



ELECTRONIC PLAN REVIEW VIA EMAIL

GENERAL: This is an instruction guide for our customers to utilize the electronic submission procedure of civil applications.

These procedures apply to the following permit/plan types:

- Civil Improvement Plans
- Traffic Studies
- Drainage Studies
- Civil Revisions

INSTRUCTIONS FOR INITIAL SUBMITTAL: To submit an application electronically, please follow the steps below:

1. Email your completed and signed application and any supplementary documentation (i.e., study approvals, standard form 1, bond and fee estimate, etc.) to pweplan@cityofhenderson.com **Note:** The subject line of the email should indicate the type of project followed by the address or APN.
 - a. Land Development staff will process your application, create a permit for you in our system and then create a Bluebeam project designated for the plans associated with the submittal.
 - b. Land Development will send you an invitation for the project from Bluebeam and also contact you regularly via email to let you know to upload your plans to the Bluebeam project and to provide you with the invoice to pay.
 - c. For those without Bluebeam, please indicate that in your submittal email and we will create an invitation to upload plans through KiteWorks, a file upload site instead.
2. Pay the invoice that is sent to you via email from Land Development online at https://dsconline.cityofhenderson.com/energov_prod/selfservice#/payinvoice.
3. Upload the electronic plans to the Bluebeam project you were invited to inside the Customer folder.
4. Notify Land Development that you have paid the invoice and uploaded the plans to the Bluebeam project by emailing them at pweplan@cityofhenderson.com.
 - a. Once you pay the invoice and upload the plans to the Bluebeam project, Land Development will move your project over to our DSC Records team who will electronically route the plans to all plans examiners who need to review the project. Those plans examiners will communicate with the identified contact on the application to let them know of corrections if applicable. The marked-up plans, if applicable, will be available for download from the original Bluebeam project.

INSTRUCTIONS WHEN RESUBMITTING: To resubmit a revised plan in response to plan reviewer comments or additional requested documentation, follow the steps below:

1. For resubmits, customers will upload their revised plans and any additional requested documentation to the same Bluebeam project.
2. After uploading the revised plans, send an email to pweplan@cityofhenderson.com letting them know you have submitted revised plans. Note: the subject line and body of the email should indicate the permit number these resubmitted plans are for and when you resubmit, please resubmit the entire plan again and include a narrative of what page(s) was changed.
3. For customers without Bluebeam please email pweplan@cityofhenderson.com to request an upload link for your files. Records will send you a "KITEWORKS" invite. (You may need to set up a free account if you don't already have one) There you will upload the files.



- a. **Note:** The subject line and body of the email should indicate the permit number these resubmitted plans are for and when you resubmit, please resubmit the entire plan again and include a narrative of what page(s) was changed.

ONLINE SUBMITTAL STANDARDS: Plans must be submitted online to the following standards: (follow these instructions to avoid delays)

1. Landscape view and standard civil sheet sizes, drawn to scale.
 - a. Civil plans must be formatted to 24" x 36"
 - b. Studies may include various sheet sizes including 8.5" x 11", 11" x 17" and 24" x 36"
2. Documents with TrueType fonts.
3. Use the following naming convention for the file: Permit Number - Project Name — Submittal Version (**Example:** PCVL2202011000 - Fast Food Restaurant - 1st Review)
4. Applications for the permit/project must still be submitted electronically as a pdf file and is the document that is required to be attached with the initial email.
5. Zip files are not acceptable.
6. PDF packages are not acceptable as they lock the files. When combining files, choose the "combined" file option not a package.
7. PDF portfolios are also not acceptable. Please choose to "combine files" as a single PDF.
8. Plans must be exported directly to PDF, not printed and then scanned. This makes the file size too large and the plan will not scale properly.
9. Corrections must be submitted with a written narrative on the changes.
10. Engineers must use digital signatures per the Nevada Board of Professional Engineers and Land Surveyors with full size seal and date of signature. Files must not be certified or locked. If the files are certified, we will not be able to apply our approval stamps or make comments and there will be delays in processing your permit.
11. Each plan sheet needs to include the project name and address. Each sheet must be marked clearly to identify the content.
12. No password protected or locked documents. Files must be unprotected so that corrections may be identified by reviewers. Any submittal containing a file that is locked will be considered incomplete and must be resubmitted.
13. Format to be Vector preferred. (a PDF is generally a vector file and it is a sharper image with smart data)
14. Files should be saved in black and white (1-bit monochrome). Ideal file size would be under 25mb, when possible.
15. Export settings: Maintain output scale (avoid "fit to page")

