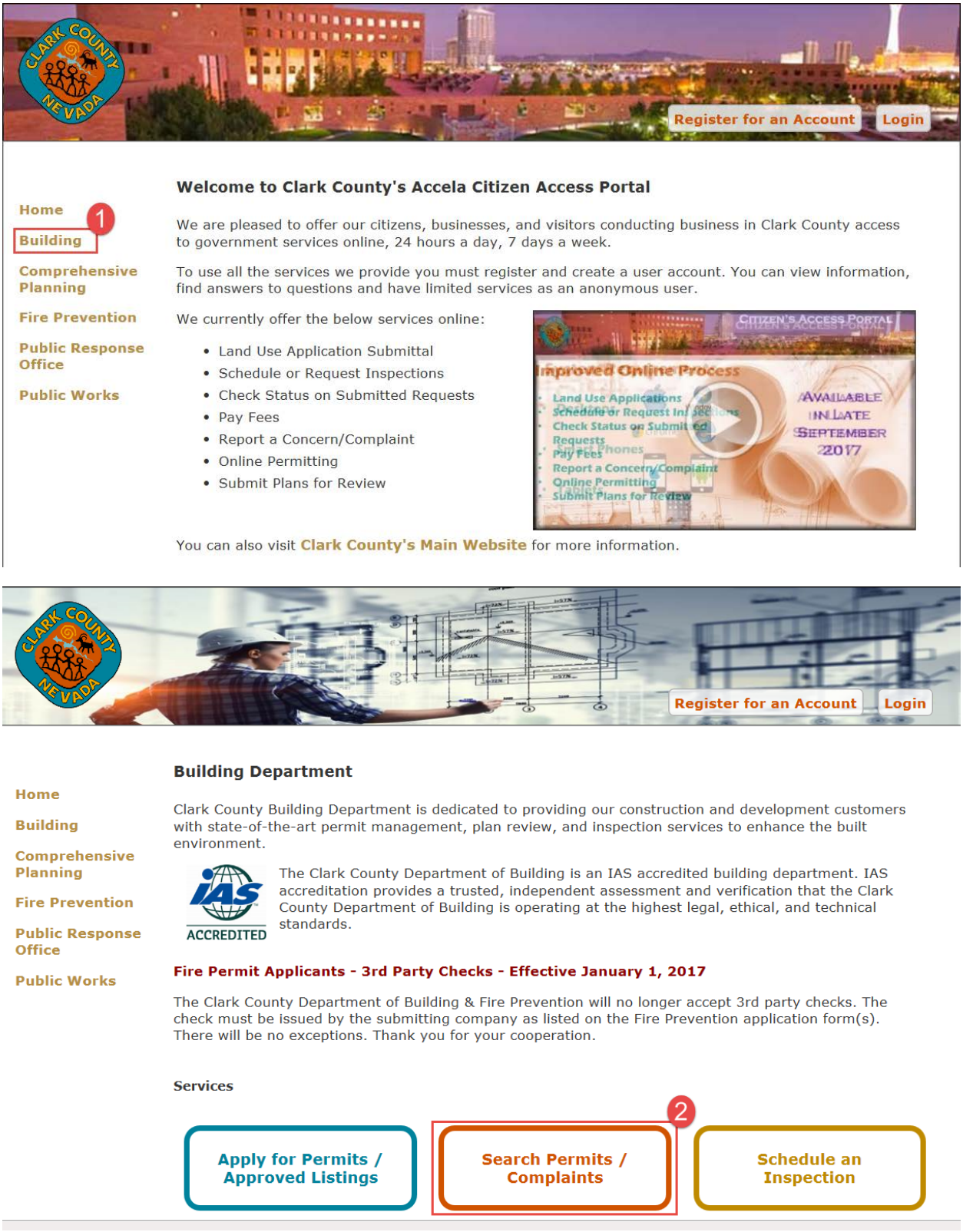
Appendix C
(TG-17)

