How to apply for a new inspection agency

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

2. Select building > apply for permits
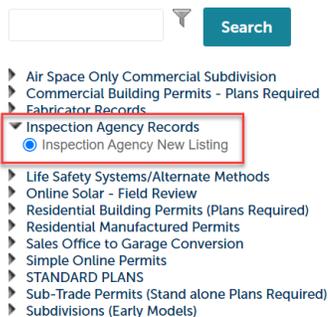

3. Check the box to agree to the terms > continue application
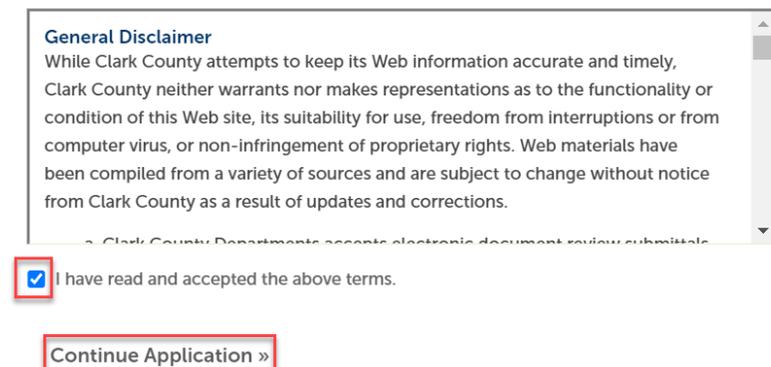
4. Select the permit type inspection agency records > inspection agency new listing

5. Step 1: Select an inspection agency contact > select an agency type > continue application

Inspection Agency New Listing

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance

Step 1: Step 1 > Page 1

* indicates a required field.

Inspection Agency

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**

Inspection Agency Information

Agency Information

| * Agency Type: | --Select-- | | Accreditation Agency: | --Select-- |
| Accreditation Expiration Date: | MM/DD/YYYY | 📅 | Agency Website: | |

Inspection Items

Internal Use:	☐		Internal Use Special Cases:	☐
Field Listing:	☐		Field Listing Agency:	
Field Listing Description:			Internal Use - Field Listing:	☐

Continue Application »   **Save and resume later**

6. Step 1: Check box for the terms > continue application

Inspection Agency New Listing

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**

7. Step 2: Review information looks correct > continue application

Inspection Agency New Listing

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

Inspection Agency New Listing

Inspection Agency   **Edit**

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

Inspection Agency Information

Agency Information   **Edit**
Agency Type: Electrical Testing   CC Business License #:
Multi-Jurisdictional Business License #:   Accreditation Agency: Not Required
Agency Website:

Inspection Items   **Edit**
FAB Concrete: No   FAB Steel: No
FAB Wood: No   Internal Use: No
Nondestructive Testing: No   Internal Use Special Cases: No
Electrical Testing: Yes   Field Listing: No
Field Listing Agency: Field Listing Description:
Internal Use - Field Listing: No

Custom Fields

PLAN ROOM ACKNOWLEDGEMENT   **Edit**
I acknowledge that I   Yes
will upload plans,
supporting
documentation, and
attachments:

Continue Application »   **Save and resume later**

8. Step 3: Upload plans and documents

1 Select item to pay	2 Payment Information	3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Thank You

If you made a payment your receipt is being emailed to you.
Please print a copy of the receipt for your records.

No Address

IA-00345   **Upload Plans and Documents**

9. Step 1: Enter a description > continue

Digital Plan Room   ❓ Need help
Record: IA-00345
Address:
Status: INTAKE

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved

1 Information	2 File Processing	3 Sheet Versioning	4 Review

Step 1: Information

Review packages are a set of plans and documents submitted for a review cycle.

General

Review Plan Cycle # 1

Description: ❓

Enter a description of the plans or documents you are uploading...

Continue

10. Select browse > upload and validate

11. After the documents are validated select process files

12. Status should say processed > continue

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date ▼	Signature		
Original Agency Letter.pdf		Accreditation Documentation	👍 PROCESSED	▬▬▬	2/15/2023		✏️	🗑️

Your files have been processed, you can proceed now to verify your sheets.

Continue

13. Select finish

1 Information	2 File Processing	3 Sheet Versioning	4 Review

Step 4:Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the **Edit** buttons to make any needed changes or to upload any remaining documents.
Once you click **Finish**, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

Finish

General   Edit

Review Plan Cycle # 1

Files   Edit

These are all the files that will be submitted with this package.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Original Agency Letter.pdf		Accreditation Documentation	👍 PROCESSED	▬▬▬	2/15/2023	

Finish

14. Success! A message "Your review package has been received" should appear

Success.
Your review package has been received.

Digital Plan Room
Record: IA-00345
Address:
Status: SUBMITTED

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved

Review Package Details

Name: Review Plan Cycle # 1
Description:
Status: Accepting
Date created: 2/15/2023, 10:42:10 AM
Date submitted: 2/15/2023, 11:03:29 AM

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Original Agency Letter.pdf		Accreditation Documentation	✅ ACCEPTED	epermithub	2/15/2023	