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

Select building > apply for permits 2.

200	Home	Building	Comprehensive Planning	Fire Prevention	Public Response Office	Public Works	
<u>Clark County C</u>	Citizen Acce	Apply for I Search Pe	Permits rmits		Announc	ements Register for an Account Log	gin
Sign In		Schedule Need Help	an Inspection 9?			Search	

3. Check the box to agree to the terms > continue application

General Disclaimer	
While Clark County attempts to keep its Web information accurate and timely,	
Clark County neither warrants nor makes representations as to the functionality or	
condition of this Web site, its suitability for use, freedom from interruptions or from	
computer virus, or non-infringement of proprietary rights. Web materials have	
been compiled from a variety of sources and are subject to change without notice	
from Clark County as a result of updates and corrections.	
2. Clark County Dopartments accents electronic document review submittale	-
I have read and accepted the above terms.	
Continue Application »	

4. Select the permit type inspection agency records > inspection agency new listing

Select a Permit / Approved Listing Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us. T Search Air Space Only Commercial Subdivision
 Commercial Building Permits - Plans Required Fabricator Records
 Inspection Agency Records Inspection Agency New Listing Life Safety Systems/Alternate Methods

- Online Solar Field Review Residential Building Permits (Plans Required) Residential Manufactured Permits •
- Sales Office to Garage Conversion Simple Online Permits

- STANDARD PLANS Sub-Trade Permits (Stand alone Plans Required) Subdivisions (Early Models) 5

Continue Application »

Rev. 2/6/2023

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 Select from Account Add New	Add New button. To edit a contact, click the Edit link.				
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 > c	ontinue a	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 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
Prease review all information below. Click the Edit button	is to make changes to sections or "Continue Application" to	nove on.	
Permit / Approved Listing Type			
	Inspection Age	ncy New Listing	
Inspection Agency			Edit
Individual			
Business Phone:(702) 455-8074 E-mail:			
Inspection Agency Information			
,,			
Agency Information	CC But	siness License #:	Edit
Multi-Juridictional Business License #:	Accred	litation Agency: Not Required	
Inspection Items FAB Concrete: NO	FAB St	eel: No	Edit
FAB Wood: NO	Interna	al Use: No	
Nondestructive Testing: NO Electrical Testing: Yes	Interna Field L	il Use Special Cases: NO isting: NO	
Field Listing Agency: Internal Use - Field Listing: NO	Field Li	isting Description:	
Custom Fields			
PLAN ROOM ACKNOWLEDGEMENT			Edit
Lacknowledge that I Yes			
will upload plans, supporting			
attachments:			
Continue Application -			Company and any series laters
Continue Application »			save and resume later
0 Stop 2.11	alaad alaac and de	oumonto	
o. Step 3: 0	Juau plans and de	Juments	
Davi	ment - Receipt/Reco	rd	
1 Select Item to pay 2 info	rmation ³ issuance		





9. Step 1: Enter a description > continue

Digital Plan Room Record: IA-00345 Address: Status: INTAKE							Ø Need help
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		
	k	
Continue		

10. Select browse > upload and validate

1 Information	2 File Processing	3 Sheet Versioning	4 Review					
Step 2: Add & Process Files								
Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the Process Files button to prepare your files for review.								
Note: Please do not combine plans and docur	ments of various types into a single PDF docur	nent.						
Original Agency Letter.pdf	Drag a Upto	Ad and Validate	~) ×				
Files								
Name Description No results found!	Туре	Status Uploaded By	Uploaded Date 💌 Signature					
Process Files								

11. After the documents are validated select process files

1 Information	2 File Processing	3 Sheet Versioning	4 Review
Step 2: Add & Process Files			
Browse or drag and drop the desired files to review package. When all of the desired file	o upload. Once all files are added, the Uploa s are uploaded and validated, click the Proc	d and Validate button is displayed. Click on ess Files button to prepare your files for rev	it to validate the files and add them to your 'iew.
Note: Please do not combine plans and docum	ents of various types into a single PDF document.		
	2	2	

Files						
Name	Description	Туре	Status	Uploaded By	Uploaded Date 🔻	Signature
Original Agency Letter.pdf		Accreditation Documentation	VALIDATED	_	2/15/2023	
Process Files						
locess Files						
ile processing	asivo Planning Elico Provention	Billin Bosteration(6)19720	× Pintang			
			-			
our files are being proces	sed into sheets and title block information te. You can navigate away from this page a	is being extracted. This process c ind return if desired.	an take			
Ve will notify you via emai	when the process is completed and provi	ide a link for you to return and co	nplete			
a remaining stens to fina	lize your review package.					
le remaining steps to fina						
Note: Your review package steps.	e is not complete and will not be routed for re	eview until you complete the remain	ing			
Note: Your review package steps.	e is not complete and will not be routed for re	eview until you complete the remain	ing			

12. Status should say processed > continue

ŀ	Files							
	Name	Description	Туре	Status	Uploaded By	Uploaded Date 🔻	Signature	
	Original Agency Letter.pdf		Accreditation Documentation			2/15/2023		Ø
				Your file	s have been processed,	you can proceed nov	w to verify yo	ur 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 submit	tted with this package.					
Name	Description	Туре	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	w package has been r	eceived.										
Digital Plan Room Record: IA-00345 Address: Status: <mark>SUBMITTED</mark>												
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 Original Agency Letter.pdf		Description	Type Accreditation Documentation	Status	Uploaded By epermithub	Uploaded Date 2/15/2023	Signature					