

New Construction Portal:

WHAT'S CHANGED AND HOW TO USE IT.



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The New Construction Portal has undergone a series of enhancements designed to better serve our customers. These improvements aim to create a more intuitive, efficient, and user-friendly experience; making it easier to submit and manage new projects from start to finish.

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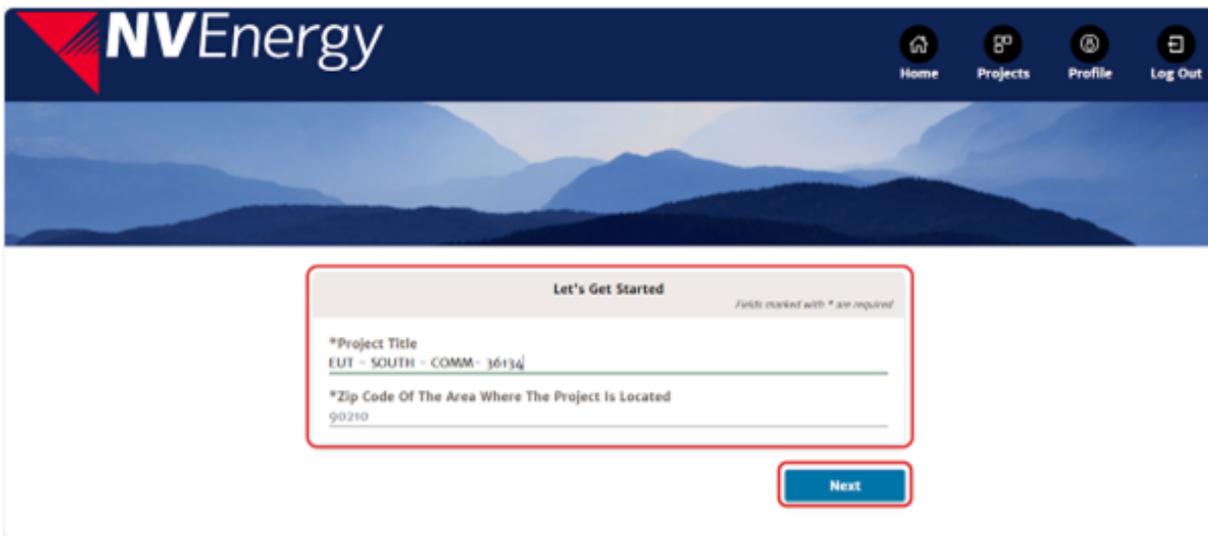
SUBMITTING A NEW PROJECT

1. First, click on 'Start a New Project'.



2. Enter the title of your project, the zip code of where your project will be located, and then select 'Next' to move to the next step.

The project title will now match what's listed on the Civil Plans and the zip code entered will direct your project to the Las Vegas or Reno Distribution New Construction (DNC) offices.



SOUTHERN NEVADA USERS: If you see an option for gas, you might be using the wrong zip code.

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3. Select your project type.

The screenshot shows the NV Energy website's 'Project Type' selection screen. The header includes the NV Energy logo and navigation links for Home, Projects, Profile, and Log Out. The main heading is 'Project Type' with the sub-heading 'What are you building?'. Below this is a form titled 'Select Project Type' with a note that 'Fields marked with * are required'. The form contains four radio button options: 'Residential Single Family Home(s)', 'Multi-Family Attached (apartment / condominium / duplex / townhome)', 'Commercial', and 'Government Entity'. At the bottom of the form are 'Back' and 'Next' buttons. The 'Next' button is highlighted in blue and circled in red in the original image.

4. Select the type of service needed for your project, then select 'Next'.

SERVICE REQUEST TYPES:

- **New Electrical Service** — Request for NV Energy to connect power to a new electrical panel and install a new meter.
- **Upgrade Existing Service** — Request to relocate an existing service or increase its amperage.
- **Temporary Disconnect/Reconnect (TDR)** — Request for NV Energy to temporarily shut off power to perform maintenance or replace equipment with the same type.
- **Project Inquiry (Discovery/Power Availability)** — Request for information about power availability or requirements for a future or potential project.
- **As-Built or Redline Map Request** — Request for a map showing NV Energy's distribution equipment on or near a specific property or area.
- **Meter Set Only** — Request to install a meter in an existing panel that currently has an empty meter socket.