ELECTRONIC SIGNATURES/STAMPS

INSTRUCTIONS FOR PROFESSIONAL ENGINEERS, AND LAND SURVEYORS

Electronic documents must be digitally signed, but not certified. As with paper plans, apply a picture of your seal to each sheet. Compile sheets into a single file with seals on each page, and *then* apply your digital signature to the cover sheet. Any compiling done after sheets are signed will invalidate the signature.

Some documents, like specification books, will require signatures from multiple signers. In this case, use one of the two options below:

1. Compile the document with the seals for each design professional on the cover page. Then have each design professional add their digital signature, one at a time, on that cover page, being careful not to make changes to the document that would invalidate previous signatures.
2. Have the lead applicant for the project sign and seal the full document. Have each additional design professional sign and seal a separate attachment that has the title and table of contents for the full document or for the pages they are responsible for. Send as multiple documents.

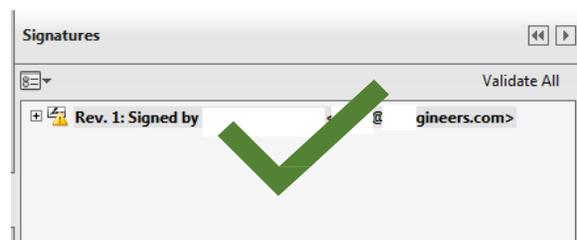
NOTE: A common error that many applicants make is *certifying* instead of *signing*. Because certifying prevents plan reviewers from performing critical functions needed to complete a review, documents must be signed but not certified.

Examples of a valid signature/seal

Digitally signed by Michael Cunningham
DN: C=US,
E=mcunningham@lasvegasnevada.gov,
O=Building and Safety,
OU=Development Services, CN=Michael
Cunningham
Reason: I am the author of this document
Date: 2019.07.22 08:52:46-0700'



Digitally signed by Michael Cunningham
DN: C=US,
E=mcunningham@lasvegasnevada.gov,
O=Building and Safety, OU=Development
Services, CN=Michael Cunningham
Reason: I am the author of this document
Date: 2019.07.22 08:56:49-0700'



HOW TO CREATE AND APPLY A DIGITAL SIGNATURE: TUTORIAL AND SCREENSHOTS

To sign documents using Adobe Acrobat or Bluebeam Revu, the first step is to create a “self-signed digital ID.” The digital ID is password protected and contains your name, email address, organization name, a serial number, and an expiration date. It proves your identity every time you use it to sign a file.

- Create a digital ID using Adobe Acrobat
- Create a digital ID using Bluebeam Revu

You do not need to create a digital ID each time. If your ID is already created, skip to...

- Use your digital ID to sign a file in Adobe Acrobat
- Use your digital ID to sign a file in Bluebeam Revu

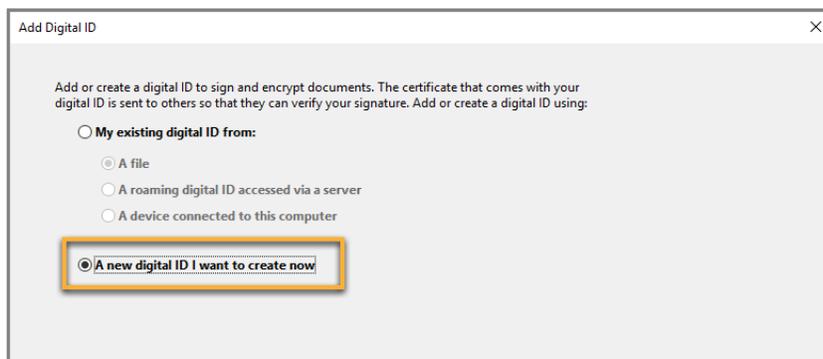
CREATE A SELF-SIGNED DIGITAL ID USING ADOBE ADOBE ACROBAT

These instructions are from Acrobat’s user guide available here: <https://helpx.adobe.com/acrobat/using/digital-ids.html>