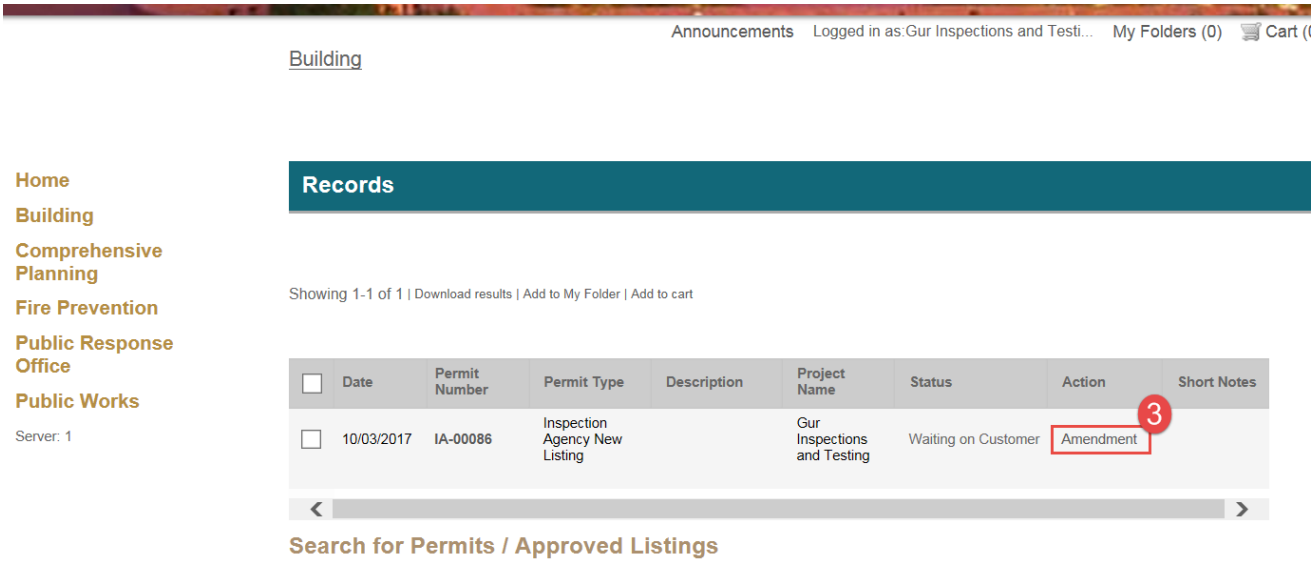
Citizen Access Portal New Personnel Instructions

New Personnel

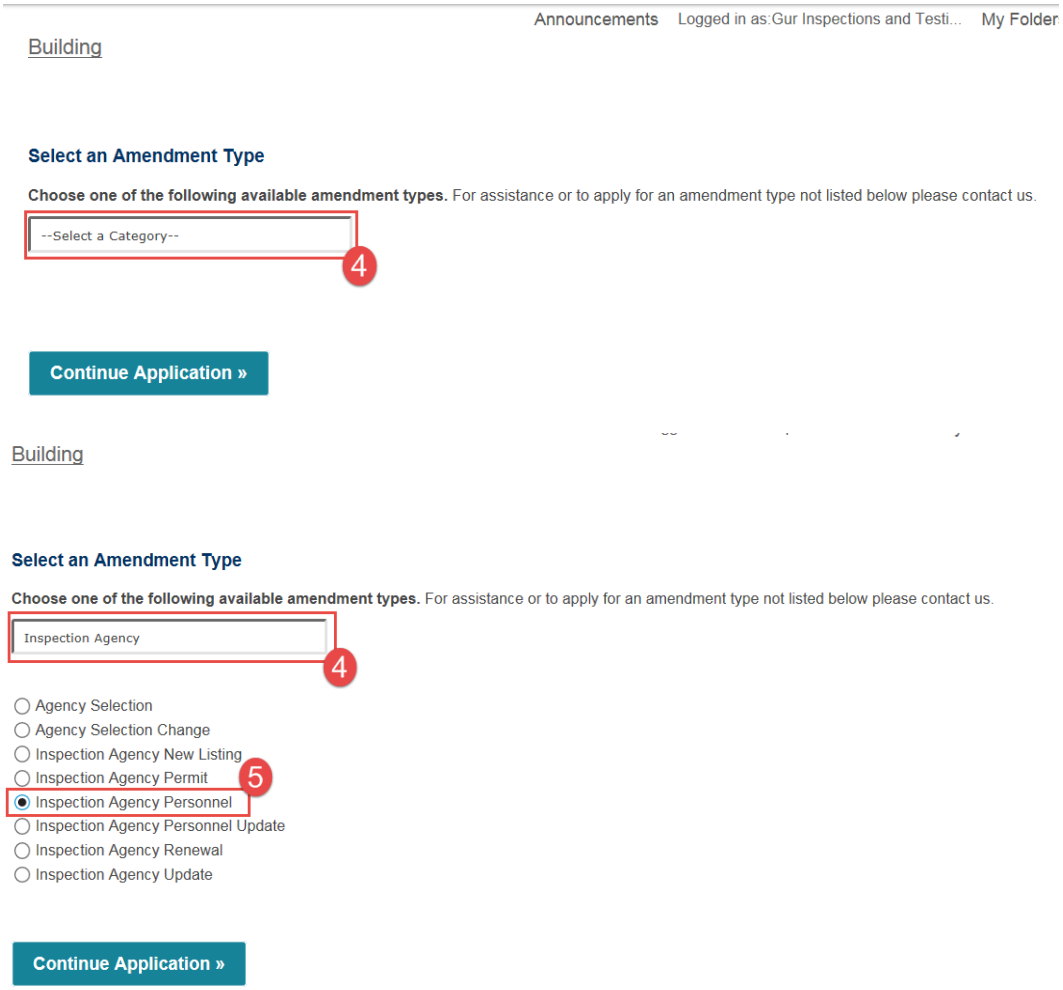
Log into the Accela Citizen Access Portal and select **Building**, then **Search for Permits**.



