

Responding to Issues and Re-uploading Inspection Documents

(ONLY when listed as a contact)

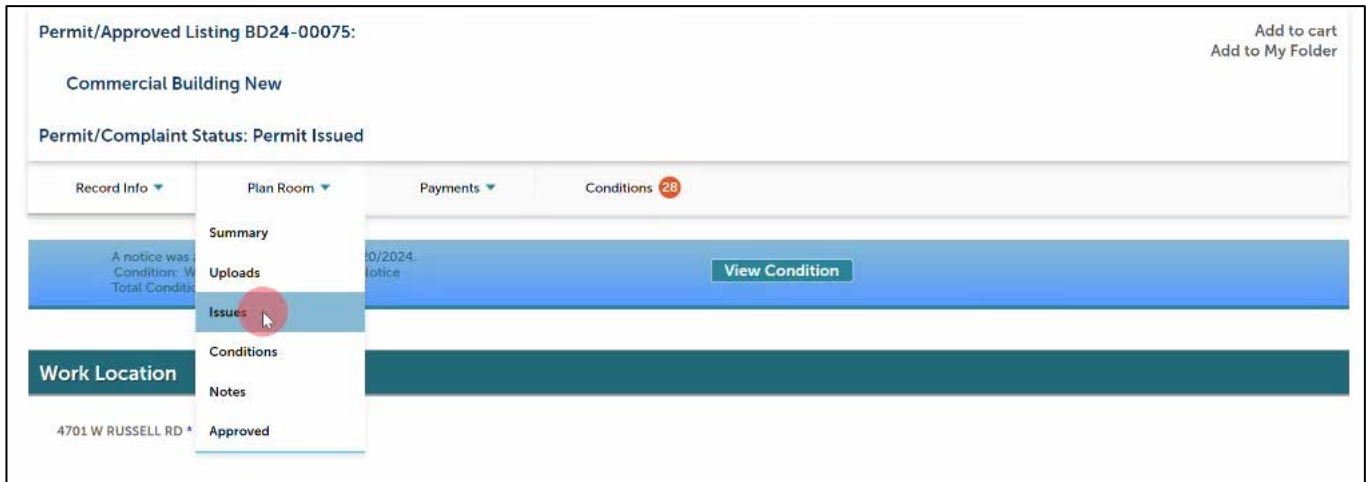
1. Navigate to Clark County Citizen Access: <https://aca-prod.accela.com/clarkco/Default.aspx>
2. Login or Register for an Account if you do not have an account to ensure you see all upload options.

The screenshot shows the top navigation bar with links for Home, Building, Business Licenses, Comprehensive Planning, Fire Prevention, and Public Works. Below the navigation bar, there are links for Announcements, Register for an Account, and Login. A red box highlights the 'Register for an Account' link. Below these links, there are instructions for 'Forgot password' and 'Locked account'. A section titled '*New Sites*' includes links for 'Schedule an Inspection', 'Estimate Fees', and 'Inspection History Report'. A search bar is located on the right side of the page. The main content area is titled 'Sign In' and contains a form with fields for 'USERNAME OR EMAIL' and 'PASSWORD'. Below the form is a 'SIGN IN' button, a 'Forgot Password?' link, and a 'Remember me on this device' checkbox. At the bottom of the sign-in section, there is a link for 'Not Registered? CREATE AN ACCOUNT'.