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Project Type

What are you building?

Select Project Type Fields marked with * are required

- 
- 
- 
- 
- 
- 

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➔ *Meter Set Only is a new project type that you now have the option to do on the portal.*

5. Fill out the property type and location of your project. Then select 'Next'.

Location Information

● Location Information
 ● Contact Information
 ● Project Information
 ● Load Information
 ● Documents

Property Type & Location Fields marked with * are required

*City *State *Zip Code

Street Number Street Name

*Cross Street

*Assessor's Parcel Number(s) Add

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6. Enter at least one Assessor's Parcel Number (APN) for your project. Only one APN is required; however, you have the ability to enter multiple APNs.

If your project has a significant number of APNs, you have the option to provide a partial list in your application and then provide the remaining APNs to your assigned coordinator.

Property Type & Location Fields marked with * are required

*City *State *Zip Code

Street Number Street Name

*Cross Street

*Assessor's Parcel Number(s)

7. Next, fill out the contact information for the legal owner of the project.

Legal Owner Fields marked with * are required

*This business or individual is the responsible party for the project's financial agreements

Business
*Company/Business Name

Individual

*First Name *Last Name

*Mobile Phone *Office Phone

*Email Address

*Mailing Address Apt./Ste./Other

*City *State *Zip Code

 This should be the individual responsible for all financial agreements or authorized to sign legal documents on behalf of the individual or company.

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8. Select the relationship you will have with the project.

EUT - SOUTH - COMM- 36134
Project Representative(s)

Location Information Contact Information Project Information Load Information Documents

Project Representative(s) Fields marked with * are required

I am the legal owner
 I am a third party representative submitting on behalf of the legal owner
 I work for the business/company that is the legal owner

Will you be working with a third party agent, or consultant, for this project?

Review Back Next

➔ If you are not the legal owner, please review step 10.

9. After you have read through the Terms and Conditions (T&C), select the 'I agree to the terms and conditions' check box.

Location Information Contact Information Project Information Load Information Documents

NVEnergy Terms and Conditions Fields marked with * are required

Application ID: 9c4513d32710457db000b4fed0b375
Owner Email: berthamay@nvernergy.com

PROJECT INITIATION TERMS AND CONDITIONS

IMPORTANT - PLEASE READ THE FOLLOWING INFORMATION CONCERNING YOUR PROJECT

BACKGROUND INFORMATION

NV Energy owns and operates electric transmission and distribution facilities and provides electric service within Nevada, in accordance with Tariff Schedules and Rules filed with and approved by the Public Utilities Commission of Nevada. In accordance with NV Energy's Electric Tariff Rule 8, you are requesting NV Energy to extend or otherwise modify its existing electric system to provide new or modified electric service to your Project or to resolve conflicts between your Project and NV Energy's existing electric system. For this purpose, NV Energy must prepare a Design and perform other activities in connection with the initial stages of the Project. The terms and conditions on which NV Energy will prepare said Design and perform certain activities for the initial stages of the Project are set forth below. You must indicate your acceptance of these terms and conditions as instructed below before NV Energy will proceed.

1 Applicant also acknowledges that it must follow Utility's procedures for identifying and resolving conflicts between its Development and Utility's Electric System and that Utility will only waive or approve a particular conflict through Utility's standard use agreement signed by the property owner(s) and *

I agree to the terms and conditions

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The Terms and Conditions Agreement is now required at the time of application.

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If you select 'I am a third-party representative submitting on behalf of the legal owner' or 'I work for the company for the business/company that is the legal owner' the terms and conditions will be sent to the legal owner.



Please note that application will not be accepted by NV Energy until the T&Cs have been agreed to by the owner.

10. If you are a third-party representative submitting this application for the legal owner, select the box that indicates you are applying on the owner's behalf.

11. If you are the legal owner and will be working with a third-party agent or consultant for this project, please check the box and select 'Next'.

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12. If the 'Working with Third-Party Agent' box is selected, you will be prompted to provide the third-party information. Once completed, select 'Next'.

