Adding Project Documents within the Portal

The Portal can accept .pdf, .dwg, Word and Excel files. It will not accept .zip files.
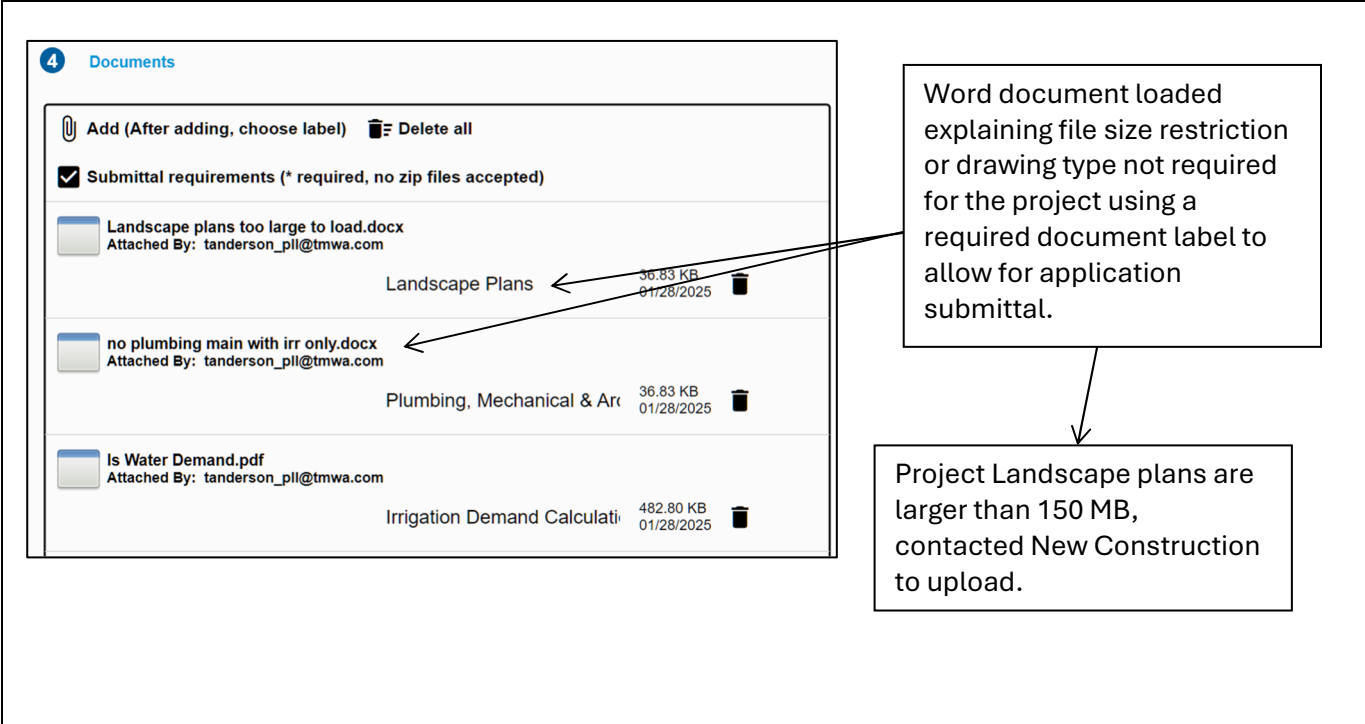
Files must be smaller than 150 MB. If your files are larger than 150 MB please try the following:
- When plotting from AutoCAD to PDF, in the command line in AutoCAD type: PDFSHX then change the setting to 0. This will disable storing SHX as comments.
- Remove aerial images from the plans. This will also help with future scanning of as-builts after construction.

If you find your files are still larger than 150 MB, please contact newconstruction@tmwa.com for arrangements on transferring those files.

To continue with the submittal process through the portal with any of the required files larger than 150 MB, add a "dummy" Word document noting that you have reached out to New Construction for file upload. Label the dummy file using the required file type it is replacing. This will allow you to move on with the application submittal. See the example below.