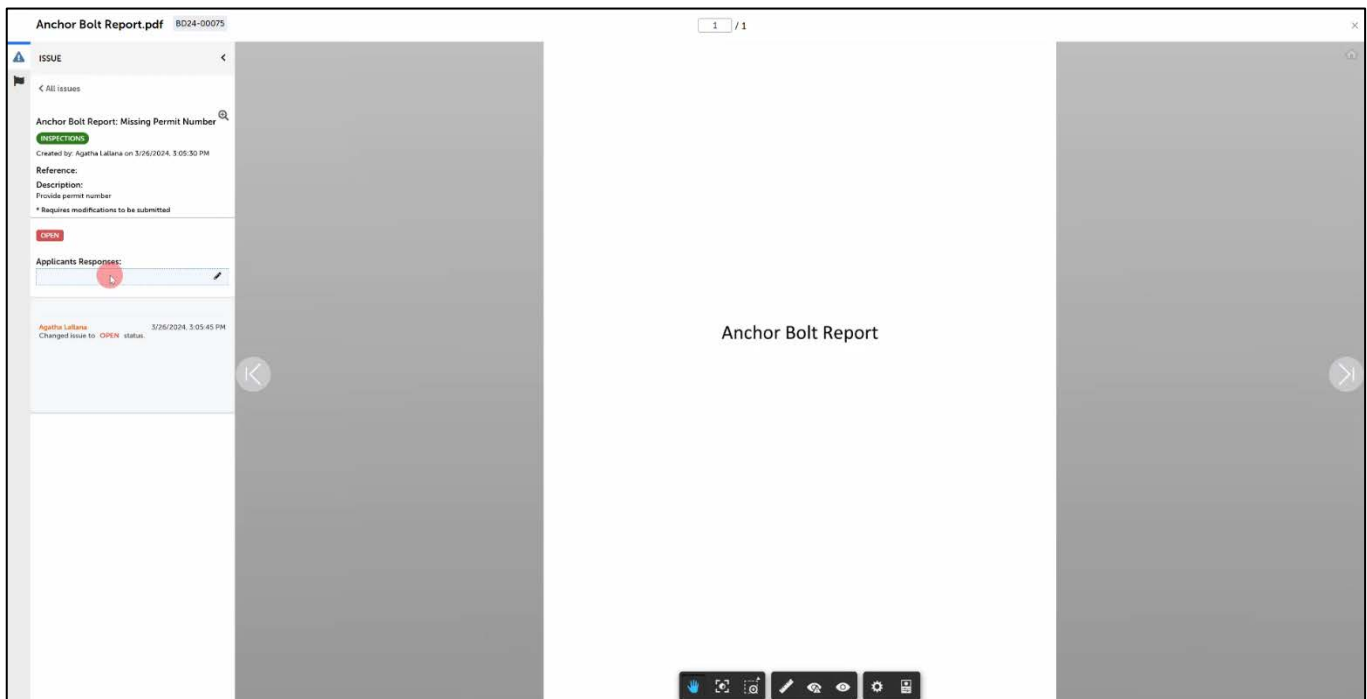
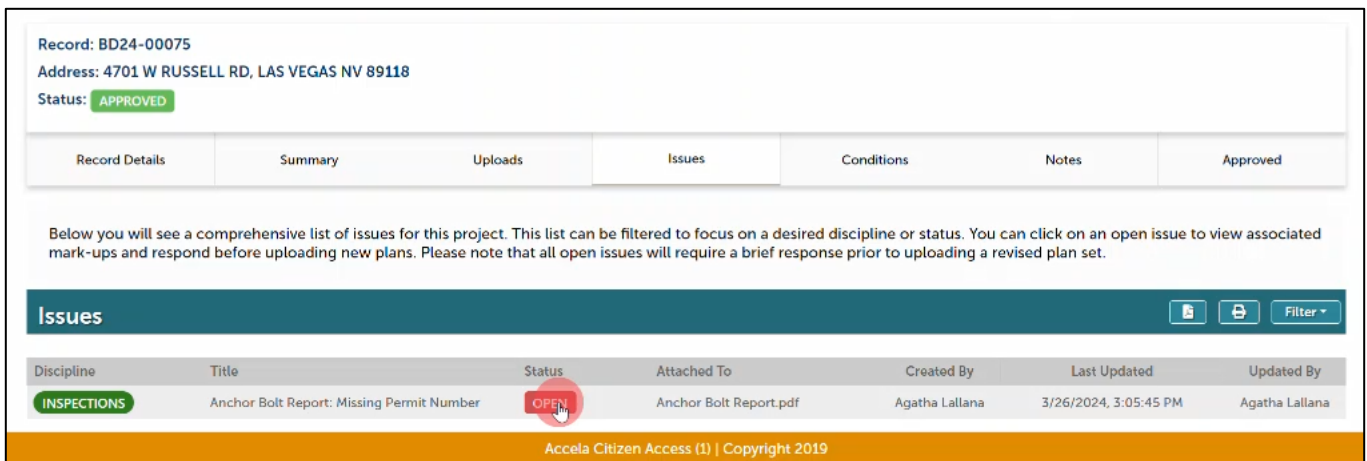
3. Search your Permit Number.