Location Information Contact Information Project Information Load Information Documents

Third Party Information

Fields marked with * are required

*Consulting Company

*Consultant's First Name *Consultant's Last Name

*Consultant's Mobile Number 555-555-5555 Consultant's Office Number 555-555-5555

*Consultant's Email Address johnsmith@nvenergy.com

*Mailing Address Apt/Ste/Other

*City *State NV *Zip Code 90210

Review Back Next

13. Next, you will need to fill out your project information. Provide the anticipated completion date and enter a short description of your project.

Project Information

Location Information Contact Information Project Information Load Information Documents

Property Type & Location

Fields marked with * are required

*Anticipated Completion Date Of Your Project

mm/dd/yyyy

*Please Provide a Description of Your Project

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14. Select 'Yes' if you are aware of any conflicts with your project, or if utility removals will be required.

Project Information

Location Information Contact Information **Project Information** Load Information Documents

Property Type & Location Fields marked with * are required

Are you aware of any utility, local, state, federal or private entity conflicts with your project? ⓘ

No Yes

Are there utility removals required for this project? ⓘ

No Yes

Review Back Next

15. If you need additional information regarding what a field is asking for, look for a tooltip — an orange circle with an 'i' in it for more information.

Project Information

Location Information Contact Information **Project Information** Load Information Documents

Property Type & Location Fields marked with * are required

Are you aware of any utility, local, state, federal or private entity conflicts with your project? ⓘ

No Yes

Are there utility removals required for this project? ⓘ

No Yes

Review Back Next

Conflicts that may impact your project may include the following:
Environmental, Federal Land Issues, BIA/Tribal Land, Right of Way/Easement, Street/Highway, Railroad, High Pressure Gas Lines, FCC, O/H Utilities, Transmission etc. * are required

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16. Select a category that represents your project.

Project Type

Fields marked with * are required

Please select the category that best represents your commercial project.

Commercial / Retail >

Includes Grocery Stores, Convenience Stores, Hospitals, Churches, Malls, Schools, Restaurants, and Office Spaces.

None Selected

Industrial / Warehousing >

Includes Warehousing, Manufacturing, Data Centers, and MMF Cultivation.

None Selected

Hotel / Casino >

Includes Hotels, Casinos, Condos, Conference Centers, and Retail Spaces inside these facilities.

None Selected

Cell Site >

Includes application for service for new cell sites.

None Selected

➔ Depending on your project type, the category options will be different.

17. You will then be prompted to provide the load details for your project.

Tell Us About Your Commercial Project

Fields marked with * are required

*No. of New Units

*Panel Voltage *Panel Size

*Avg. SqFt. per Unit *and SqFt. Total

*No. of Panels *No. of Meters per Panel

Description

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18. You now have the option to provide additional service information such as streetlights, motor loads, EV charging stations, and more.

Please select all applicable project types that have metering requirements for your project.

General Property Services >
Includes Signage, Irrigation Services, Entrance Gate / Monument Lighting, Parking Structure, EV Charging Stations, Fire or Rural Irrigation Pumps, etc.
None Selected

Street Lights >
Includes both Public and Private Lighting.
None Selected

Motor Loads >
Includes Large Motors, Emergency Motors, and Intermittent Motors.
None Selected

Additional Load Types >
Please Describe any Other Load Types on the Next Page.
None Selected

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19. You also now have the ability to add multiple additional services at the same time on your application.

General Property Services Load Details Fields marked with * are required

<input checked="" type="checkbox"/> Irrigation Pedestal *No. of New Service(s) *Panel Voltage *Maximum Panel Size *Description	<input checked="" type="checkbox"/> Entrance Gate / Lighting *No. of New Service(s) *Panel Voltage *Maximum Panel Size *Description
<input checked="" type="checkbox"/> Parking Structure *No. of New Service(s) *Panel Voltage *Maximum Panel Size *Description	<input type="checkbox"/> Signage *No. of New Service(s) *Panel Voltage *Maximum Panel Size *Description

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20. The last section of your application is providing the required documents for your project.