1. In Acrobat, click the **Edit** menu and choose **Preferences**, then choose **Signatures**.
2. On the right, click **More** for **Identities & Trusted Certificates**.
3. Select **Digital IDs** on the left, and then click the **Add ID** button.

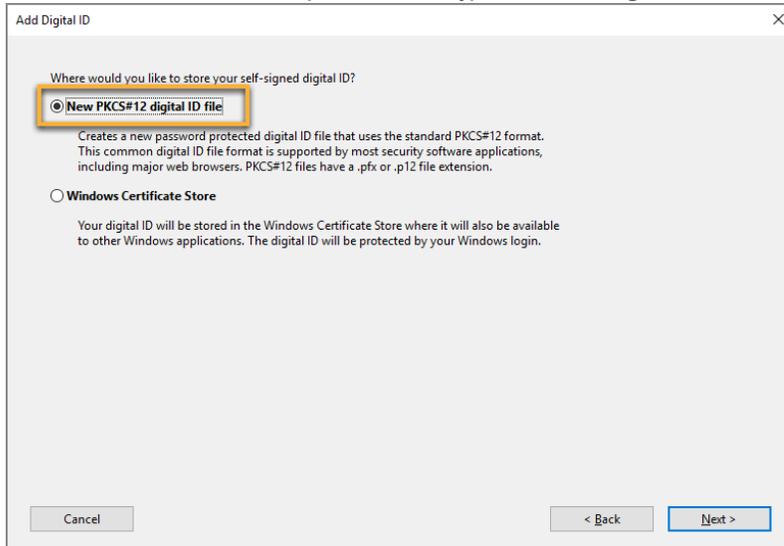


4. Select the option **A New Digital ID I Want To Create Now**, and click **Next**.



5. Specify where to store the digital ID and click **Next**. Use the option that best fits your needs.

- a. **New PKCS#12 Digital ID File:** Stores the digital ID in a file that can be used in both Windows and Mac OS.
- b. **Windows Certificate Store (Windows only):** Stores the digital ID in a common location for Windows applications.



Add Digital ID

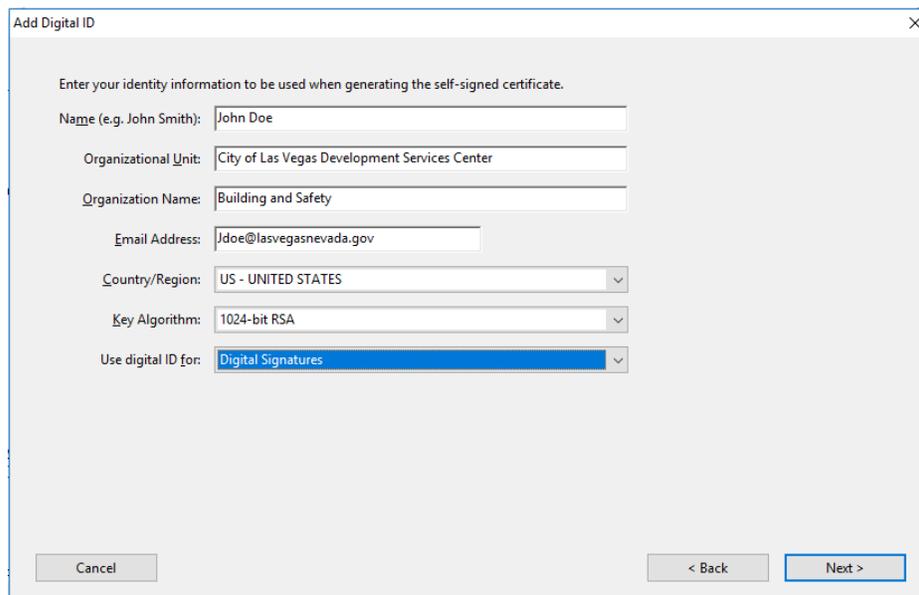
Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

6. Do the following:
 - a. Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the **Signature** field.
 - b. Choose the **1024-bit RSA** option from the **Key Algorithm** menu.
 - c. From the **Use Digital ID For** menu, choose whether you want to use the digital ID for signatures, data encryption, or both. For signing building plans/documents, you only need to choose “signatures.”
 - d. Click **Next**.



Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): John Doe

Organizational Unit: City of Las Vegas Development Services Center

Organization Name: Building and Safety

Email Address: Jdoe@lasvegasnevada.gov

Country/Region: US - UNITED STATES

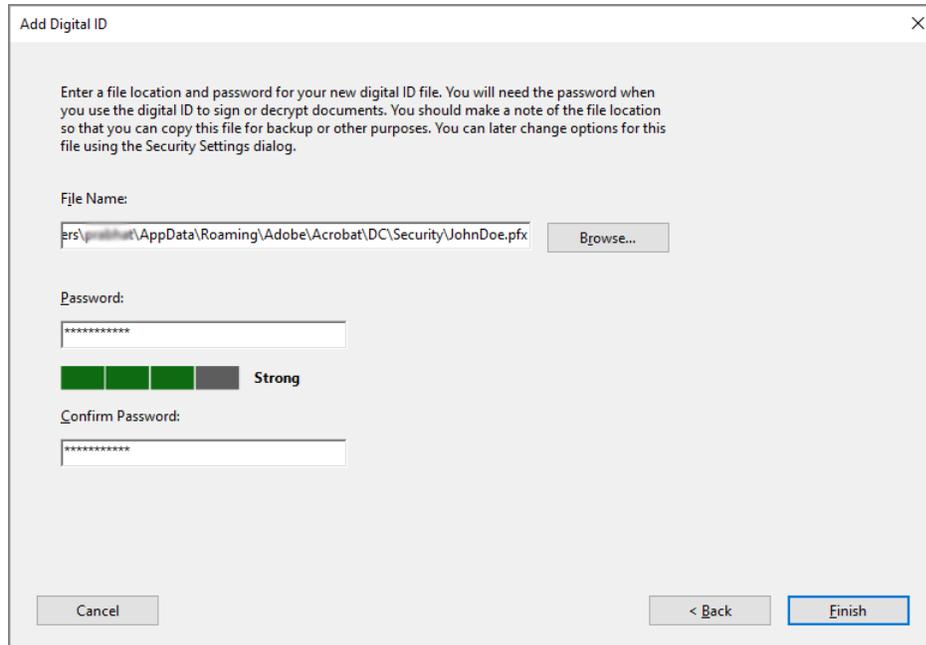
Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures

Cancel < Back Next >

7. Do the following:
 - a. Type and confirm a password for the digital ID file. You will need this password each time you use your ID.
 - b. The digital ID file is stored at the default location as shown in the **File Name** field. If you want to save it somewhere else, click **Browse** and choose the location. Make a note of where your ID is stored.
 - c. Click **Finish**.

- I. If a digital ID file with the same name exists, you're prompted to replace it. Click **OK** to replace or **Browse** and select a different location to store the file.



Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

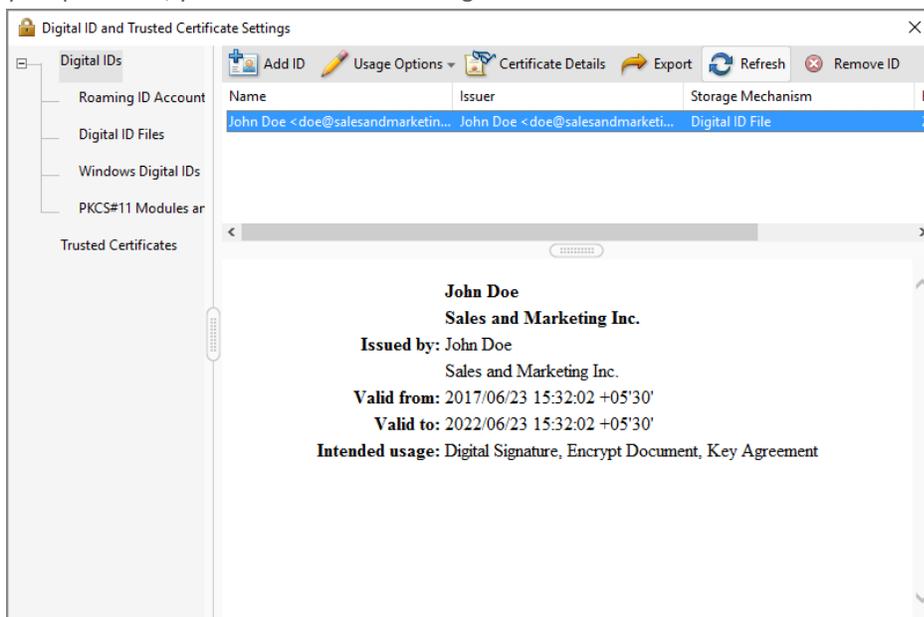
File Name:

Password:

 Strong

Confirm Password:

8. The ID is created. **NOTE:** Make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use it to add signatures to files.



Digital ID and Trusted Certificate Settings

Digital IDs

- Roaming ID Account
- Digital ID Files
- Windows Digital IDs
- PKCS#11 Modules ar
- Trusted Certificates

Name	Issuer	Storage Mechanism
John Doe <doe@salesandmarketin...>	John Doe <doe@salesandmarketi...>	Digital ID File

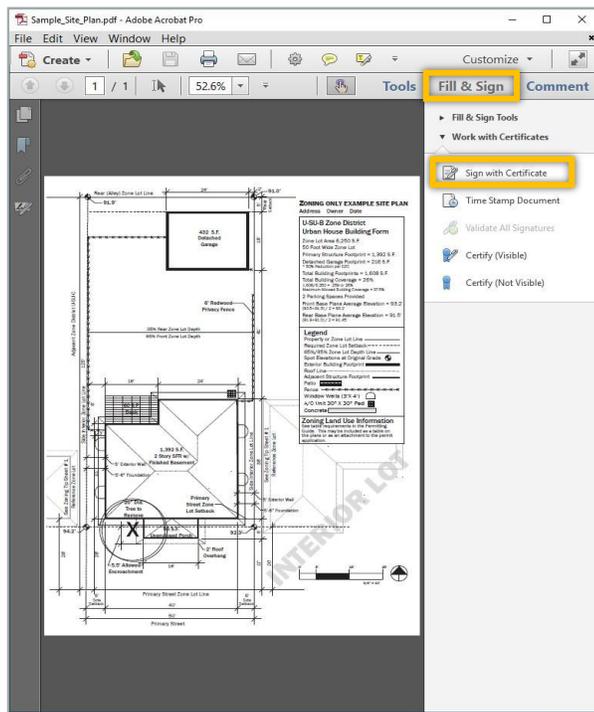
John Doe
Sales and Marketing Inc.
Issued by: John Doe
 Sales and Marketing Inc.
Valid from: 2017/06/23 15:32:02 +05'30'
Valid to: 2022/06/23 15:32:02 +05'30'
Intended usage: Digital Signature, Encrypt Document, Key Agreement