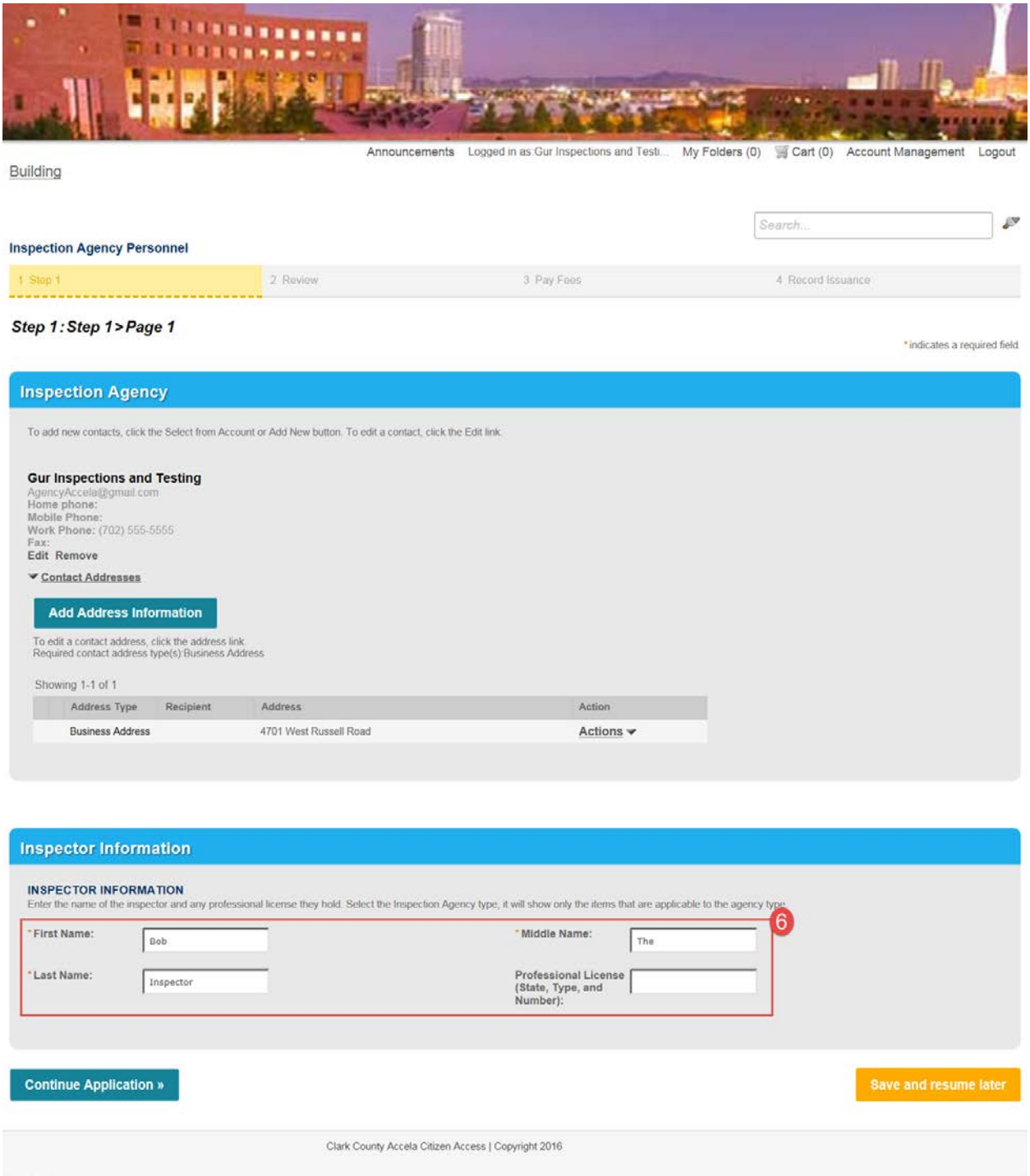
Locate the agency record, and select **Amendment.**