Location Information [edit](#)

Contact Information [edit](#)

Project Information [edit](#)

Load Information [edit](#)

6 Document Dashboard [edit](#)

[Next](#)

21. To add your documents, click on 'Upload Documents'.

Documents:

Allowed file extensions: .zip, .cad, .dwg, .doc, .docx, .pdf, .ppt, .pptx, .xls, .xlsx, .jpeg, .tif, .png

Required Documents

Below are the documents required prior to acceptance of your application. (You can upload documents later or drop them off in person):

Files

General

- Site plan (with panel location marked)
- Civil Improvement Plans (.dwg CAD Files)
- Civil Improvement Plans (PDF)

[Upload Documents](#)

[Review](#) [Back](#) [Next](#)



Applications may be submitted without the required documents. However, if the necessary documents are not provided within 10 days of submission, the application will be deleted.



The required documents for your application will be listed under 'General' and will vary depending on the type of project you are submitting.

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22. Now that all steps in the application process are green, you can submit your application by selecting the blue 'Submit' button.

Property Type & Location [edit](#)

Location Information [edit](#)

Contact Information [edit](#)

Project Information [edit](#)

Load Information [edit](#)

Document Dashboard [edit](#)

[Submit](#)

23. After your project has been submitted, the Intake Team will review your application. If any additional information or files are needed, the Intake Team will contact you.

Submitted



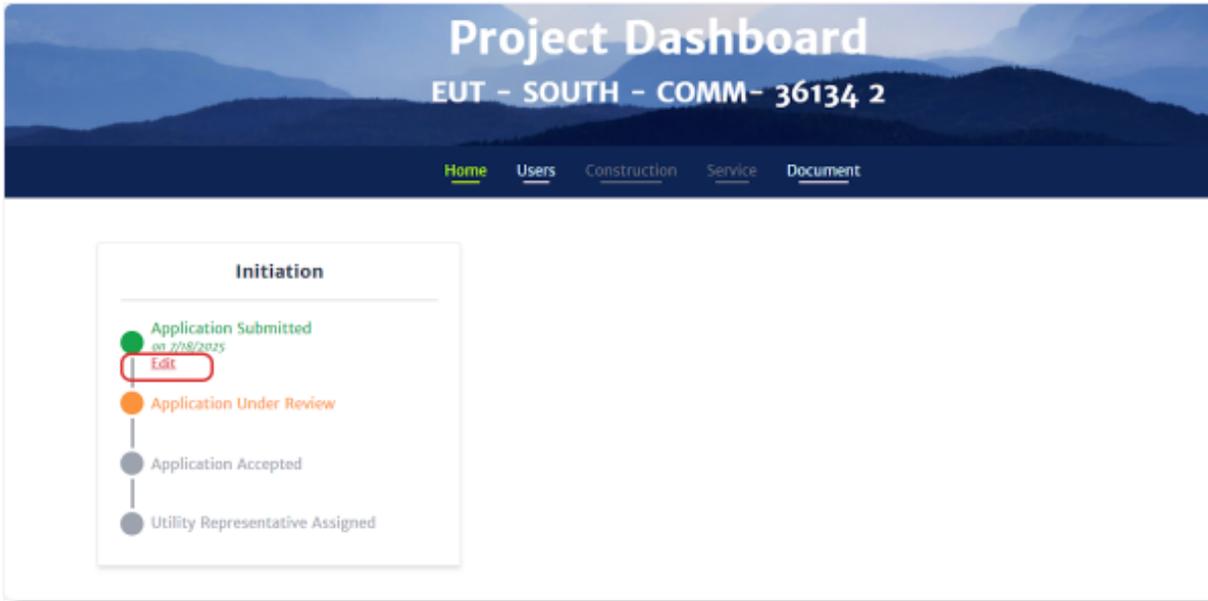
Congrats! Your application for EUT - SOUTH - COMM- 36134 2 has been submitted!

Thank you for submitting your application. Processing normally takes 48 hours. Our team will contact you if more information is required.