The screenshot shows the top navigation bar with links for Home, Building, Business Licenses, Comprehensive Planning, Fire Prevention, and Public Works. Below the navigation bar, there are links for Announcements, Logged in as: Guest, My Folders (0), Cart (0), Account Management, and Logout. A red box highlights the search bar, which contains the text 'BD24-00066'. A red arrow points to the search bar. Below the search bar, there is a 'Hello, Guest' message. The main content area is divided into two sections: 'Saved in Cart (0)' and 'My Collection (0)'. The 'Saved in Cart (0)' section contains the text 'There are no items in your shopping cart right now.' The 'My Collection (0)' section contains the text 'You do not have any collections right now.'

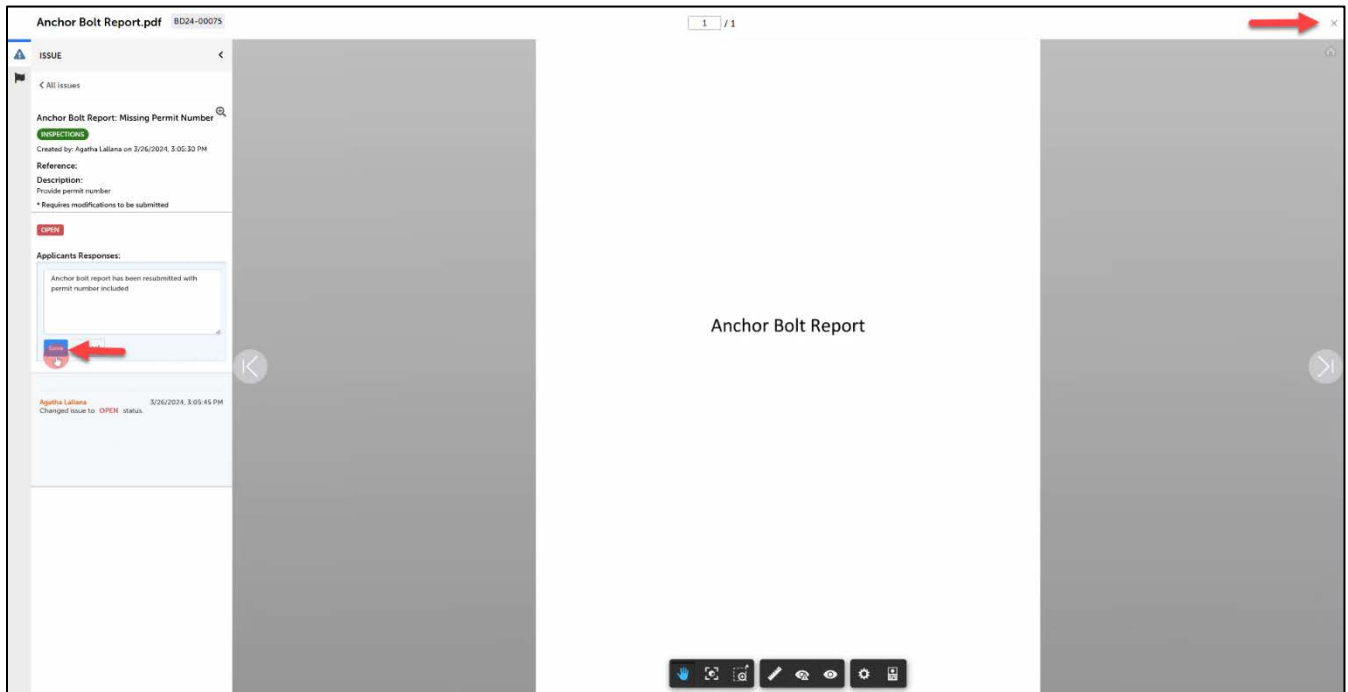
4. Go to Plan Room drop down and select Issues.