Choose the amendment type of **Inspection Agency** and choose **Inspection Agency Personnel**

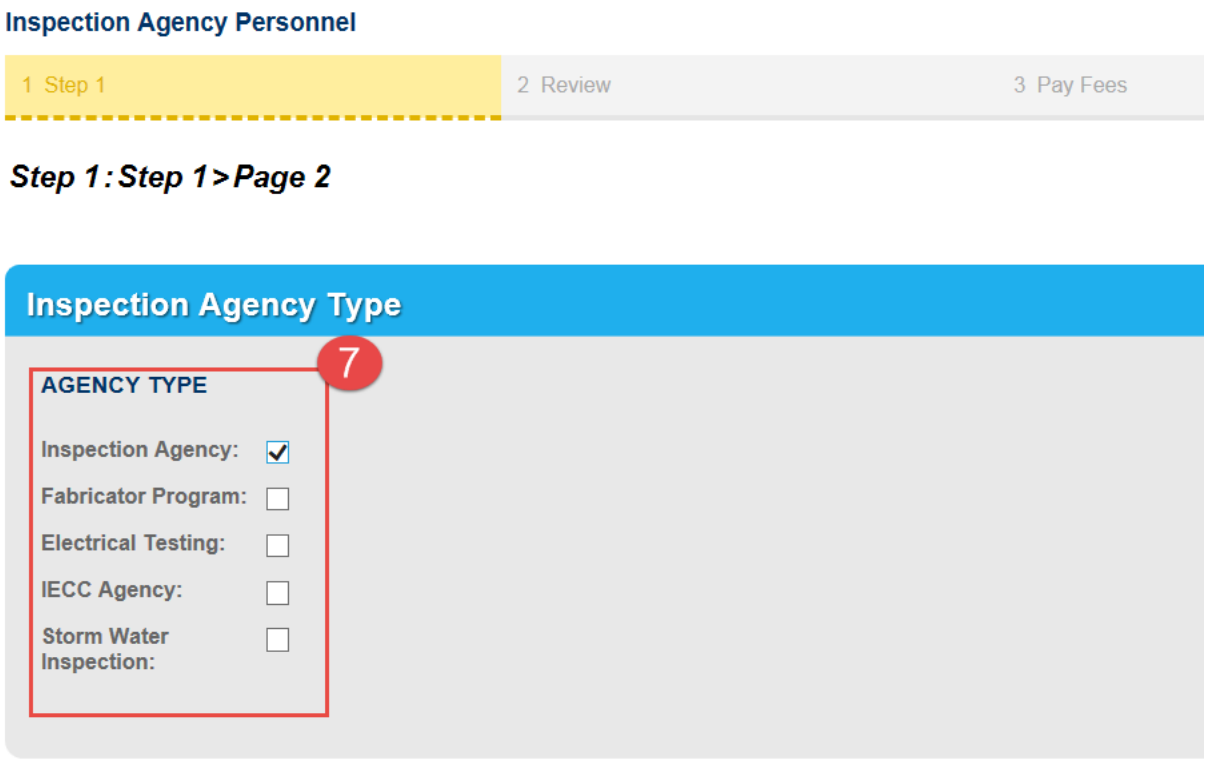


This will open up an application for the new personnel. Enter in the **First**, **Middle**, and **Last Name**.

