

How to apply for Temporary Occupancy Online

Customers can request TCO online using the amendment button on an already issued Building Permit. This is only available to those customers who are properly linked to the permit in the online portal.

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



3. Locate the permit > select amendment.



To submit a QAA, select **Amendment** under the **Action** column.

<input type="checkbox"/>	Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Notes
<input type="checkbox"/>	11/17/2022	22CAP-00006212	Add People to Application					
<input type="checkbox"/>	02/14/2023	23CAP-00000001	Add People to Application					
<input type="checkbox"/>	11/30/2022	BD21-30118-R031	Revision		RFI 188 - RS1 - Truss Repair F63,64,63R,64R,14R,38,36M,35,33,32	Revision Approved		
<input type="checkbox"/>	10/12/2021	BD21-50764	Residential Building Addition	CONSTRUCT NEW ADDITION WITH GRADING PER PLANS		Permit Issued	Upload Plans Amendment	

4. Select temporary certificate of occupancy > 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

Temporary Certificate of Occupancy

Agency Selection Change

Revision

5. Step 1: Add a TCO contact and enter the required fields > continue application.

Temporary Certificate of Occupancy

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Page 1

Application for Temporary Occupancy **DOES NOT AUTHORIZE** occupancy of any building or structure. Occupancy is **ONLY** allowed when a Temporary Certificate of Occupancy has been signed by the Building Official, and must be posted in said structure.

* Indicates a required field

TCO 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

TCO Request

BUILDING INTAKE

* Requested Occupancy Date: MM/DD/YYYY

* Area Requested for Occupancy:

* Justification for Temporary Occupancy:

Requested Partial Final Building Inspection Date (Pending outstanding issues): MM/DD/YYYY

Is this the first application for TCO on this permit?

Is this an extension of an existing TCO?

Continue Application » Save and resume later

6. Step 2: Review information was added correctly > continue application

Temporary Certificate of Occupancy

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

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

Temporary Certificate of Occupancy

TCO Contact Edit

Individual
Business Phone: (702) 455-8074
E-mail
Preferred Channel:

TCO Request Edit

BUILDING INTAKE

Requested Date: 03/10/2023

Occupancy Date:

Area Requested for Occupancy: TEST

Justification for Temporary Occupancy: TEST

Requested Partial Final Building Inspection Date (Pending outstanding issues): 03/10/2023

Is this the first application for TCO on this permit?: No

Is this an extension of an existing TCO?:

Continue Application »

Save and resume later

7. Step 3: Pay fees > check out

Temporary Certificate of Occupancy

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
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Step 3: Pay Fees

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
Temporary Certificate of Occupancy Fee	1	\$125.00

TOTAL FEES: \$125.00

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

[Check Out »](#)

8. Check out

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address

1 Application(s) | \$125.00

▶ Temporary Certificate of Occupancy
23TMP-000064

Total due: \$125.00

Total amount to be paid: \$125.00

Note: This does not include any additional fees which may be assessed later. Additional Plan Review fees may apply upon plan review completion.

[Checkout »](#)

[Edit Cart »](#)

[Continue Shopping »](#)

9. After the payment is complete, an email will be sent to the Clark County Inspection Management Staff, and they will coordinate future inspection activity.