

Fire Safety Engineering Resubmittals & Revisions

Effective 08-31-2020 the following changes will be implemented to the Fire Permitting review process.

The current processes for submitting new permits online will remain as-is however for re-submittals to address redlines comments or submit revisions (as-builts) to approved plans for permits already in the system please follow this guide.

Note: Please do not e-mail plans directly to the fire plans examiners.

- This guide is meant to help assist you in the City of Henderson's E-PLAN program and is subject to change. If you have any questions regarding this process, please contact us @ 702.267.3630 or FireEplan@cityofhenderson.com
- Make sure you flatten any mark-ups you have made to the actual PDF's.
- Run the reduce file size function in BLUEBEAM or ADOBE. (This helps with file rendering issues)
- If the files are not properly formatted, named, or the information is not filled out properly it will delay your request and your request may be returned for resubmittal.
- Once the plans are approved you will be able to download directly from the [DSC Online portal](#) by logging in and going to the attachments portion of the permit.
- For questions or issues with the CSS Portal please contact them here [DSC Online Help](#)
- Maintaining the file naming is crucial to making sure we get the reviews done timely & without confusion.
- "If there are multiple permits in your file name list the lowest one in the numerical sequence first; however, please include all permit numbers in the body of the e-mail.
- **Be sure to include:**
 - Completed [Resubmittal-Revision routing form](#) with the pertinent information.
 - Group files together by type as separate files (Plans, Calcs, Equipment, etc..)
 - Signed plans (NICET for those type that require it). File naming ([permit number]_Plan_Rev?_v?)
 - Flow Test Information (If applicable) File naming ([permit number]_Flow Test_Rev?_v?)
 - Equipment provide (1) file for all (Heads, Valves, Piping, Etc...) (If applicable) File naming ([permit number]_Equipment_Rev?_v?)
 - For revision naming the _Rev? = the revision number of your plan after permit issuance, and the _v? would be the next submittal number, File naming ([permit number]_Plan_v1 and the new would be _v2 etc...)
- **File naming examples:**
 - FIRE2020123456_Plan_v1.pdf (1st submittal and resubmittal required)
 - FIRE2020123456_Plan_v2.pdf (2nd submittal and approved) (permit issued)
 - FIRE2020123456_Plan_Rev1_v1.pdf (1st submitted as-built and approved)
 - Etc.....

For as-builts / revisions to simple Fire Sprinkler (no calcs), Monitoring, Fire Miscellaneous, Kitchen Hood, CO2, No Work Letters etc...

"Click the link" [Fire Plans As-Builts](#) (FireEplan@cityofhenderson.com) requesting the E-PLAN review for As-Builts.
With the following email request:

Important –

E-mails that are received after noon
may not be addressed until the next
business day.

➤ Send	To	● FIREeplan
	Cc	
	Subject	[Permit#] E-PLAN As-Built Request

Please include the following information, as applicable:

Permit Number(s): (Note 1 permit number per email unless its multiple permits tied together then list each one here.)

Project Name:

Project Address:

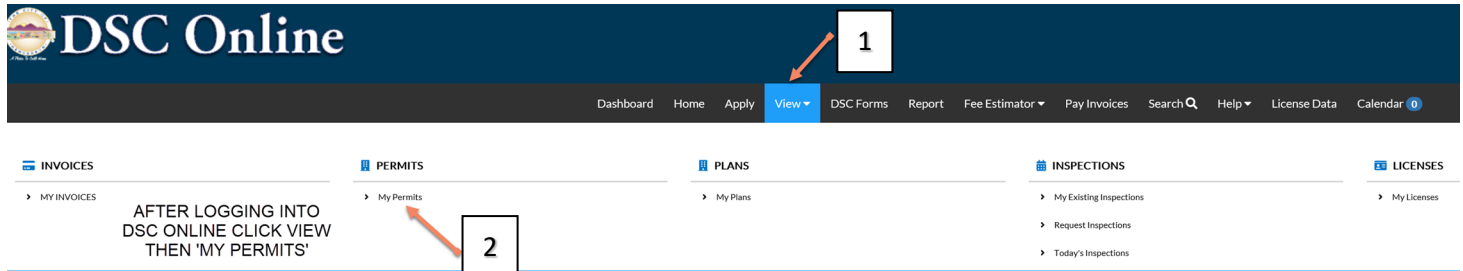
Comments/Description: (Add a brief description as to what this submittal is for.)

