

## How to Create an Inspection Agreement

1. Login to the Citizen Access Portal <https://aca-prod.accela.com/CLARKCO/Default.aspx>

The screenshot shows the top navigation bar with links for Home, Building, Comprehensive Planning, Fire Prevention, Public Response Office, and Public Works. A search bar is located in the top right. Below the navigation bar, there are links for Announcements, Register for an Account, and Login. The main content area features a 'Sign In' section with input fields for 'USER NAME OR E-MAIL' and 'PASSWORD'. A 'Forgot Password?' link is provided below the password field. A large blue 'Sign In' button is centered below the input fields. At the bottom of the sign-in section, there is a checkbox for 'Remember me on this device'. Below the sign-in section, there is a 'Not Registered?' section with a 'CREATE AN ACCOUNT' button.

2. Select building > search permits.

The screenshot shows the 'Building' menu expanded, with options for 'Apply for Permits', 'Search Permits', 'Estimate Fees', 'Schedule an Inspection', and 'Need Help?'. The 'Search Permits' option is highlighted. The top navigation bar remains visible, along with the search bar and other utility links.

3. Locate the record from the list and select amendment.

The screenshot shows a 'Records' section with a table of records. The table has columns for Date, Permit Number, Permit Type, Description, Project Name, Status, Action, and Short Notes. The 'Action' column for the second record is highlighted with a red box, showing 'Pay Fees Due Amendment'.

Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Notes
01/17/2023	BD23-00001	Air Space Only Commercial Subdivision Certification	Air Space Only Commercial Subdivision Certification	TEST AIR SPACE	In Review		
01/17/2023	BD23-00002	Residential Building Remodel Repair	TEST DESCRIPTION	TEST NAME	Pending Fee Workup	Pay Fees Due Amendment	

4. Select agency selection > continue application.

### Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Add People to Application

Agency Selection

[Continue Application »](#)

5. Step 1: Verify that the Applicant/Contact Information is correct.

### Agency Selection

1 Step 1 | 2 Review | 3 Record Issuance

Step 1: Step 1 > Page 1

\* indicates a required field.

### Applicant/Contact

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

Home phone: [Redacted]  
Mobile Phone: [Redacted]  
Work Phone: [Redacted]  
Fax: [Redacted]  
Edit Remove

▼ Contact Addresses

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

6. The special inspection(s) will already be checked, select the agencies you would like to perform the inspection and then continue application.

### Inspection Agency Selection

**SPECIAL INSPECTIONS**

Concrete:

Masonry:

Steel:

Fireproofing:

Wood:

Agency Selection Concrete: --Select--

Agency Selection Masonry: --Select--

Agency Selection Steel: --Select--

Agency Selection Fireproofing: --Select--

Agency Selection Wood: --Select--

[Continue Application »](#)

7. Check the acknowledgement box > continue application.

Agency Selection Change

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Page 2

\* indicates a required field.

**Custom Fields**

PLAN ROOM ACKNOWLEDGEMENT

\* I acknowledge that I will upload plans, supporting documentation, and attachments:

Continue Application » Save and resume later

8. Review all the information > check box to agree > continue application.

**Custom Fields**

PLAN ROOM ACKNOWLEDGEMENT Edit

I acknowledge that I will upload plans, supporting documentation, and attachments: Yes

I certify that I am the owner or the owner's agent. I further certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 01/18/2023

Continue Application » Save and resume later

9. A BDIAS record will be created.

10. Congratulations the inspection agreement has been created! For each agency selected a BDIA inspection agency record will be created. The inspection agreement(s) are emailed to the associated contact of the permit.

## How to Revise an Inspection Agreement

A revision has been submitted already but there's a change needed for the special inspections.

1. Login to the Citizen Access Portal <https://aca-prod.accela.com/CLARKCO/Default.aspx>

The screenshot shows the login page of the Clark County Citizen Access Portal. The navigation bar includes links for Home, Building, Comprehensive Planning, Fire Prevention, Public Response Office, and Public Works. A search bar is located at the top right. The main content area features a 'Sign In' section with input fields for 'USER NAME OR E-MAIL' and 'PASSWORD', a 'Forgot Password?' link, and a blue 'Sign In' button. Below the sign-in section is a checkbox for 'Remember me on this device'. At the bottom, there is a 'Not Registered?' section with a 'CREATE AN ACCOUNT' button.

2. Select building > search permits.

The screenshot shows the 'Building' menu expanded on the Clark County Citizen Access Portal. The menu options are: Apply for Permits, Search Permits, Estimate Fees, Schedule an Inspection, and Need Help?. The 'Search Permits' option is highlighted with a red box. The background shows the portal's navigation bar and a search bar.

