

# Get the 53 Numbers Ready!

Make sure that your PUBLIC USER account (Citizen Access Portal) is associated with each of your Templates (53 numbers). You will have no access other than VIEW if you are not properly attached. See Building staff for assistance with this. Make sure that the Status is **Active Model** (this is the only status allowable for online Step 3 creation).

## How do I create a Step 3 ONLINE?

Open your folder or look on your record list and find the 53 number that you would like to create a Step 3 permit for. Click on the word **Amendment**.

**Step 3 permits may only be submitted when the templates have a status of Active Model.**

<input type="checkbox"/>	Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Notes
<input type="checkbox"/>	03/05/2018	BD53-06737	Residential Template			Active Model	Pay Fees Due Amendment	THE RANCHES LOT

### Enter Lot Number

#### Detail Information

**Provide Lot Number**

\*Name:

### Enter Permit Data

Fill in the following information on the intake form:

#### Permit Data

**Standard Plan**

Enter Subdivision Plan Number (Step 2 Number):: \*

Enter Grading Permit:: \*

**Subdivision Number** (Step 2 Number): This field is REQUIRED to proceed to the next screen, and it will be validated by staff prior to issuance.

**Grading Permit Number:** This field is also REQUIRED to proceed to the next screen, and it will be validated by staff prior to issuance.

## Sub-Permit Contractors

Sub-Contractor Information is NOT REQUIRED to proceed. However, if the sub-contractor data is not provided here, your sub-contractors will NOT be able to obtain their permits online.

### Sub-Pemit Contractors

**TRACT HOMES**

Electrical Contractor License Number:	<input type="text" value="0012768"/>	Electrical Contractor Name:	<input type="text" value="AERO ELECTRIC INC"/>
Plumbing Contractor License Number:	<input type="text" value="0007119A"/>	Plumbing Contractor Name:	<input type="text" value="STERLING PLUMBING &amp; H"/>
Mechanical Contractor License Number:	<input type="text" value="0024522"/>	Mechanical Contractor Name:	<input type="text" value="SIERRA AIR INC"/>

- For each trade sub-contractor, enter the license number exactly as it appears on the Nevada State Contractor's License.
- The contractors must be properly licensed to do the work for which you are associating.
- When validated, the sub-contractors business name will appear directly beside the license number entry.
- Stop and verify your selections before moving forward.

## Location

Enter the lot address for the permit.

Please note, if this is an "Early Model" permit, the address might not be created yet, which means that the permit does not qualify for the online process. If the address is not found, the permit does not qualify for the online process. Please do not select anything other than the exact address for the lot.

Add Street No., and Street Name and then Search.

### Address

* Street No.:	Direction:	* Street Name:	Street Type:
<input type="text" value="4701"/>	<input type="text" value="W"/>	<input type="text" value="Russell"/>	<input type="text" value="RD"/>
Unit Type:	Unit No.:		
<input type="text" value="--Select--"/>	<input type="text"/>		
<input type="button" value="Search"/>	<input type="button" value="Clear"/>		

The system should auto-populate the Parcel and Owner data. If more than one address is displayed, make your selection based on the address that displays a parcel number.



## Contact People

The Applicant/Contact should be the name, phone and email address for the individual responsible for correction letter responses, plan updates, permit payment, etc.

The On-Site Contact should be the name, phone and email address for the job superintendent / foreman. This email address will be used for Inspection Result notification emails.

If you have these individuals created in your online account, you may use the Select from Account option, or you can type in the required contact data by using the Add New option. When using "Add New", it is best practice to always select 'Individual'.

### Applicant/Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#) [Look Up](#)

### On-Site Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#) [Look Up](#)

[Continue Application »](#)

\* Individual/Organization:

\* First:  Middle:  \* Last:

Company Name:

Organization Name

Organization Contact:

Cell Phone  Preferred Channel:

Mobile Phone:  Business Phone:

\* E-mail:

Hit Continue Application to proceed.