USE YOUR DIGITAL ID TO SIGN A PDF FILE IN ADOBE ACROBAT

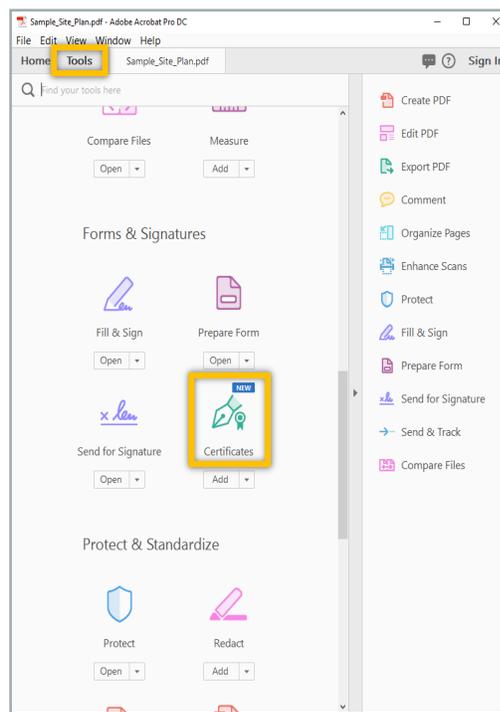
This process may vary slightly depending on which version of Acrobat you use.

1. Open the file to be signed.
2. In Acrobat XI, click **Fill & Sign** and then **Sign with Certificate**.
3. In Acrobat DC, click **Tools**, scroll down to **Forms & Signatures** and click the **Certificates** icon. This will open the Certificates toolbar. Click **Digitally Sign** on the toolbar.

Acrobat XI



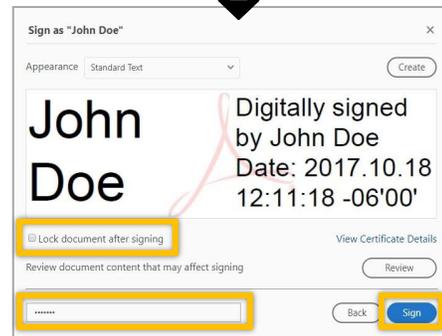
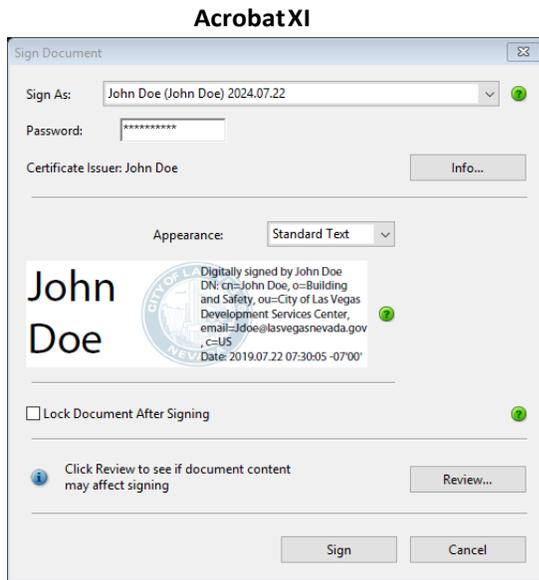
Acrobat DC



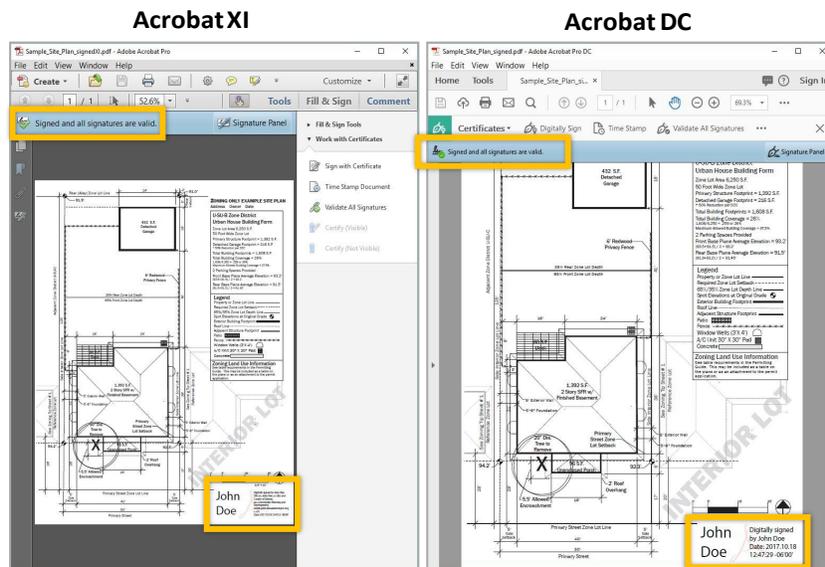
4. Click **Drag New Signature Rectangle** (or just OK if you are using Acrobat DC), and then click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.