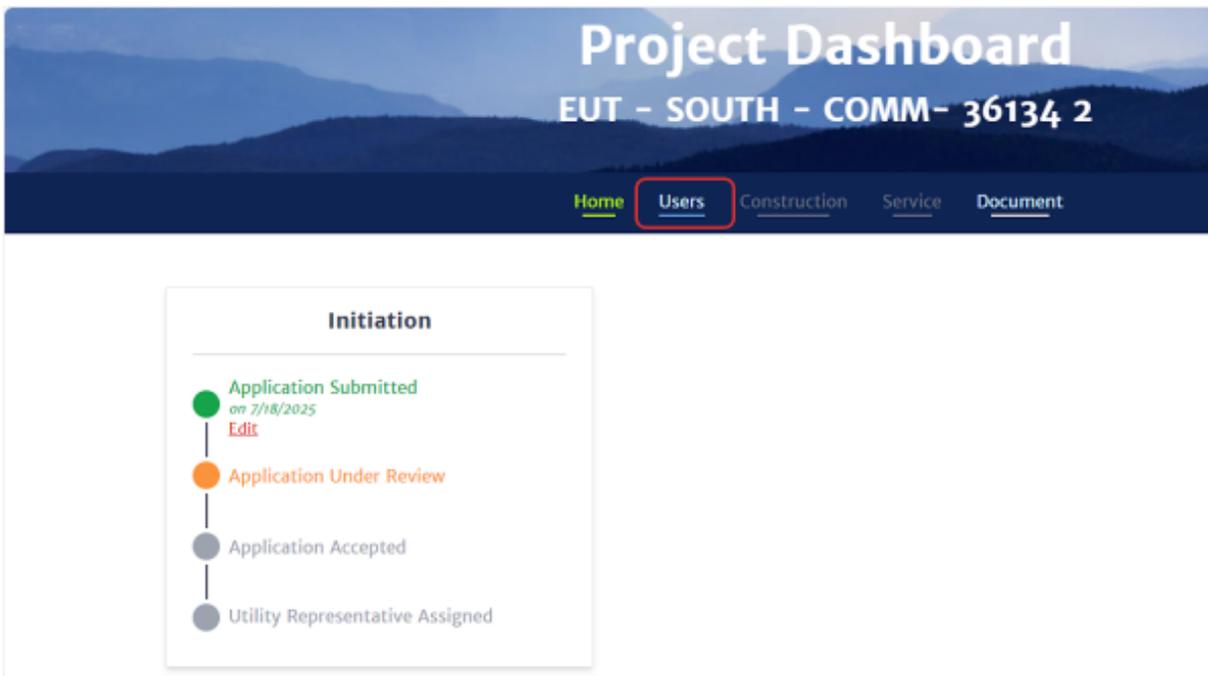
[Continue](#)

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24. You can see the status of your project on your Project Dashboard. If you need to make any changes to your project, select the 'Edit' button.