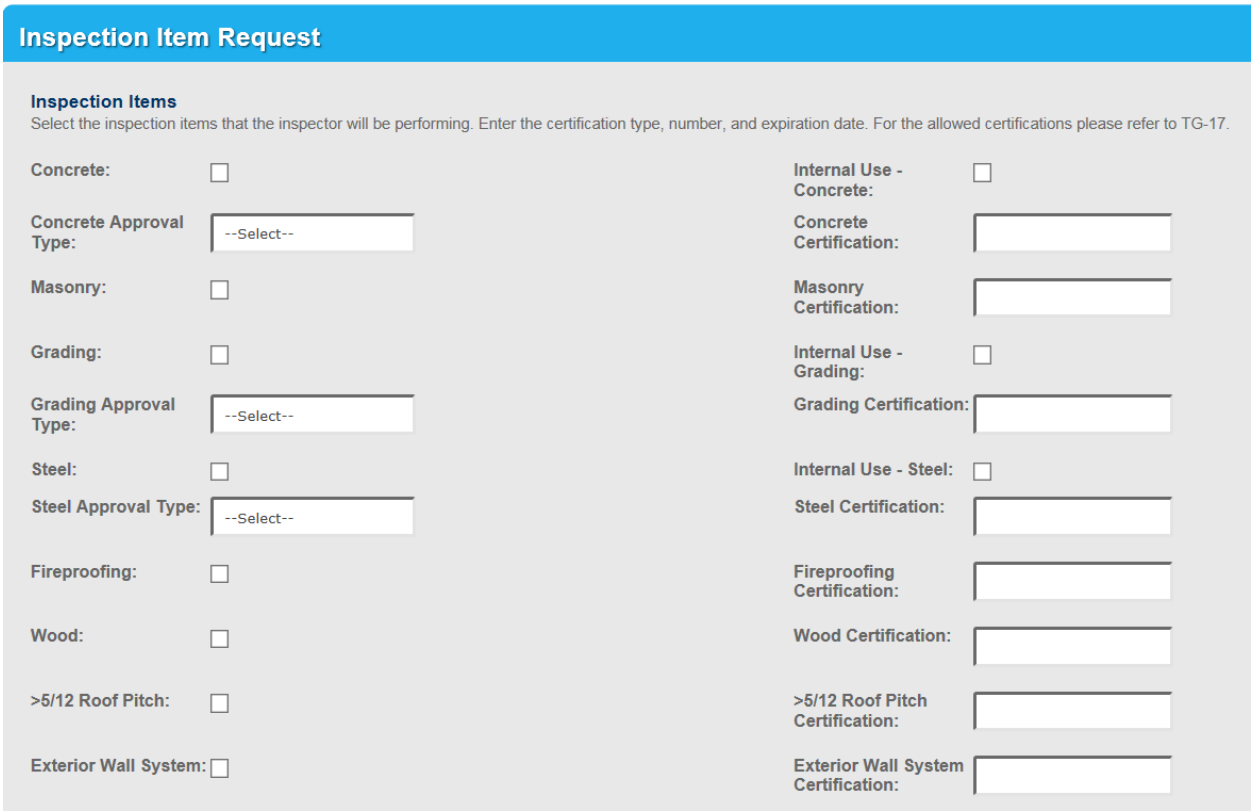


If the inspector is in the system you will be notified to use **Inspection Agency Personnel Update.**

Choose the agency type. This will remove inspection items that do not pertain to your agency.

