How to download documents

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

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All a	Home	Building	Comprehensiv	e Planning	Fire Prevention	Public Respo	nse Office	Public Works
Clark County C	<u>Citizen Acce</u>	Apply for I Search Per	Permits rmits				Announce	ments Register for an Account Login
We have tempora	arily enabled	Estimate F	ees	al link. The pag	e will display the new URI	and automatically r	redirect to the ne	ew URL in 30 secs.
Eventually, we w prod.accela.com	ill remove thi /CLARKCO/d	Schedule a	an Inspection)?	ase update you	ur desktop shortcut, brow	ser favorites, and bo	okmarks with th	e NEW URL: https://aca-
Thank you								

3. Click on the permit number or search for the permit number.

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Re	cords						L		Select	
To su	bmit a QAA	, select Amendment	under the Action colur	nn.						
Sho	ow on Map									
Showii	ng 1-10 of 13 I	Download results Add to My Fo	older Add to cart							
	Date	Permit Number	Permit Type	Description	Project Name	Status	Actio	n	Short Notes	
	02/01/2023	BD23-04649	Annual Facility Permit			Closed - Void				
	01/23/2023	BD23-03034	Commercial Fence	CONSTRUCT RETAINING AND SCREEN WALLS PER PLANS	PARK / CRAIG	In Review	Ame	ndment		
			Air Company Company int	AIR SPACE ONLY						
	4. Sele	ect record info	o > attachments							
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Perm	it/Approved	Listing BD23-03034:						Ade	Add to cart d to My Folder	
с	ommercial F	ence								
Perm	it/Complain	t Status: In Review								
	Record Info 🔻	Plan Room 🔻	Payments 🔻							
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Proce	sing Status									
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Attach	ments									
Inspec	tions	PARK & STANGE AKA PARK	RIDGE @ PARK &							
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5. Click on the document name.

Record Info 🔻	Plan Room	Paymen	ts 🔻					
Attachments	1							
Add Attachments for Corrections, use the I The name of the own under NRS 278 and N	New Submittals or In Resubmit option in th ler who prepared the IRS 624 must accomp	spection Documents or e Action items on this s plans must be listed in pany this information.	Ily. For Revisions to approv creen. a prominent location on th	ved plans, use the Create A	Amendment opti of plans. The or	ion on the Record Info s iginal signature of the o	creen. To submit wner/builder and	Requested Plan d the form required
Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Park Ridge Application .pdf	BD23-03034	Commercial Fence	Record	Completed Application Form	578.44 KB	01/23/2023	Actions 🔻	Commercial Fence - BD23-03034

Actions -

6. The document will download > select open.

	Add Attachments for Corrections, use the The name of the own under NRS 278 and N Note: We only accep	Add Attachments for New Submittals or Inspection Documents only. For Revisions to ap Corrections, use the Resubmit option in the Action items on this screen. The name of the owner who prepared the plans must be listed in a prominent location under NRS 278 and NRS 624 must accompany this information. Note: We only accept (PDF) with a maximum file size of (500 MB) where no document						
	Name	Record ID	Record Type	Entity Type				
	Park Ridge Application	BD23-03034	Commercial Fence	Record				
	210204-04 ADD Drain system Park Ridge 10.10.22.pdf	BD23-03034	Commercial Fence	Record				
	PR Geotech Report Update 061022.pdf	BD23-03034	Commercial Fence	Record				
Open Open with system viewer Always open with system viewer	22-648_Park Ridge_Details.pdf	BD23-03034	Commercial Fence	Record				
Show in folder	PR Approved Revision Full Set 01182023.pdf	BD23-03034	Commercial Fence	Record				

7. After the document opens > select the arrow (top right corner)