(If files are too big to e-mail over 25mb then follow the requirements for submitting revisions)

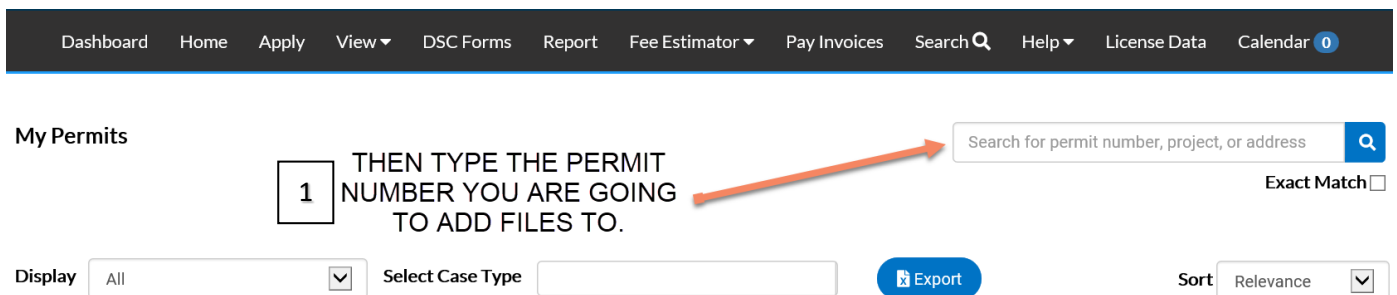
Fire Safety Engineering Resubmittals & Revisions

For resubmittals, revisions with files that are too large to e-mail, or as-builts that do not qualify as simple over the counter (Sprinkler plans with Calcs, Fire Alarm, etc...) follow the below steps to ensure your plans are received for processing.

1. Login to the [DSC Online portal](#) with your account.



2. You can quickly search for the specific permit number you want to upload plans to.



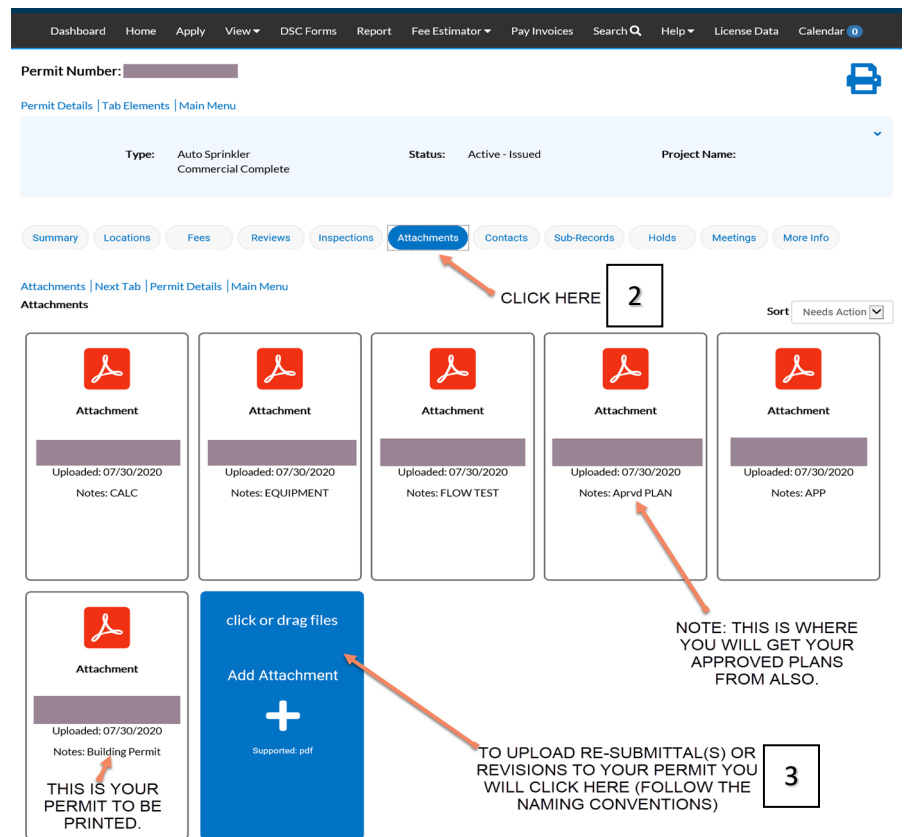
Click the attachments tab within the permit details screen.

Here you can access the redlines, approved plans, permit, and any other available documents.

You will click the plus sign to add your revised file(s) for either a re-submittal or an as-built.

Note:

You do not need to upload the redlines from the last review or the latest approved plans. (If plans were originally done on paper contact a fire plans examiner 1st)



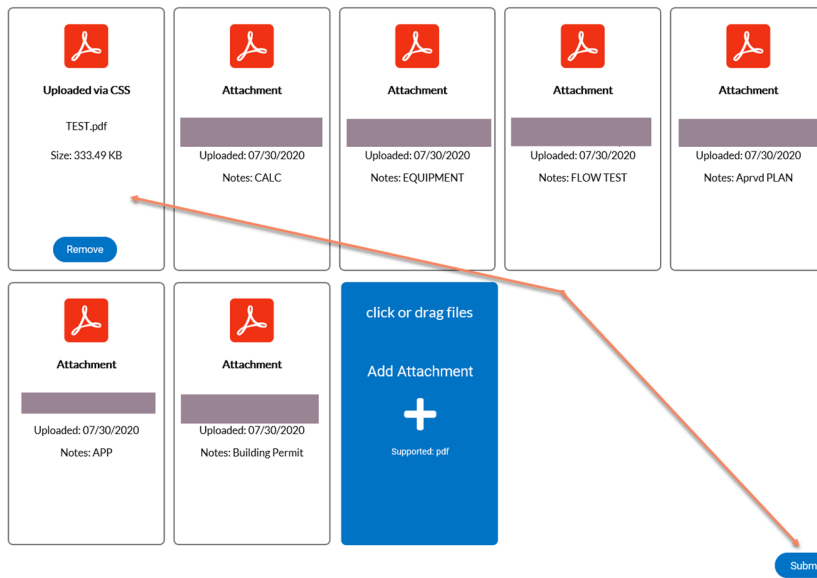
Fire Safety Engineering Resubmittals & Revisions