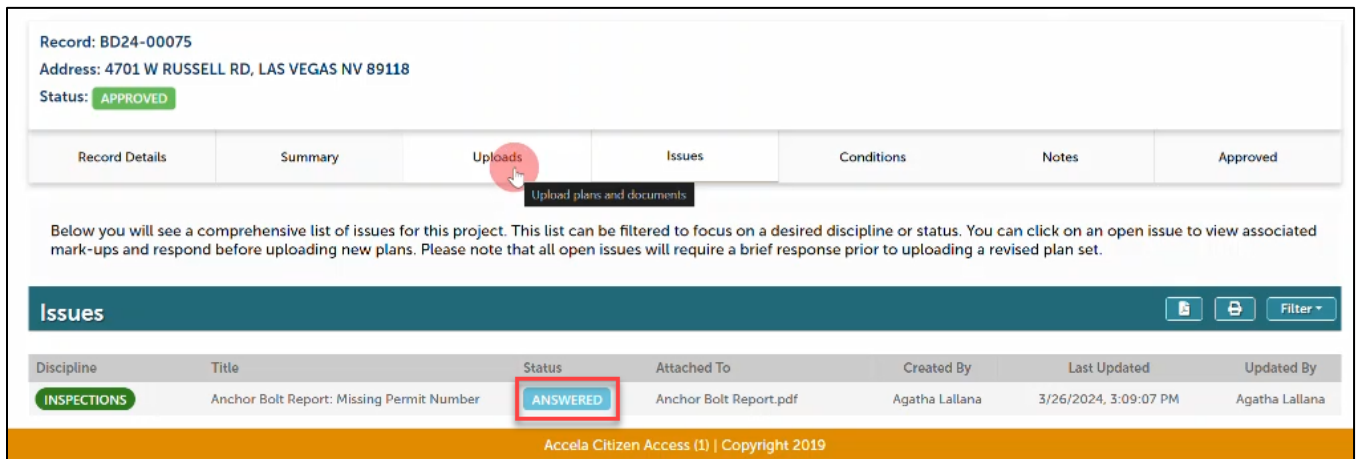
5. Click the specific issue that you would like to view. The document associated with the issue will pop-up.



- Click on the text box under Applicants Responses and type your response. Hit Save once you are done. Close the plan room window to go back to the portal.



- The issue status will change from OPEN to ANSWERED. Click UPLOADS to reupload the revised document.



8. Select Attachments.

Record: BD24-00075
 Address: 4701 W RUSSELL RD, LAS VEGAS NV 89118
 Status: APPROVED

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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Digital files required for application and plan review are submitted within a review package. Below is a list containing submitted and in progress packages for this application. Plan files may only be submitted at the start of a review cycle. For review cycles that are in progress, click the Resume action to upload files and/or submit responses.

Review Packages

Date	Name	Description	Status	Last Updated By	Comments
3/13/2024	Review Plan Cycle # 1		Accepted	Agatha Lallana	View

To submit revisions to approved plans click the [New Revision](#) button, for all other related record documentation click the [Attachments](#).

New Revision
Attachments

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9. You can either Drag and Drop the file(s) or click Browse. Then select a document type. Writing a description is now optional. Click Upload and Validate once done.

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 Status: APPROVED

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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Add attachment files

Browse or drag and drop the desired files to upload. Once all files are added, the **Upload and Validate** button will be available. Note that plan files cannot be uploaded at this time while a plan review is currently in progress.

Drag and drop files here or click [Browse](#) to select files to upload. Files are uploaded below.

Anchor Bolt Report.pdf

Upload and Validate

Select a document type...

- Structural Calculations
- Structural Observation
- Structural Observation Final
- Structural Observation Report
- Tentative Map
- Tortoise Mitigation
- Truss Calculations
- Type I Hood Report
- Type II Hood Report
- Alternate Method Request Form
- Alternate Methods
- Anchor Bolt Report
- Appliance Responsibility Agreement
- Clearance Thermal Envelope
- Completed Application Form
- Documents
- Drainage Study
- Dust Permit
- Electrical Load Calculation
- Anchor Bolt Report

Description...

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Completed Application Form.pdf		Completed Application Form	ACCEPTED	Agatha Lallana	3/20/2024	

10. Wait for few seconds then scroll down to check if file status is VALIDATED. The status will automatically change from VALIDATED > PROCESSING > ACCEPTED. Do NOT leave the page until the status changes to ACCEPTED.


Notice:
Please do not upload plan files in this page.

Record: BD24-00075
Address: 4701 W RUSSELL RD, LAS VEGAS NV 89118
Status: **APPROVED**

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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Add attachment files

Browse or drag and drop the desired files to upload. Once all files are added, the Upload button will be displayed. Supporting documents and attachments can be uploaded below, but plan files cannot be uploaded at this time while a plan review is currently in progress.



Drag and drop files here
or

[Browse](#)

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Completed Application Form.pdf		Completed Application Form	ACCEPTED	Agatha Lallana	3/20/2024	
Anchor Bolt Report.pdf		Anchor Bolt Report	VALIDATED	Agatha Lallana	3/26/2024	

BD24-00075 Q


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[Browse](#)

Files

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Anchor Bolt Report.pdf		Anchor Bolt Report	ACCEPTED	Agatha Lallana	3/26/2024	