

## Submit an Annual Operations Revision

Once the permit has been 'Issued,' 'Permit Issued' or 'Active' a revision can be submitted using the amendment button

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



3. Locate the record from the list and select amendment

**Records** --Select--

To submit a Revision, select *Amendment* under the **Action** column.

Showing 1-3 of 3 | Download results | Add to My Folder | Add to cart

<input type="checkbox"/>	Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Notes
<input type="checkbox"/>	01/23/2023	FP23-00004	Annual Operational		TEST	Awaiting Plans	Upload Plans	Aircraft Repair Hangar
<input type="checkbox"/>	01/23/2023	FP23-00003	Annual Operational		TEST	Ready to Issue	<b>Amendment</b>	Aircraft Repair Hangar
<input type="checkbox"/>	01/19/2023	FP23-00002	Fire Suppression and Extinguishing Systems		TEST	In Review	Amendment	

4. Select Annual Operational Revision > Continue Application

### Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us at 702-455-7316.

**DO NOT PROCEED IF YOU ARE ATTEMPTING TO SUBMIT CORRECTIONS ONLY. GO BACK AND CLICK ON YOUR RECORD # TO SUBMIT CORRECTIONS.**

Add People to Fire Application  Annual Operational Revision

5. Step 1: Enter revision description and permit information; permit type, quantity, service level

1 Step 1 | 2 Review | 3 Pay Fees | 4 Record Issuance

Step 1: Step 1 > Page 1 \* indicates a required field.

**Revision Request**

REVISIONS

Revision Description:

**Permit Information**

OPERATIONAL PERMIT INFO

\* Permit Type: Aircraft Repair Hangar

Other Permit Type Description:

\* Quantity Type: Square Feet

Quantity:

6. Enter revision contact > select form account

**Revision Contact**

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

✔ Contact removed successfully.

Contacts from original submissions can be edited or removed to add a new contact.

**Revision Contact**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

**TEST COMPANY NUMBER 1**  
 test@clarkcountynv.gov  
 Home phone:  
 Mobile Phone:  
 Work Phone: (702) 888-8888  
 Fax:

Edit Remove

▼ Contact Addresses

**Add Address Information**

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

7. Verify the address is correct and then select *continue application*

**Address**

\* Street No.: 4878 Direction: --Select-- \* Street Name: TEST Street Type: BLVD

Unit Type: --Select-- Unit No.:

Search Clear

Continue Application »

Save and resume later

8. Step 2: Review that everything looks correct > continue application

How much cut or fill will be revised?:

[Continue Application »](#)

[Save and resume later](#)

## 9. Pay Fees > check out

Cart

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

### Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

**PAY NOW**

4878 TEST BLVD

1 Application(s) | \$90.00

▶ Annual Operational Revision  
23TMP-000056

Total due: \$90.00

**Total amount to be paid: \$90.00**

Note: This does not include any additional fees which may be assessed later. Additional Plan Review fees may apply upon plan review completion.

[Checkout »](#)

[Edit Cart »](#)

[Continue Shopping »](#)

## 10. Select payment option > submit payment

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

### Step 2: Payment information

Select your payment type below, then click Submit.

If you intend to make payments using a Check (ACH) payment type, please click here for instructions.

Credit Card payments will be assessed an additional 2.65% Service Fee.

The Shipping information is now required on the payment form. Please insert ONLY the Permit or Job Site ADDRESS! DO NOT use your physical address.

\* indicates a required field.

### Payment Options

Amount to be charged: \$90.00

Pay with Credit Card  
 Pay with Trust Account  
 Pay with Bank Account

[Submit Payment »](#)

## 11. Step 3: Click on "Upload Plans and Documents"

### 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.

4878 TEST BLVD

FP23-00003-R001

Upload Plans and Documents

### 12. Enter a description > continue

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


### 13. Add the plans and/or documents by selecting browse, this will open your computer folder.

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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 documents of various types into a single PDF document.



Drag and drop files here  
or

Browse

**Files**

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
No results found!						

Continue

- You can also click the files from your computer and drag into the drop box

**Building**

Digital Plan Room  
Record: BD21-00233-R003

Search...

Need help


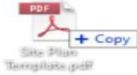
Record Details
Summary
Uploads
Issues
Conditions
Notes
Approved

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 documents of various types into a single PDF document.

**Files**

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
No results found!						

14. Select a document type and write a description of that file. After all files are uploaded select upload and validate


Record Details
Summary
Uploads
Issues
Conditions
Notes
Approved

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 documents of various types into a single PDF document.



Site Plan.pdf

Site Plan

Site Plan

Upload and Validate

**Files**

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
No results found!						

Process Files

The files will process though uploading and validating, the system is checking if the file(s) are an acceptable file type, encrypted signature, corrupted files, etc. and will reject any file(s) that is not allowed.

