

How to Apply for a Permit Online

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



2. Select building > apply for permits.

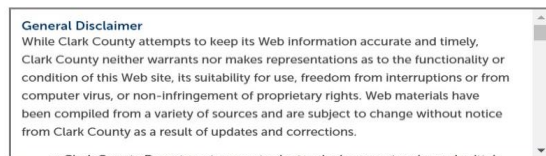


3. Accept the terms of the online application by checking the box > continue application

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.



I have read and accepted the above terms.

[Continue Application »](#)

4. If the account is connected to a license, then a drop-down menu will appear to select a license.

Select a License

Select a License attached to you user profile or select None Applicable if you wish to apply for a permit as an Owner Builder.



5. Select the Permit Type > continue application.

If the incorrect permit type is selected, then the Permit Intake staff will disapprove the application and the process will have to be restarted.

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.

- ▶ Air Space Only Commercial Subdivision
- ▶ Commercial Building Permits - Plans Required
- ▶ Fabricator Records
- ▶ Inspection Agency Records
- ▶ 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)
- ▶ TEST_COM_PL5

[Continue Application »](#)

For this guide we will select a Commercial Building New permit type.

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.

- ▶ Air Space Only Commercial Subdivision
- ▼ Commercial Building Permits - Plans Required
 - Amusement Transportation Systems New
 - Annual Facility Permit
 - Change of Occupancy
 - Commercial Building Addition
 - Commercial Building New
 - Commercial Building Remodel/Repair
 - Commercial Demolition Implosion
 - Commercial Demolition Permit
 - Commercial Fence
 - Commercial Grading
 - Commercial Pool
 - Commercial Sign
 - Commercial Solar
 - Commercial Spa
 - Commercial Temporary Signs
 - Commercial Water Features
- ▶ Fabricator Records
- ▶ Inspection Agency Records
- ▶ 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)
- ▶ TEST_COM_PL5

[Continue Application »](#)

6. Step 1: Search for an address and/or parcel number.

If the address is within Clark County, it will auto fill with the correct address and parcel number.

Step 1: Apply > Page 1

* indicates a required field.

Address

* Street No.: Direction: * Street Name: Street Type:

Unit Type: Unit No.:

Parcel

Auto-fill with

* Parcel Number: Lot:

Book: Block:

7. If the applicant is a licensed contractor, the license number linked to their account will populate.

8. Every permit application requires an Applicant/Contact; choose to select from account or look up.

Contractor

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Applicant/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 **Look Up**

9. The applicant must state the *contractor valuation*.

Contractor Valuation

* Job Value(\$):

10. Enter the *project name* and *work description*.

Project Name and Detailed Description of Work

Add Instructions here

* Name:

* Work Description:

11. Enter the project specifics, select an application type.

Intake

COMMERCIAL INTAKE
Select the scope of work(new, remodel, ect). Select the type of use for the structure.

* Application Type:

---Select---

Adult Care
Amusement Structure
Amusement Ride
Apartment Bldg
Assembly Bldg
Bank
Carport
Casino
Child Care Facility
Condominium
Church
Communication Antenna Co-Locate
Communication Equipment Bldg
Communications Tower
Convalescent Hospital
Duplex
Educational Bldg
FourPlex
Hotel
Provider
Company:
Acreage:

Tenant Number:

Shell Only:
 Yes No

Sanitation: ---Select---

12. Choose the Name of Water Provider Company

Intake

COMMERCIAL INTAKE
Select the scope of work(new, remodel, ect). Select the type of use for the structure.

* Application Type: Amusement Ride
 * Type of Work: New

Tenant Number:
 Shell Only: Yes No

Tenant Name:

BD_BUILDING_INTAKE

Name of Water Provider Company:
 Acreage:

Sanitation:

13. Choose Sanitation

Intake

COMMERCIAL INTAKE
Select the scope of work(new, remodel, ect). Select the type of use for the structure.

* Application Type:
 * Type of Work: New

Tenant Number:
 Shell Only: Yes No

Tenant Name:

BD_BUILDING_INTAKE

Name of Water Provider Company:
 Acreage:

Sanitation:

14. Enter Acreage

Intake

COMMERCIAL INTAKE
Select the scope of work(new, remodel, ect). Select the type of use for the structure.