## Uploading Documents

Plot plan, Sanitation Receipt, and a completed Building Permit Application form are required to be uploaded to qualify for online step 3 processing. If you do not have a Sanitation Receipt, do not upload a blank document.

Click on Add Attachment and select these document types from your desktop.

### Required Uploads

3 documents are required for upload.

1. Plot Plan
2. Sanitation Receipt
3. Completed Building Permit Application form

The maximum file size allowed is 500 MB.  
.ad;.ade;.adp;.ani;.app;.asp;.bas;.bat;.chm;.cmd;.com;.cpl;.crt;.csh;.exe;.fpx;.hlp;.hta;.inf;.ins;.isp;.js;.jse;.ksh;.lnk;.mda;.mdb;.mde;.mdt;.mdw;.mdz;.msc;.msi;.msp;.mst;.ops;.pcd;.pif;.prf;.prg;.rar;.reg;.scf;.scr;.sct;.shb;.shs;.url;.vbi;.vbe;.vbs;.vsd;.vss;.vst;.vsw;.ws;.wsc;.wsf;.wsh;.zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

< >

**Add Attachment**

**Continue Application »**

**Save and resume later**

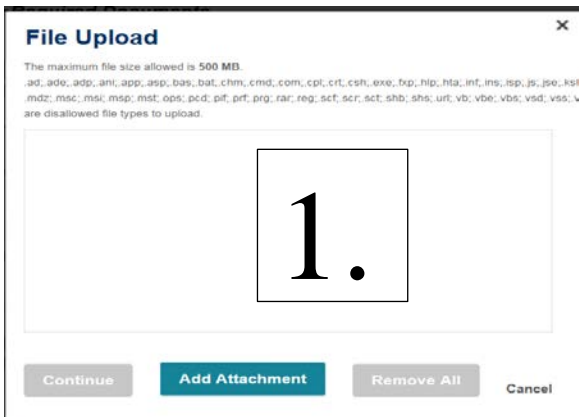
1. Select Add Attachment again...

### File Upload

The maximum file size allowed is 500 MB.  
.ad;.ade;.adp;.ani;.app;.asp;.bas;.bat;.chm;.cmd;.com;.cpl;.crt;.csh;.exe;.fpx;.hlp;.hta;.inf;.ins;.isp;.js;.jse;.ksh;.lnk;.mda;.mdb;.mde;.mdt;.mdw;.mdz;.msc;.msi;.msp;.mst;.ops;.pcd;.pif;.prf;.prg;.rar;.reg;.scf;.scr;.sct;.shb;.shs;.url;.vbi;.vbe;.vbs;.vsd;.vss;.vst;.vsw;.ws;.wsc;.wsf;.wsh;.zip are disallowed file types to upload.

bd19-06683receipt.pdf	100%
17-57371.pdf	100%

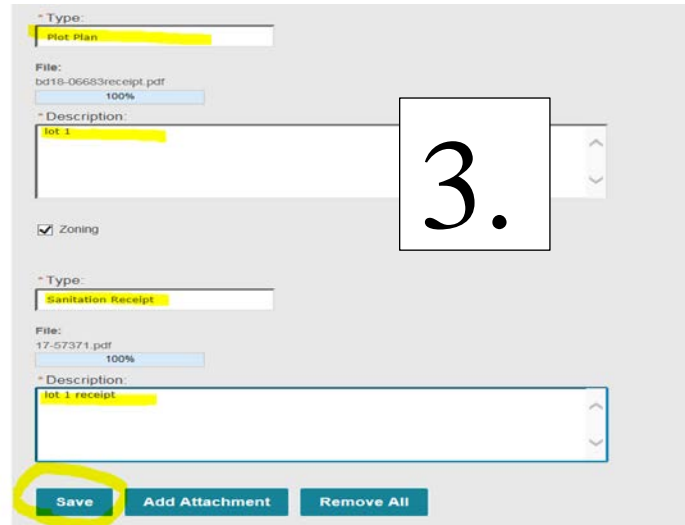
**Continue** **Add Attachment** **Remove All** Cancel



Select the .PDF files from your computer.