Additionally, if a project does not require a specific document type include a Word document explaining that the project does not require this type of drawing. An example would be a commercial main extension with a construction water service. Plumbing and Mechanical plans and Landscape plans are required documents, but are not necessary for the particular project, add a Word file explaining why you are not including these drawings with your submittal. Label the uploaded Word Document as Landscape Plans or similar. See below for an example.

Word document loaded explaining file size restriction or drawing type not required for the project using a required document label to allow for application submittal.

Project Landscape plans are larger than 150 MB, contacted New Construction to upload.
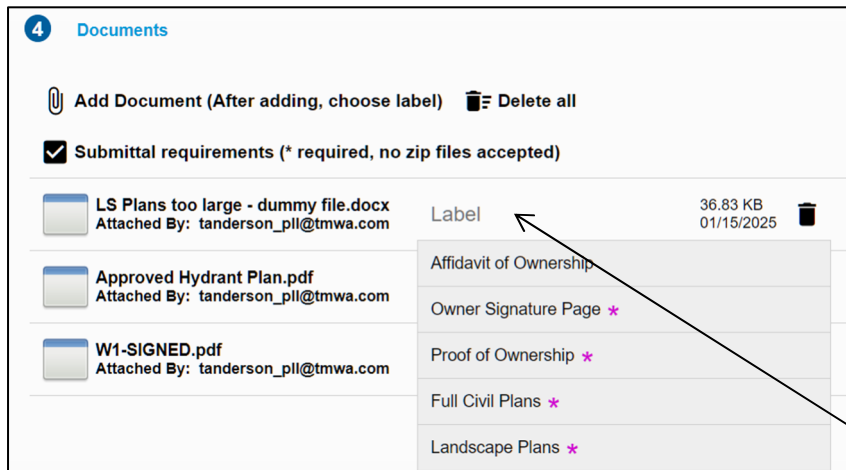
Loading Documents and Labelling

To load files, click the Add icon and select your project files to be loaded. More than one file can be added at a time by using the shift or control key and selecting all pertinent files. Files can also be added by dragging and dropping them from File Explorer to the Document section.

The system will allow files with the same name to be added at the same time, take care that files are only added once.

Once the files have been loaded click on "Label" next to each file and select the file type matching the document type. Document labels that are required for application submittal through the portal are marked with an asterisk (*).

Please see the Document Submittal Requirements guide for submittal items by project subtype. This document includes are more complete list of requirements based on the type of project. The required items identified in the portal are not all encompassing and are limited to allow for the non-standard projects to move forward. The Applicant or representative is responsible for loading all documents required as noted in the Document Submittal Requirements guide.
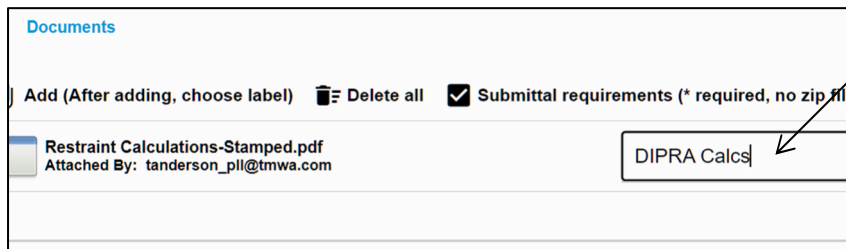

Click "Label" and select the appropriate document type. If you don't see a document label that fits the file contents, type in a description. Example; DIPRA Calcs.

After all project specific files are loaded the application can be submitted.

Helpful Notes:
- Plans must be stamped and digitally signed. See Nevada Board of Professional Engineers and Land Surveyor's digital signature guide found at http://www.nvbpels.org, or appropriate NAC or Board requirements for other stamping professions.
- All Water Facility plan sets shall be 36" x 24" or 34" x 22". Plans plotted on larger formats will not be accepted.
- All CAD files shall follow industry standard layer controls with the following included on separate layers. CAD files shall contain the following at a minimum:
  - Property Lines
  - Limits of Paving (curb/gutter/sidewalk)
  - Building Footprints

  - Easements
  - Curb and Building Pad Elevations
  - Proposed Utility Piping