* Application Type:
 * Type of Work: New

Tenant Number:
 Shell Only: Yes No

Tenant Name:

BD_BUILDING_INTAKE

Name of Water Provider Company:
 Acreage:

Sanitation:

15. Scroll to the bottom on the page > select continue application.

Continue Application »

Save and resume later

16. Select box to acknowledge > continue application.

Step 1: Apply > Page 2

* Indicates a required field.

Electronic Plan Review

PLAN ROOM ACKNOWLEDGEMENT

* I acknowledge that I will upload plans, supporting documentation, and attachments:

Continue Application »

Save and resume later

17. Step 2: Review the information you have entered and select Continue Application

will upload plans, supporting documentation, and attachments:

Continue Application »

Save and resume later

18. Step 3: Click on "Upload Plans and Documents"

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

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

BD23-00006

Upload Plans and Documents

19. 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

20. 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

Search [input] [button]

Digital Plan Room
Record: BD21-00233-R003 [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

Click to view the requirements checklist for this review package. Requirements

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] [PDF icon] + Copy Site Plan Template.pdf

Files

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

21. 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.

Drag and drop files here or [Browse]

Site Plan.pdf

Site Plan [dropdown] [input] [x]

[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 is an acceptable file type, encrypted signature, corrupted files, etc. and will reject any files that are not allowed.

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Site Plan.pdf	Site Plan	Site Plan	VALIDATED	[redacted]	1/23/2023	[edit] [trash]

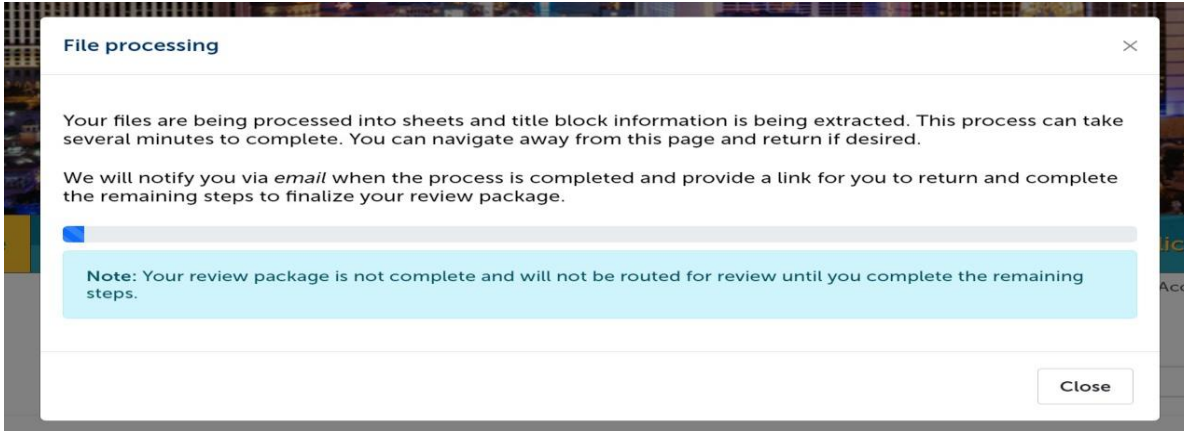
Process Files

22. 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

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



24. 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 Need help

Record: BD23-00002-R002

Address: 4878 TEST BLVD, 89149

Status: INTAKE

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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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
---	---	<div style="border: 1px solid #ccc; padding: 5px;"> <input style="width: 90%;" type="text" value="Sheet number"/> </div> <p style="font-size: x-small; margin-top: 5px;">Sheet number is required</p> <p style="font-size: x-small; margin-top: 5px;">Sheet title (optional)</p>	<div style="border: 1px solid #ccc; padding: 10px; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;"> Enter a sheet number </div>

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.**

25. 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
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1 Information 2 File Processing 3 Sheet Viewing **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	PROCESSED		1/23/2023	

Finish

26. 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: BD21-00233-R003

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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Review Package Details

Name: Review Plan Cycle # 1
 Description: Stuff
 Status: Accepted
 Date created: 4/13/2021, 3:37:10 PM
 Date submitted: 4/13/2021, 3:53:07 PM

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Site Plan Template.pdf	Current Site Plan	Site Plan	ACCEPTED	epermithub serviceaccount	4/13/2021	
County Permit App (Carroll).pdf		Architectural Plans	ACCEPTED	epermithub serviceaccount	4/13/2021	