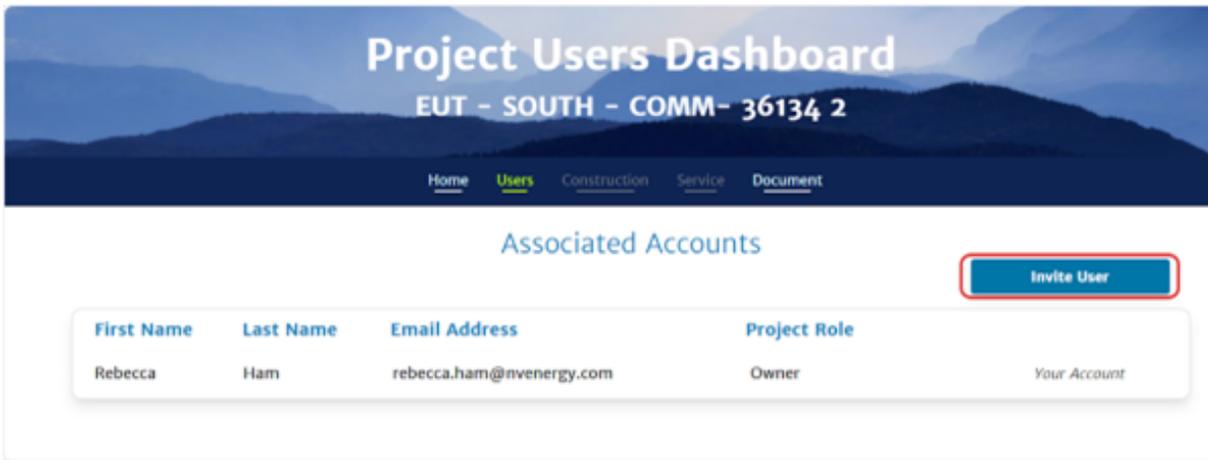


25. You will also have the option to add users to your project in the Users Dashboard.



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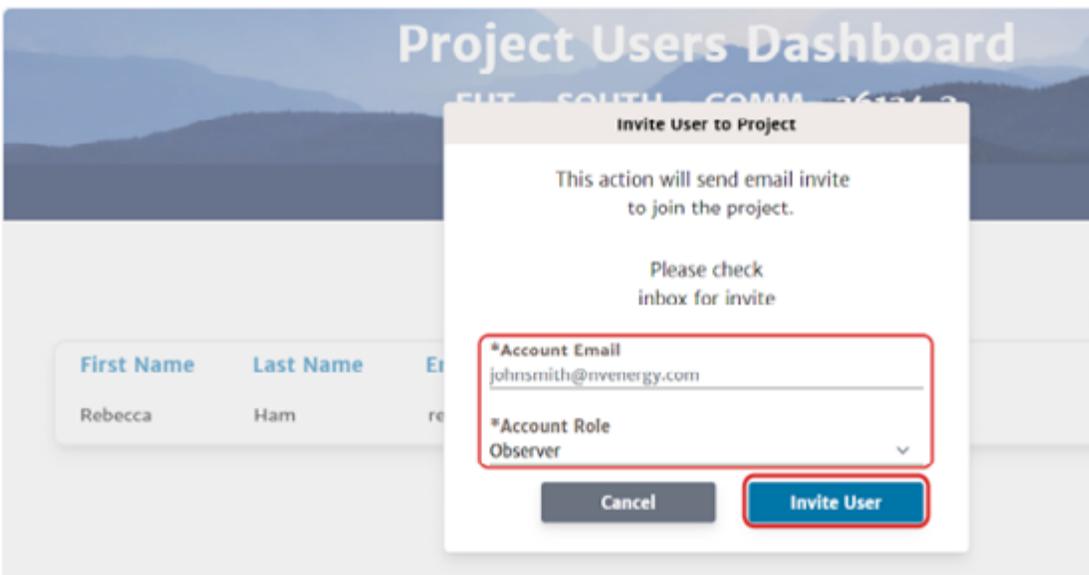
26. Select 'Invite User'.



27. To invite a user, enter the email address of the person you want to invite and select their account role.

EACH ACCOUNT ROLE HAS DIFFERENT ACCESS PERMISSIONS:

- **Observer:** Read only access
- **Contributor/Third Party:** Can upload documents, access all information and request Inspections and Meter Sets.
- **Admin:** Can add additional users to the project



