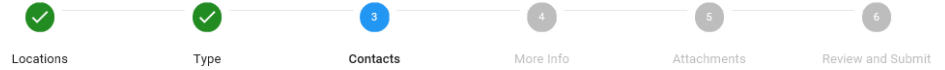Back   Save Draft   Next

v. On **Step 3 – Contacts**, you will need to add the **Contact(s)** associated with the Permit.
   1. Click the plus (+) icon to add a contact to the permit.
      a. The contact type is indicated by the heading or by the dropdown.

Apply for Permit - Commercial Building Permit Application   *REQUIRED

✓   ✓   3   4   5   6

Locations   Type   **Contacts**   More Info   Attachments   Review and Submit

CONTACTS

Please select the primary contact for this application. Add other contact types if available.

Applicant

Ashley Watson (You)

240 Water, Henderson, NV, , 89015

Contact

Add Contact

+

REQUIRED

Agreement Signatory ▾

Add Contact

+

Back   Save Draft   Next

b. Certain contact types have requirements. For instance, if listing a Contractor of any type, they must have a Business License and a Nevada State Contractors License in order to be added.

c. One or more contact types may be required.

2. After clicking the plus (+) icon, a search window will appear. Type the Company Name or Email in the box and click **Search**.

Search   My Favorites

Search city of henderson contractor test 🔍

Sort   Relevance ▾

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

a. **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. Adding contacts to your favorites is strongly encouraged. For detailed instructions on this process, please reference page 11 of our DSC Online Instruction Guide.

i. To add a Company or Contact from your Favorites, select **My Favorites**.

    ii.   You can add a company to your favorites by selecting the **Star** icon in the left column.

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

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

vi. **Step 4 More Info** will require you to enter in information regarding your scope of work. Complete the required fields and then click **Next** to continue to the next **Step**.

1. **Note:** Please list all contacts for this permit in the **Contact Info Details** box.
    a.   Click on the **Pencil** icon to add each contact's information.

          i.   After entering in their information, click **Save**.

    b.   To add additional contacts, click on the **+ Add Row** button at the top of the box.

vii.   In **Step 5 – Attachments**, you will upload the applicable **Attachments** for your permit in PDF format.

    1.   To add an **Attachment**, click the plus (+) icon and upload the file, or drag the file from your computer folder into the blue box.
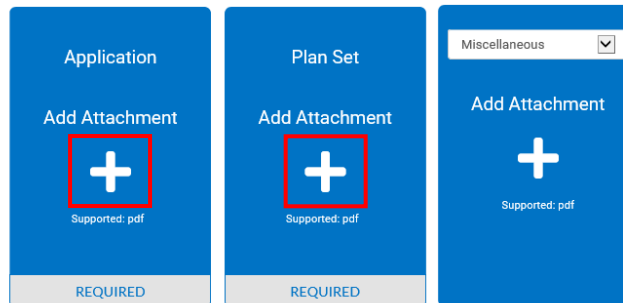
Apply for Permit - Commercial Building Permit Application

*REQUIRED

Locations	Type	Contacts	More Info	Attachments	Review and Submit
✓	✓	✓	✓	5	6

Attachments

Please upload a completed application and all required documents based on the permit you are applying for. These additional documents should be uploaded under the Miscellaneous attachment option. Please refer to the applicable checklist on our website for document requirements: https://www.cityofhenderson.com/community-development/development-process/checklists-handouts If you have any questions, please contact Permits at COHpermits@cityofhenderson.com. When uploading the required documents, please use the following format for file names: Application - Address (Ex: Application - 240 S. Water St)

Application	Plan Set	Miscellaneous ⌄
Add Attachment	Add Attachment	Add Attachment
＋	＋	＋
Supported: pdf	Supported: pdf	Supported: pdf
REQUIRED	REQUIRED	

Back   Save Draft   Next

    a.   **Note:** It is important to note the attachment requirements and naming convention listed above the attachment boxes.

    b.   All attachments marked **REQUIRED** must be uploaded before clicking **Next**.

        i.   If you need to download an application form, please click here.

        ii.   If you need to review the list of required documents for permit type you are applying for, please refer to the appropriate checklists.

    c.   If you have additional documents to upload, you can select the document type **Miscellaneous** from the dropdown and click the plus (+) icon to attach it.

Apply for Permit - Commercial Building Permit Application   *REQUIRED

Attachments

Please upload a completed application and all required documents based on the permit you are applying for. These additional documents should be uploaded under the Miscellaneous attachment option. Please refer to the applicable checklist on our website for document requirements: https://www.cityofhenderson.com/community-development/development-process/checklists-handouts If you have any questions, please contact Permits at COHpermits@cityofhenderson.com. When uploading the required documents, please use the following format for file names: Application - Address (Ex: Application - 240 S. Water St)

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

viii. On the final step, **Step 6 – Review and Submit**, you will review all information you provided and the attachments before submitting.

1. If you need to make any edits to this information, please click the **Back** button at the bottom left side of the page before clicking **Submit**.

More Info

Permit Application

Describe detailed scope and work
to complete: This is a test. List detailed scope of work here.

Comments

Top | Main Menu

Contact Info

Name	Telephone Number	Email Address
Test Contact 1	702-222-3333	abc@abc.com
Test Contact 2	702-222-3333	abc2@abc.com

Attachments

Application   APPLICATION - 123 ANYWHERE ST.pdf

Plan Set   PLAN SET - 123 ANYWHERE ST.pdf

[Back]   Save Draft   Submit

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

More Info

Permit Application

Describe detailed scope and work
to complete: This is a test. List detailed scope of work here.

Comments

Top | Main Menu

Contact Info

Name	Telephone Number	Email Address
Test Contact 1	702-222-3333	abc@abc.com
Test Contact 2	702-222-3333	abc2@abc.com

Attachments

Application   APPLICATION - 123 ANYWHERE ST.pdf

Plan Set   PLAN SET - 123 ANYWHERE ST.pdf

Back   Save Draft   Submit

ix. The system will take a few seconds to process the application. Once completed, you will see a confirmation screen. Your application has been submitted and will go through an intake process with our Permits staff.

✅ **Your permit was successfully created!**

[Continue to permit]

Fees

$0.00

View Details   Add to Cart

1. **Note:** This application **will not** serve as the actual permit. This is **only** an application. Once the Permits staff conducts a completeness check of your application and all documents, they will create the permit and email you a permit number.
   a. Once the permit is created, you will be able to track the status on DSC Online. Please see page 25 of the DSC Online Instruction Guide for directions on checking the status.