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)
Attachments

Sort: Needs Action

Note:

Be sure to add all the attachments
PRIOR to hitting submit.



Uploaded via CSS
TEST.pdf
Size: 333.49 KB
Remove

Attachment
Uploaded: 07/30/2020
Notes: CALC

Attachment
Uploaded: 07/30/2020
Notes: EQUIPMENT

Attachment
Uploaded: 07/30/2020
Notes: FLOW TEST

Attachment
Uploaded: 07/30/2020
Notes: Aprvd PLAN

Attachment
Uploaded: 07/30/2020
Notes: APP

Attachment
Uploaded: 07/30/2020
Notes: Building Permit

click or drag files
Add Attachment
Supported: pdf

Submit

Once you hit submit and get the
"Upload Successful!" Our records
department gets notified of the
upload. Then will be in the queue for
processing.

Important –

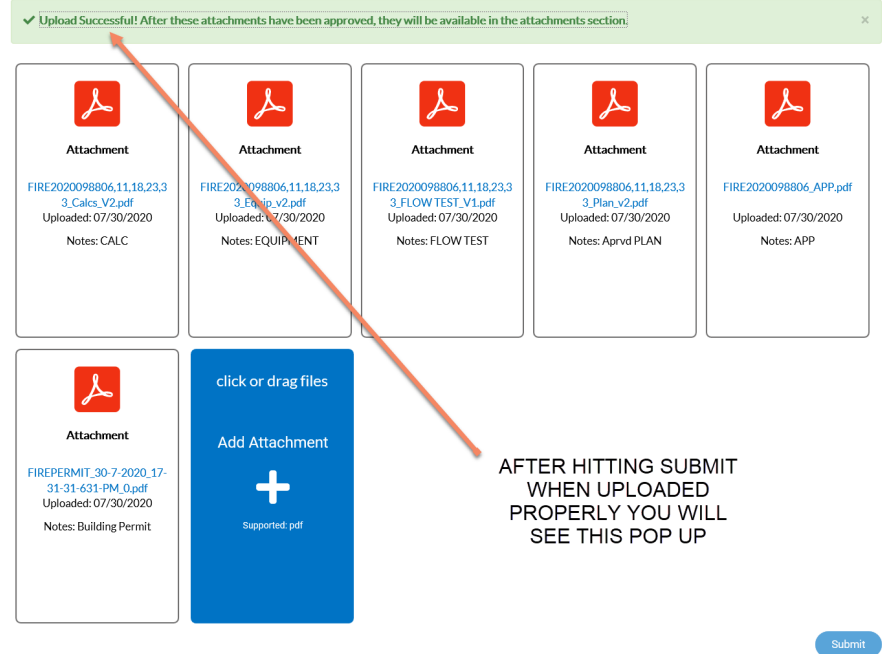
As with our previous paper submittal
process, the Records Department has
1 business day to process your
requests.

Items uploaded after 4:30 Thursday
may not get addressed until Tuesday
of the following week.

If after 2 business days the review
does not show up on your portal
please contact Records at 702-267-
3700 or
eplanrecords@cityofhenderson.com

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)
Attachments

Sort: Needs Action



✓ Upload Successful! After these attachments have been approved, they will be available in the attachments section.

Attachment
FIRE2020098806,11,18,23,3
3_Calcs_V2.pdf
Uploaded: 07/30/2020
Notes: CALC

Attachment
FIRE2020098806,11,18,23,3
3_Equip_v2.pdf
Uploaded: 07/30/2020
Notes: EQUIPMENT

Attachment
FIRE2020098806,11,18,23,3
3_FLOW TEST_V1.pdf
Uploaded: 07/30/2020
Notes: FLOW TEST

Attachment
FIRE2020098806,11,18,23,3
3_Plan_v2.pdf
Uploaded: 07/30/2020
Notes: Aprvd PLAN

Attachment
FIRE2020098806_APP.pdf
Uploaded: 07/30/2020
Notes: APP

Attachment
FIREPERMIT_30-7-2020_17-
31-31-631-PM_0.pdf
Uploaded: 07/30/2020
Notes: Building Permit

click or drag files
Add Attachment
Supported: pdf

Submit

AFTER HITTING SUBMIT
WHEN UPLOADED
PROPERLY YOU WILL
SEE THIS POP UP