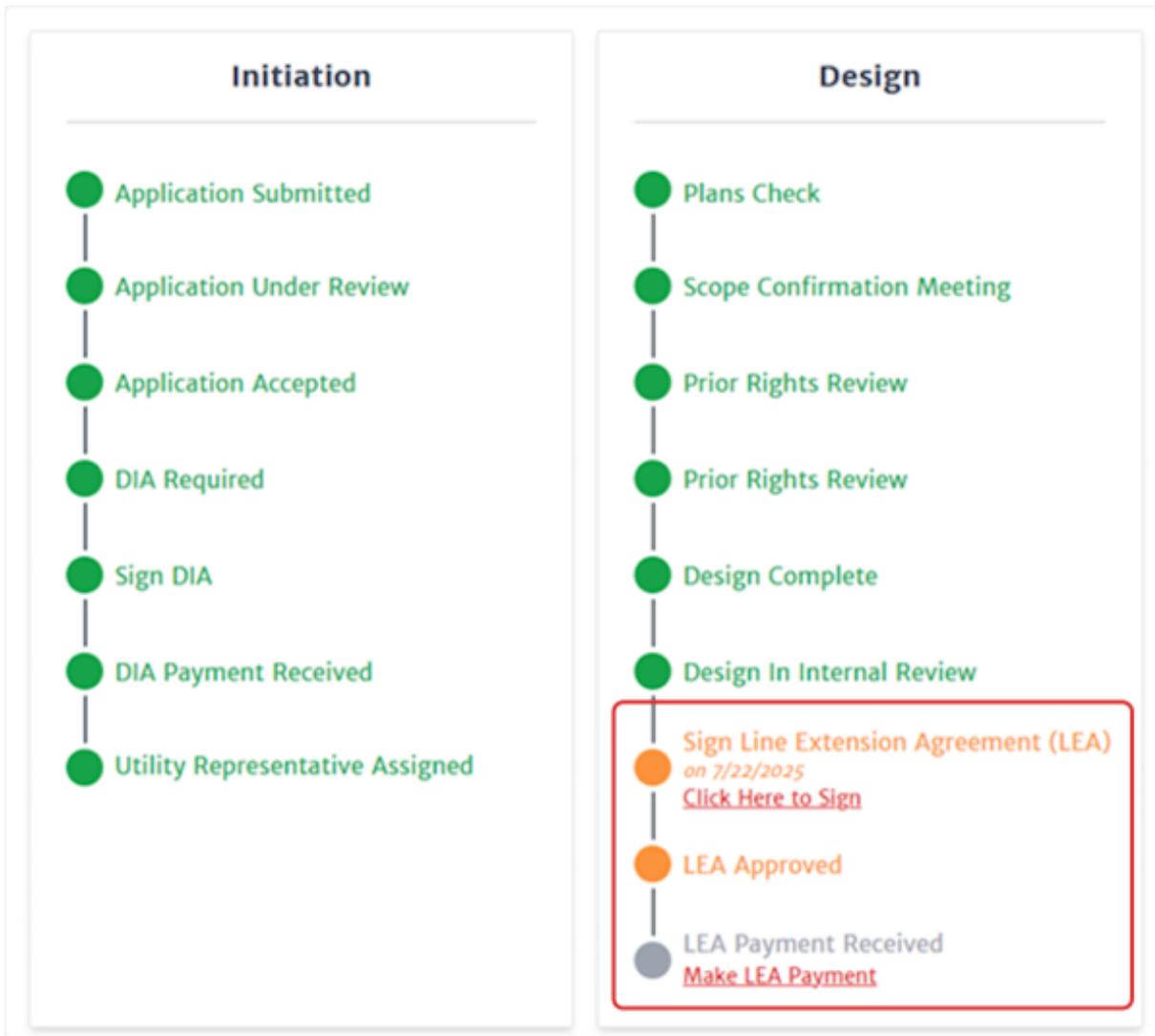
The invited User must have a registered account in order to be invited to a project.

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28. Project Dashboard

Your project dashboard will now have more status updates to keep you informed. Statuses will update throughout the project to 'LEA Payment Received'. If a payment is needed, you will see an orange link that will allow you to make an automated clearing house (ACH) payment.