5. Choose the digital ID you want to use for signing:
 - a. In Acrobat XI, enter your password and un-check **Lock Document After Signing**. Then click **Sign**.
 - b. In Acrobat DC, select your ID and click **Continue**. Enter your password on the next screen and un-check **Lock Document After Signing**. Then click **Sign**.



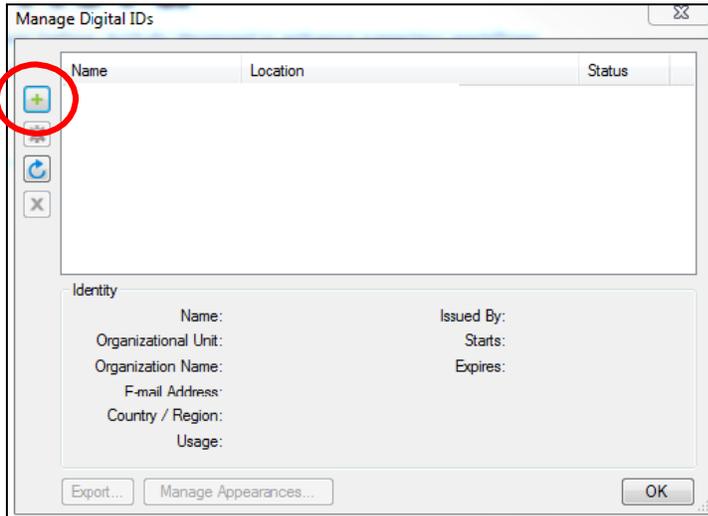
- c. **NOTE:** If your digital ID information is not showing, you can browse your computer to find the ID file.
- In Acrobat XI, open the drop-down arrow next to the **Sign As** field and click **New ID**, then select **My existing digital ID from...a file**.
 - In Acrobat DC, click **Configure New Digital ID** on the Sign with a Digital ID screen, and then select **Use a Digital ID from a file**.
6. Once you click **Sign**, you will be prompted to save your file.
7. Your document is signed and is ready to be uploaded to the customer portal. Your signature will appear on the document in the area where you drew the rectangle, and the file will show that the signature is valid.
- Any changes made to the file from this point on will invalidate the signature.



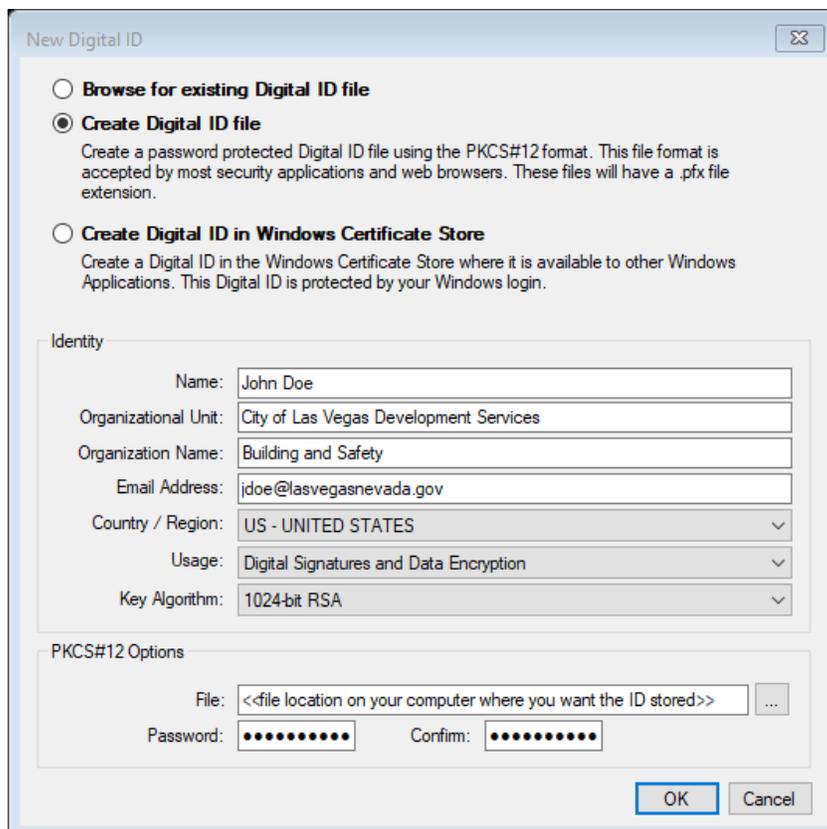
For additional help, consult the Acrobat User Guide available at <https://helpx.adobe.com/acrobat/user-guide.html>. You can also use Adobe's digital ID resources available at <https://helpx.adobe.com/acrobat/using/digital-ids.html>.