3. Locate the record from the list and select the permit number.

<input type="checkbox"/>	Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Notes
<input type="checkbox"/>	01/18/2023	BD23-00002-R001	revision		TEST REVISION	in review	Amendment	
<input type="checkbox"/>	01/17/2023	BD23-00002	Residential Building Remodel Repair	TEST DESCRIPTION	TEST NAME	Permit Issued	Amendment	
<input type="checkbox"/>			Air Space Only Commercial	Air Space Only Commercial				

The revision in this example has a condition that must be met > select view condition.

The screenshot shows the details for permit BD23-00002. The permit title is 'Residential Building Remodel Repair' and its status is 'Permit Issued'. There are tabs for 'Record Info', 'Plan Room', 'Payments', and 'Conditions'. The 'Conditions' tab is active, showing a notification: 'A notice was added to this record on 01/18/2023. Condition: Revisions In Progress Severity: Notice Total Conditions: 2 (Notice: 2)'. A 'View Condition' button is highlighted with a red box.

Permit/Approved Listing BD23-00002:

Add to cart  
Add to My Folder

Residential Building Remodel Repair

Permit/Complaint Status: Permit Issued

Record Info

Plan Room

Payments

Conditions 2

A notice was added to this record on 01/18/2023.  
Condition: Revisions In Progress Severity: Notice  
Total Conditions: 2 (Notice: 2)

### Conditions

Showing 1-1 of 1

Building - Flags - 1 Applied

Permit Issue

Revisions In Progress

There is an active Revision on this record. Please see the Revision Table for more information or the related revision record

Applied | Notice | 01/18/2023

### Conditions of Approval

Search

Hide Those Met

Showing 1-1 of 1 | [Download results](#)

Building - 1 Applied

Prior to Permit Issuance

Revise BDIAS

Revise Inspection Agency Agreement prior to issuance of revision.

Applied | 01/25/2023

4. Select record info > details > create amendment.

Record Info

Plan Room

Payments

Conditions 2

Details

Processing Status

Related Records

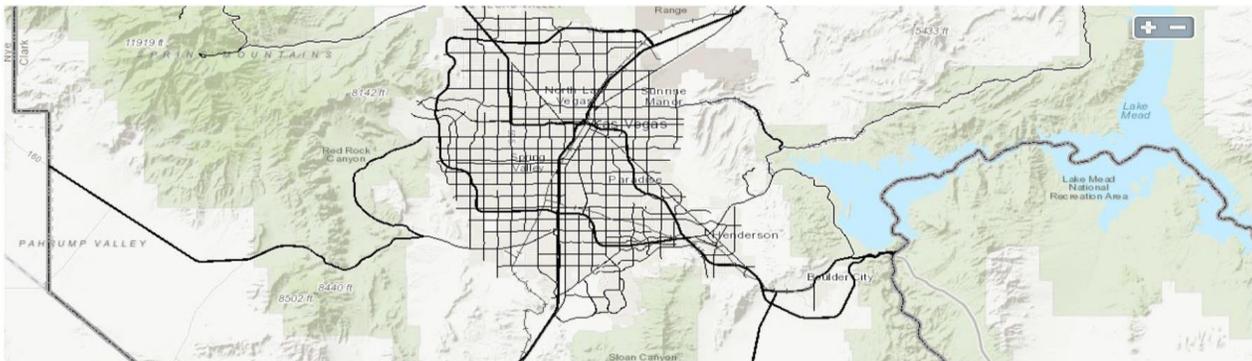
Attachments

Inspections

Added to this record on 01/18/2023.  
Revisions In Progress Severity: Notice  
Total Conditions: 2 (Notice: 2)

[View Condition](#)

4878 TEST BLVD \*



### Details

Contractor

Nevada Contractor Nevada- 00078955

Project Description:

TEST NAME  
TEST DESCRIPTION

Owner:

KOPP TESTACCOUNT \*  
487 TEST BLVD  
United States

More Details

[Create Amendment](#)

5. Choose Inspection Item Revision > continue application.

### Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Add People to Application

Inspection Item Revision

Revision

Agency Selection Change

6. Step 1: Verify that the Applicant/Contact Information is correct.

### Agency Selection

1 Step 1 | 2 Review | 3 Record Issuance

Step 1: Step 1 > Page 1

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### Applicant/Contact

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Home phone: [Redacted]  
Mobile Phone: [Redacted]  
Work Phone: [Redacted]  
Fax: [Redacted]  
[Edit](#) [Remove](#)

▼ Contact Addresses

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Address Type	Recipient	Address	Action
No records found.			

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### Inspection Agency Selection

**SPECIAL INSPECTIONS**

Concrete:

Masonry:

Steel:

Fireproofing:

Wood:

Agency Selection Concrete:

Agency Selection Masonry:

Agency Selection Steel:

Agency Selection Fireproofing:

Agency Selection Wood:

8. Check the acknowledgement box > continue application.

Agency Selection Change

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Page 2

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By checking this box, I agree to the above certification. Date: 01/18/2023

Continue Application > Save and resume later

10. Congratulations the revised inspection agreement has been created, and the condition of approval has been met. The revision is ready to be paid at this time.