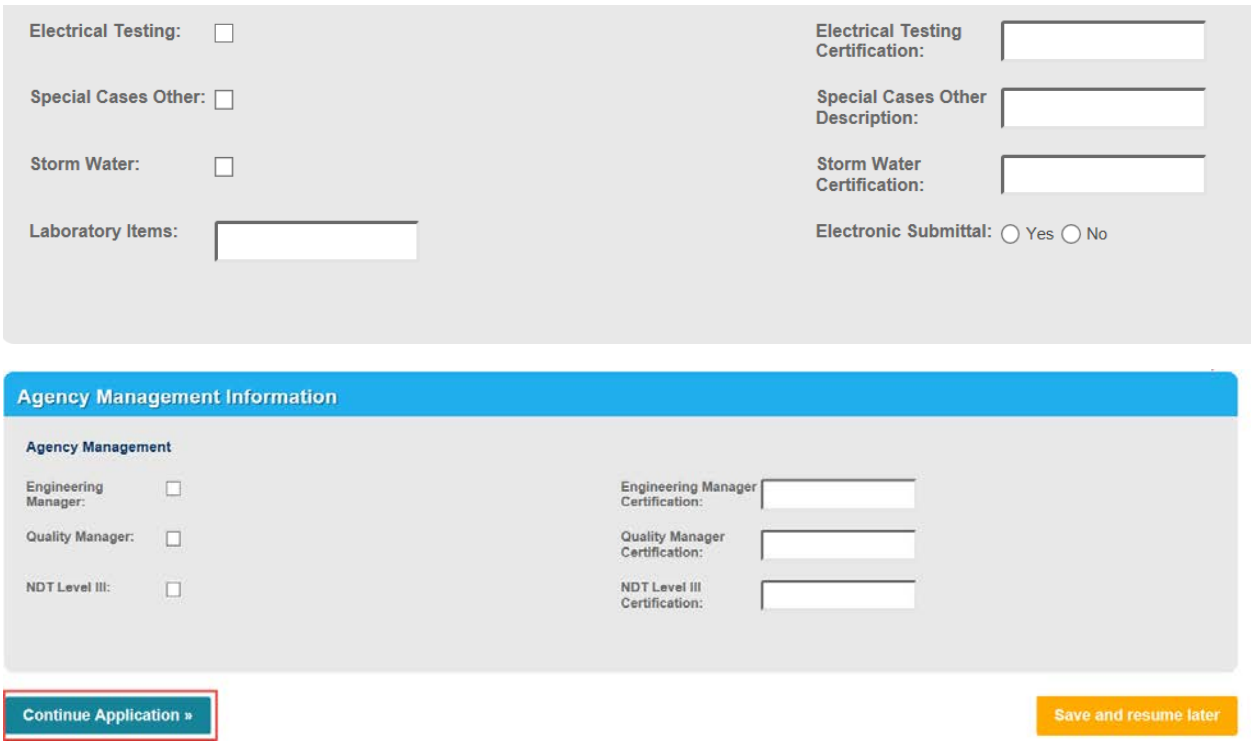


Select the item, the item approval type, and enter their certification information.