**Files**

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Site Plan.pdf	Site Plan	Site Plan	VALIDATED		1/23/2023	

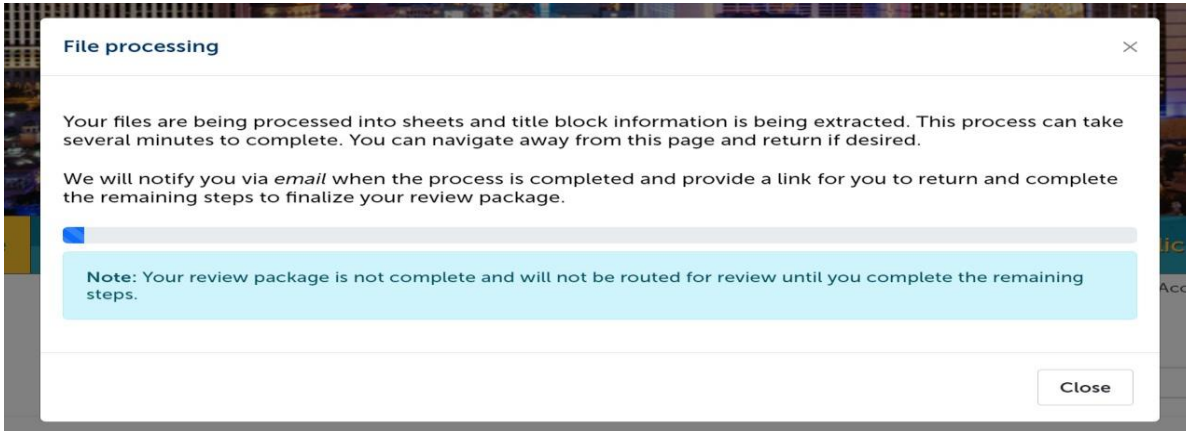
Process Files

15. Once all files show the green *validated*, click "Process Files"

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Site Plan.pdf	Site Plan	Site Plan	VALIDATED		1/23/2023	

Process Files

16. The site will show a *file processing window* and will indicate when the files are processed > select continue



17. If the system was able to identify sheet numbers, then those will be listed. If the system could not identify sheet numbers a message directs you to add the number to any pages that don't have one. This is a mandatory step, and you cannot continue without sheet numbers. The sheet title is optional. When all pages have the sheet number select continue.

**System Message:**  
Sheet number is required. Please check that all the plan sheets have a sheet number assigned.

Digital Plan Room  
Record: BD23-00002-R002  
Address: 4878 TEST BLVD, 89149  
Status: INTAKE

Record Details | Summary | Uploads | Issues | Conditions | Notes | Approved

1 Information | 2 File Processing | 3 Sheet Versioning | 4 Review

**Step 3: Version Plan Sheets**

Displayed below are the sheets extracted from files in this review package. Please review the sheet numbers that automatically populated for each title block to ensure they are correct and match the plan page. If any title block is missing the corresponding sheet number, you will need to manually enter that number. You can save your work and come back later if needed, or click Continue when you are done.

**Sheets**

Showing a total of 1 sheet Show only error sheets

Title Block	Thumbnail	Sheet number and title	Previous Version
		<input type="text" value="Sheet number"/> <small>Sheet number is required</small> <small>Sheet title (optional)</small>	<input type="text" value="Enter a sheet number"/>

Site Plan.pdf (Page: 1)

Continue Save and resume later

**\*\*IMPORTANT NOTE\*\* - NO TWO SHEETS CAN HAVE THE SAME SHEET NUMBER. IF YOUR SUBMITTAL INCLUDES SHEETS WITH THE SAME SHEET NUMBER IT WILL BE FLAGGED AS AN ERROR AND YOU WILL HAVE TO GIVE ONE OF THE SHEETS A DIFFERENT NUMBER.**

18. Step 4: Review what was selected to upload. There are options to edit. If everything correct then select finish.

Digital Plan Room  
Record: FP23-00003  
Address: 4878 TEST BLVD, 89149  
Status: **INTAKE**

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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

**Requirements**

**Edit**

This is the requirements checklist for this package.

Status	Requirement	Message
✓	Plan	

**Files**

**Edit**

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

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Site Plan.pdf	PLAN	Plan	<b>PROCESSED</b>		1/23/2023	

**Finish**

19. Complete! If a message appears that says “your review package has been received,” then the submittal was successful. If you don’t see this screen and caption, the submittal is not complete.

**Success.**  
Your review package has been received.

Digital Plan Room  
Record: FP23-00003-R001  
Address: 4878 TEST BLVD, 89149  
Status: **SUBMITTED**

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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**Review Package Details**

Name: Review Plan Cycle # 1  
Description:  
Status: Submitted  
Date created: 1/24/2023, 10:29:26 AM  
Date submitted: 1/24/2023, 10:38:28 AM

**Files**

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Site Plan.pdf	Plan	Plan	<b>PROCESSED</b>		1/24/2023	