2. When all required doc types have been 100% loaded, hit Continue.
3. Select the appropriate Type and add a Description for each uploaded document, and then **“Save”** to finalize the upload step. Select Continue.

2.



## Review and Submit

Review, Edit if necessary and then Continue Application.

**Step 2: Review**

[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Permit / Approved Listing Type**

Residential Building New SFR Tract Home

**Detail Information** [Edit](#)

Name test  
Work Description test

**Custom Fields** [Edit](#)

Standard Plan

Enter Subdivision Plan Number (Step 2 Number): 123

Enter Grading Permit: 12333

TRACT HOMES [Edit](#)

Electrical Contractor 0012768

The system will display the Step 3 Permit number after successful submittal.

**350 PILOT RD**

**[BD18-00017](#)**

**i** A notice was added to this record on 03/06/2018.  
Condition: Water Release Severity: Notice  
Total Conditions: 7 (Notice: 7)

[View additional details](#)

At this point in the process, the submittal has been sent directly to Zoning Plans Exam for review. If the plan is approvable, Zoning will complete their review, stamp the plot plan, and advance the submittal to the Permit Issue staff for fee verification/work up. If the plan is not approvable, correction request email will be sent to the Applicant of record.

### *How do I Upload a revised/corrected plan?*

Log in to CAP, find the permit number in your record list requiring correction.

- Click on the Plan name with 'Correction' in the name to View mark up.
- Click on Resubmit to upload corrected plans.

## Attachments

The maximum file size allowed is 500 MB.

ad; ade; adp; ani; app; asp; bas; bat; chm; cmd; com; cpl; crt; csh; exe; fpx; hlp; hta; inf; ins; isp; js; jse; ksh; lnk; mda; mdb; mde; mdt; mdw; mdz; msc; msj; msp; mst; ops; pcd; pif; prf; prg; rar; reg; scf; scr; sct; shb; shs; url; vb; vbe; vbs; vsd; vss; vst; vsw; ws; wsc; wsf; wsh; zip are disallowed file types to

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Plot Plan - corrections requested.pdf	BD18-01961	Residential Building New SFR Tract Home	Record	Plot Plan	307.63 KB	03/10/2018	Resubmit Actions	Residential Building New SFR Tract Home - BD18-01961

*How do I pay for a Step 3*

## ONLINE?

When Permit Issue staff has verified fees and that all conditions have been met, a 'Ready to Issue' email will be sent to the Applicant.

\*If there is a 3<sup>rd</sup> Party Inspection (QAA) agreement required prior to issuance, follow the steps in the QAA guide contained herein (Tab 7 in the guide) before attempting to pay fees.

Log in to CAP to find the permit that is 'Ready to Issue'.

<input type="checkbox"/>	Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Notes
<input type="checkbox"/>	03/10/2018	BD18-01961	Residential Building New SFR Tract Home	s	lot 4	Ready to Issue	Pay Fees Due Amendment	HUGHES AIRPORT CENTER PHASE 3 UNIT #2

Click on **Pay Fees Due.**

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

### Application Fees

Fees	Qty.	Amount
Residential Park Fee	1	\$885.24
Permit Fee	1	\$566.34
Residential Transportation Tax	1	\$900.00

### TOTAL FEES

Note: This does not include additional inspection fees which may be assessed later.

**\$2,351.58**

Listed below are conditions that will be applied once you submit your application. Note that these conditions must be resolved or met before your can get approval from the agency.

## Conditions of Approval

**Check Out »**

If there are outstanding 'Prior to Issuance' conditions they will display on this screen.

If there are not, click on Check Out to continue to the payment screen.



### Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be linked.