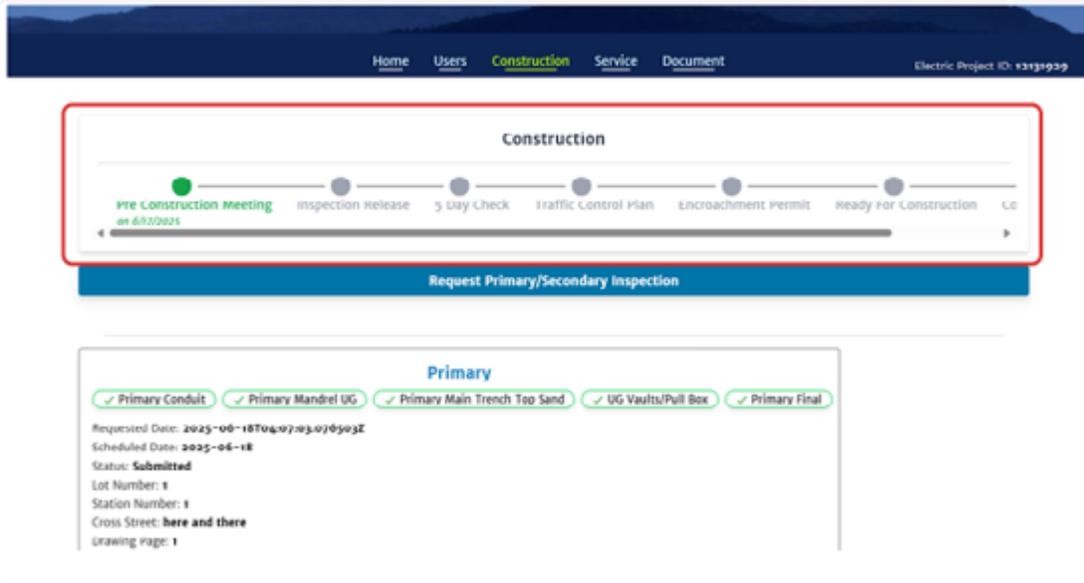


➔ When a payment is required, a red link will appear in your project dashboard. Click the link to sign your LEA and complete your ACH payment. You will also receive an email containing a link that directs you to sign your LEA and make your ACH payment.

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29. Construction Dashboard

The 'Construction' tab is used to submit and track inspection requests. It supports various types of inspections, including [DCA](#), Hot Standby, and Pre-Construction meetings. However, it does not support service inspection requests.

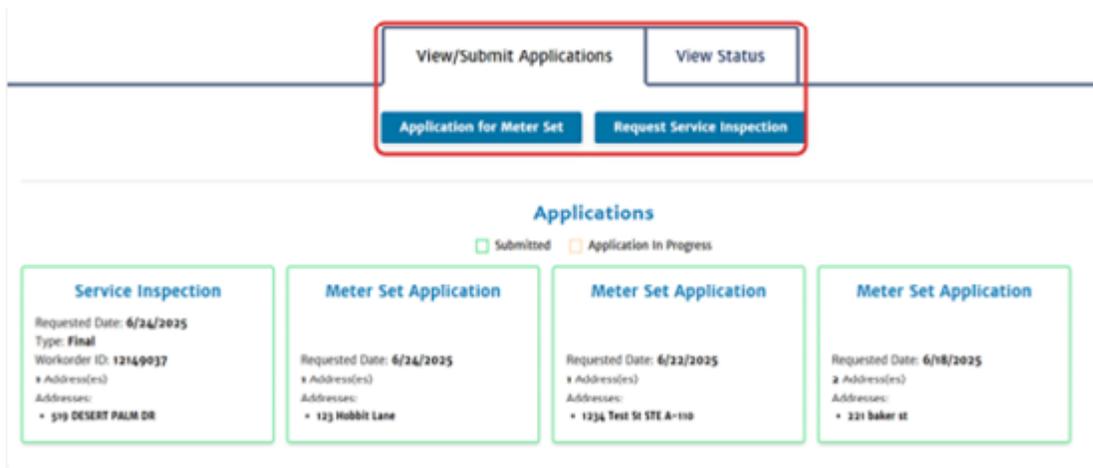


30. Meter Set Application

Meter set applications can now be submitted and tracked through your project dashboard under the 'Services' tab. The application will have options for Temporary Power along with Down and Out.



To avoid delays, the meter set application must include the correct address and all required details. Incomplete or incorrect information will cause processing delays.



You can now copy a meter set application when submitting multiple requests; just adjust the necessary details.

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31. Additional Information on Meter Sets

Meter Sets will include NV Energy acceptance, Agency Approval, and Meter Installation statuses.



 Please note that a meter set application will need to be submitted before a service inspection can be requested.

32. Inspection Request

Inspection Request will now contain more details such as schedule dates and inspector comments.



 Mandrel expire after 6 months.

PLEASE NOTE:
Trench update communications are no longer sent via email. Updates will be visible directly in the portal.

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Once an inspection is successful, the entire information box will be outlined in green. If any part of the inspection fails, inspection boxes will display a red outline. The reason for the failure will be specified in the Comment section.

33. Updated Terminology

As part of the portal updates, some terms have been renamed for better clarity. While the overall processes remain largely the same, the terminology has been updated as follows:

- **Project ID** is now called **Work Order**
- **Pre-design** is now **Scope Confirmation Meeting**
(Note: The process is mostly the same, with a few minor changes)
- **Contracts** are now referred to as **Agreements**
- **Redline Request** is now called a **Mapping Request**

These updates are designed to make navigation and communication easier. If you were familiar with the previous terms, rest assured the functionality remains similar.

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