CREATE A DIGITAL ID USING BLUEBEAM REVU 2018

1. In Bluebeam, click the **Tools** menu, then select **Signatures**, and then **Digital IDs...**
2. On the window that appears, click the **green plus sign** to add a new signature.

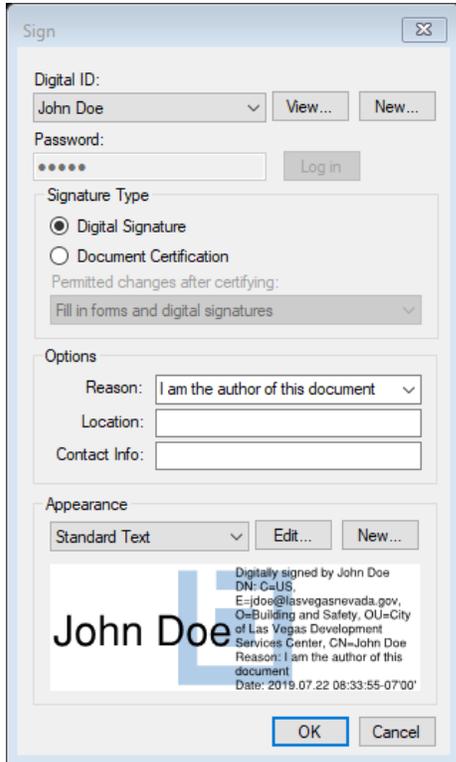


3. Select **Create Digital ID file** and in the **Usage** field, choose **Digital Signatures and Data Encryption**.
 - a. Then fill in your personal information, enter a password for the ID file, and click **OK**.



USE YOUR DIGITAL ID TO SIGN A FILE USING BLUEBEAM REVU 2018

1. In Bluebeam, click the **Tools** menu, then select **Signatures**, then select **Sign Document**.
2. Click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.
3. Using the **Digital ID**: drop-down arrow, select the ID file you want to use.
 - a. Then, enter your password.
 - b. Under **Signature Type**, make sure to select **Digital Signature**.



The screenshot shows the 'Sign' dialog box in Bluebeam Revu 2018. It contains the following fields and options:

- Digital ID:** A dropdown menu showing 'John Doe' with 'View...' and 'New...' buttons.
- Password:** A text field with masked characters and a 'Log in' button.
- Signature Type:** Radio buttons for 'Digital Signature' (selected) and 'Document Certification'. Below it is a dropdown for 'Permitted changes after certifying:' set to 'Fill in forms and digital signatures'.
- Options:** A 'Reason:' dropdown set to 'I am the author of this document', and empty text fields for 'Location:' and 'Contact Info:'.
- Appearance:** A dropdown set to 'Standard Text' with 'Edit...' and 'New...' buttons.
- Preview:** A preview area showing the name 'John Doe' in a large font, a blue signature line, and a digital signature block: 'Digitally signed by John Doe, DN: C=US, E=jdoe@lasvegasnevada.gov, O=Building and Safety, OU=City of Las Vegas Development Services Center, CN=John Doe, Reason: I am the author of this document, Date: 2019.07.22 08:33:55-0700'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

4. Once you click **OK**, you will be prompted to save your file.