**PAY NOW**

350 PILOT RD  
1 Application(s) | \$2,351.58  
▶ Residential Building New SFR Tract Home  
BD18-01961

On the 'Select item to pay' screen, you may **Checkout** with the single permit, or you can take the option to **Continue Shopping** to process additional permits, and then pay with a single transaction.

**Total amount to be paid: \$2,351.58**  
Note: This does not include any additional fees which may be assessed later.

**Checkout »** **Continue Shopping »**




*How do I get my permit and job card when I pay for a Step 3*

### ONLINE?

At the successful processing of permit payment, an email will be sent to the Applicant containing a .PDF copy of the issued permit, and the Building Permit will be officially in 'Issued' status.

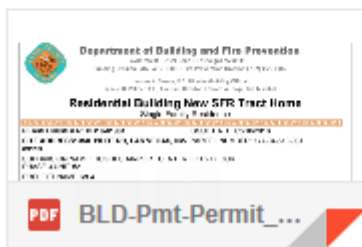
### Permit Issued BD18-01961 Inbox x

 **Clark County** <Clarkcounty-accela@clarkcountynv.gov>  
to me ▾

Your Permit has been issued, BD18-01961.  
For inspection scheduling, visit our website.

**\*\*Once the Building permit has been issued, you may immediately notify your subcontractors that their permits are ready to issue as well.**

**They will need to log into Citizen Access and pay their permit fees. Their permits will be emailed to them in this same fashion upon payment.\*\***



For the Job Card, you will need to go to the Building Department home page ([www.clarkcountynv.gov/Building](http://www.clarkcountynv.gov/Building))

On the Building Department menu, go to Customer Reports.

Select Job Cards from the displayed report list.

\*Job cards are formatted to print best on 8 ½ x 14 paper

Click on the Single Family Residence link to enter the permit number.

## **Building Department Job Cards**

Select the appropriate permit type category from the list below:

- [Trade \(Stand-alone Electric, Plumbing & Mechanical\)](#)
- [Solar](#)
- [Single Family Residence](#)
- [Signs](#)
- [Pool Spa](#)
- [Manufactured Building](#)
- [Fence Wall](#)
- [Commercial Building](#)
- [Amusement Transportation Ride](#)

Enter the complete permit number, and then click on Submit.

**Please input report parameter(s):**

\* PERMIT NUMBER:

bd18-001891

Submit

Cancel

Print the Job Card report that displays.



# Department of Building and Fire Prevention

4701 West Russell Road - Las Vegas, NV 89118 \* (702)455-3000

## INSPECTION RECORD Residential Building New SFR Tract Home

PERMIT NUMBER: BD18-01961

ISSUE DATE: 03/10/2018

SITE ADDRESS: 350 PILOT RD

PROJECT NAME: lot 4

TENANT NAME:

TENANT #:

CONTRACTOR NAME: D R HORTON INC

CONTRACTOR LICENSE TYPE:

PARCEL: 17704510031

Permits become null and void if construction is not commenced within 180 days from date of issuance or work is suspended or abandoned for a period of 180 days any time after work is commenced.					
CODE	REQUIRED INSPECTIONS	DATE-INSPECTOR	CODE	REQUIRED INSPECTIONS	DATE-INSPECTOR
2207	Pad Grading (Soil/Certification)		3380	Temporary Power Pole	
2222	Foundation: Footings				
3319	Ufer/Ground Electrode		3111	Well, Electrical Underground, Partial	
<b>DO NOT POUR FOOTINGS UNTIL ABOVE ARE SIGNED</b>			3199	Well, Electrical Final, Partial	
3311	Underground Electrical		2226	Masonry Pre Grout 'Lift	
5511	Underground Mechanical			Masonry Pre Grout 'Lift	
3321	Slab Electrical			Masonry Pre Grout 'Lift	
4412	Underground Plumbing		2235	Subfloor Sheathing	
2229	Concrete Slab On Grade		2284	Stucco Brown Coat	