Responding to Issues and Re-uploading Inspection Documents

(ONLY when listed as a contact)

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

Hor	me Building	Business Licenses	Comprehensive Planning	Fire Prevention	Public Works
				Announcer	ments Register for an Account Login
Forgot password – If you have f	orgotten your password, c	lick on the "Forgot Password?" lo	ocated below the sign in fields. The temporal	ry password you receive via email necial" character	l will be used twice. First to login and again as
Locked account – If your accou	int is locked please email.	TechSystemsSunnort@ClarkCour	ntvNV gov for assistance. Resetting the pass	word does not unlock your accou	Int
New Sites: • Schedule an Inspection • Estimate Fees • Inspection History Rep	n xort		, , , , , , , , , , , , , , , , , , ,		
					Search Q •
Sign In					
USERNAME OR EMAIL: *					
PASSWORD: *					
Forgot Password?					
			SIGN IN		
Remember me o	n this device				
			Not Registered?		
			CREATE AN ACCOUNT		

3. Search your Permit Number.

	Home	Building	Business Licenses	Compre	ehensive Plann	ing F	Fire Prevention	n Public	: Works	741
				Announce	ements Logged in a	Guest	My Folders (0) 📜 Cart (0)	Account Man	agement Logout
Forgot password – If yo the "Old Password" who	ou have forgotte en prompted to	n your password, cl change the passwo	lick on the "Forgot Password?" rd. New passwords must be at	located below th least "8 characte	he sign in fields. The te rs" long and have at lea	mporary pas ast "1 specia	sword you receive vi l" character.	a email will be u	sed twice. First t	o login and again as
Locked account – If yo	ur account is loc	ked, please email: 1	TechSystemsSupport@ClarkCo	ountyNV.gov for a	ssistance. Resetting th	e password	does not unlock you	account.		
New Sites: • Schedule an In • Estimate Fees • Inspection Hist	spection cory Report							BD24-0	00066	
Hello, Gues										
Saved in Cart (0)				View Cart	My Collection (0)				Viev	v Collections
The	re are no ite	ems in your sh	nopping cart right nov	v.		You do r	not have any co	ullections rig	ght now.	

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

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Commercial Bui	lding New					
ermit/Complaint S	itatus: Permit Issue	ed				
Record Info 🔻	Plan Room 🔻	Payments 🔻	Conditions 28			
	Summary					
A notice was a Condition: W Total Conditio	Uploads	t0/2024. lotice		View Condition		
	Issues N					
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5. Click the specific issue that you would like to view. The document associated with the issue will pop-up.

APPROVED						
Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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elow you will see nark-ups and resp	a comprehensive list of issues for this pro ond befo <mark>re</mark> uploading new plans. Please r	ject. This list can b note that all open i	e filtered to focus on a desired ssues will require a brief respon	discipline or status. You o se prior to uploading a re	an click on an ope <mark>n</mark> issue to vised plan set.	view associate
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	Anchor Bolt Report.pdf BD24-00075	1 /1	×
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	Anchor Bolt Report: Missing Permit Number Create by Aprila Latina on 3/55/2024. 3 05:30 PM Reference: Description: Produce paint number * alaptive moderations to be submitted		
	OPEN		
	Applicants Responses:		
	Agatha Lallana 3/25/2024. 3:05:45 PM Changed issue to OPEN status.	Anchor Bolt Report	
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6. 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.



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

Record: BD24-000 Address: 4701 W R Status: APPROVED	75 USSELL RD, LAS VEGAS NV 89118					
Record Details	Summary U	ploads	Issues	Conditions	Notes	Approved
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Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
INSPECTIONS	Anchor Bolt Report: Missing Permit Number	ANSWERED	Anchor Bolt Report.pdf	Agatha Lallana	3/26/2024, 3:09:07 PM	Agatha Lallana
		Accela Citiz	en Access (1) Copyright 2019			

8. Select Attachments.

Status: APPROVED						
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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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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.

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