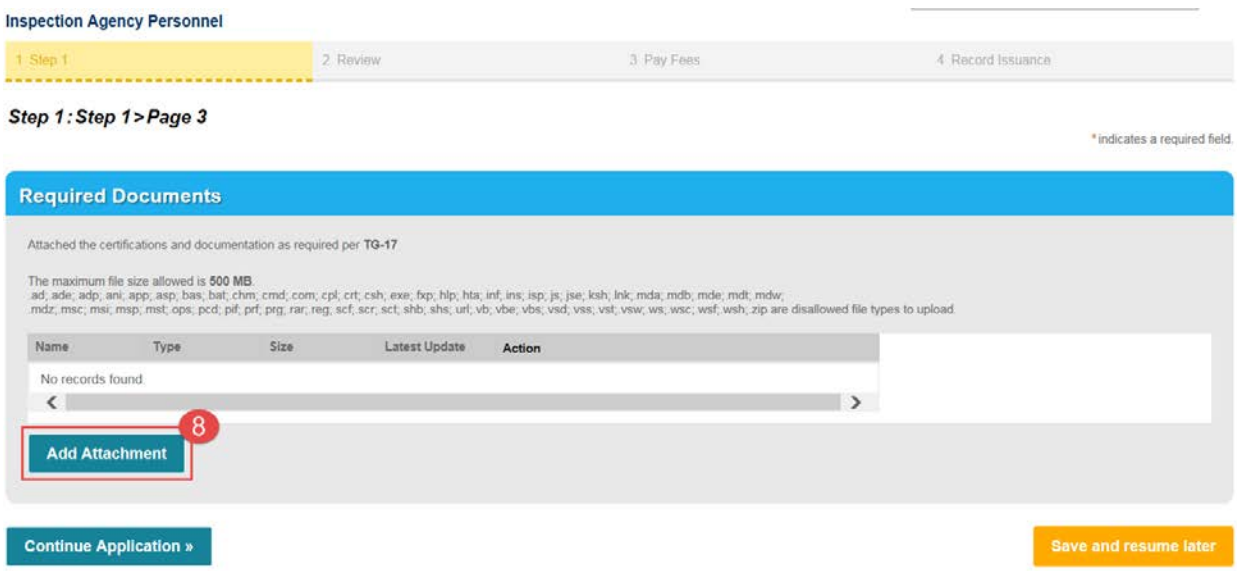


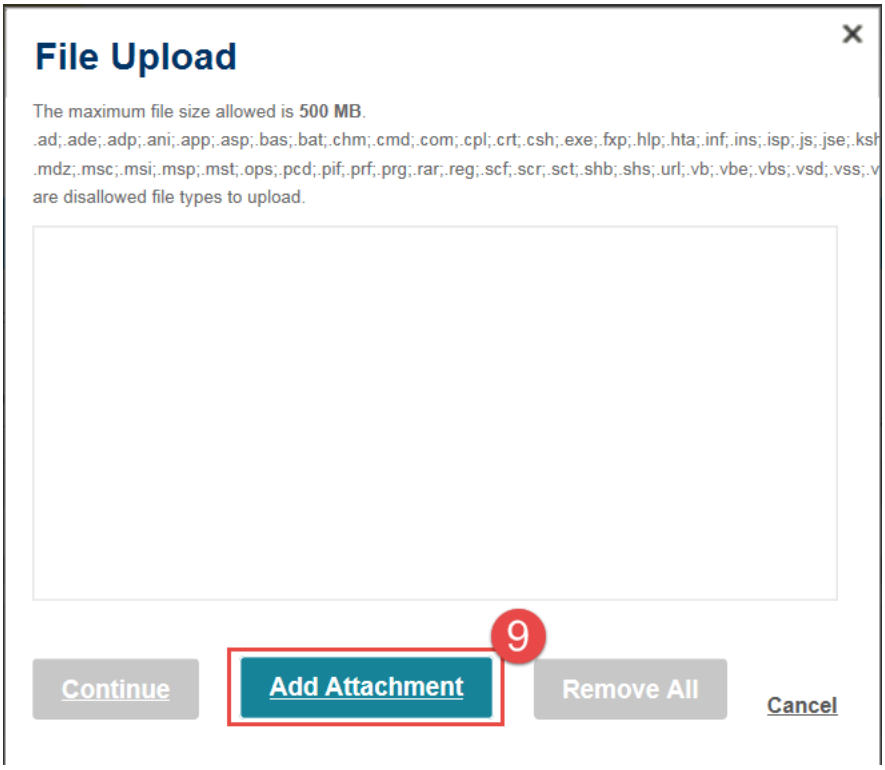
Fire Penetration and Joint:	☐	Fire Penetration and Joint Certification:	
Special Case Anchors:	☐	Internal Use - Special Case Anchors:	☐
Special Case Anchors Approval Type:	--Select--	Special Case Anchors Certification:	
Cast-In-Place Deep Foundation:	☐	Cast-In-Place Deep Foundation Certification:	
Helical Pile Foundation:	☐	Helical Pile Foundation Certification:	
Driven Deep Foundation:	☐	Driven Deep Foundation Certification:	
Smoke Control:	☐	Smoke Control Certification:	
Garage Ventilation:	☐	Garage Ventilation Certification:	
Test and Air Balance:	☐	Test and Air Balance Certification:	
System Commissioning:	☐	System Commissioning Certification:	
Energy Efficiency Testing:	☐	Energy Efficiency Testing Certification:	

ATS:	☐	Internal Use - ATS:	☐
ATS Approval Type:	--Select--	ATS Certification:	
FAB Steel:	☐	FAB Steel Internal Use:	☐
FAB Steel Approval Type:	--Select--	FAB Steel Certification:	
FAB Concrete:	☐	FAB Concrete Internal Use:	☐
FAB Concrete Approval Type:	--Select--	FAB Concrete Certification:	
FAB Wood:	☐	FAB Wood Internal Use:	☐
FAB Wood Approval Type:	--Select--	FAB Wood Certification:	
Ultrasonic Testing:	☐	Ultrasonic Certification:	
Ultrasonic - Seismic:	☐	Ultrasonic - Seismic Certification:	
Penetrant Testing:	☐	Penetrant Certification:	
Magnetic Particle Testing:	☐	Magnetic Particle Certification:	
Radiographic Testing:	☐	Radiographic Certification:	
Electrical Testing:	☐	Electrical Testing Certification:	



After clicking on **Continue Application**, the process will proceed to page 3. Upload PDF's of the inspector's certifications, TG acknowledgement forms, and any other information required to review the application.




File Upload
The maximum file size allowed is 500 MB.
.ad;.ade;.adp;.ani;.app;.asp;.bas;.bat;.chm;.cmd;.com;.cpl;.crt;.csh;.exe;.fxp;.hlp;.hta;.inf;.ins;.isp;.js;.jse;.ksh
.mdz;.msc;.msi;.msp;.mst;.ops;.pcd;.pif;.prf;.prg;.rar;.reg;.scf;.scr;.sct;.shb;.shs;.url;.vb;.vbe;.vbs;.vsd;.vss;.v
are disallowed file types to upload.
9
Continue
Add Attachment
Remove All
Cancel

File Upload
The maximum file size allowed is 500 MB.
.ad;.ade;.adp;.ani;.app;.asp;.bas;.bat;.chm;.cmd;.com;.cpl;.crt;.csh;.exe;.fxp;.hlp;.hta;.inf;.ins;.isp;.js;.jse;.ksh
.mdz;.msc;.msi;.msp;.mst;.ops;.pcd;.pif;.prf;.prg;.rar;.reg;.scf;.scr;.sct;.shb;.shs;.url;.vb;.vbe;.vbs;.vsd;.vss;.v
are disallowed file types to upload.
Accreditation.pdf
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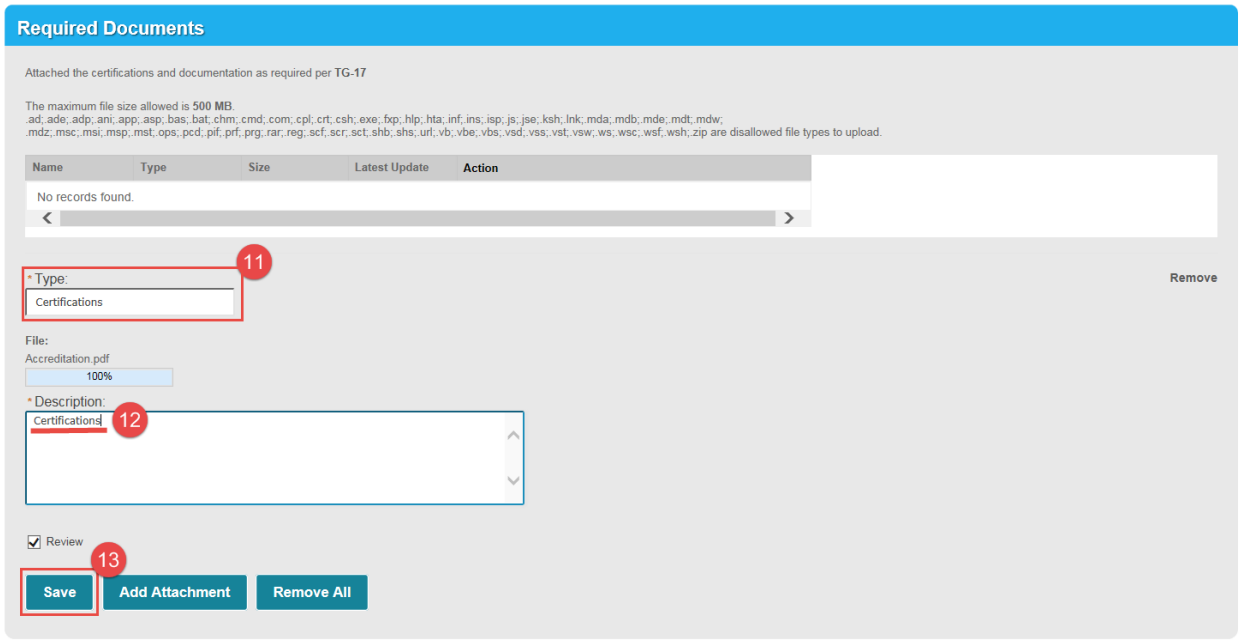
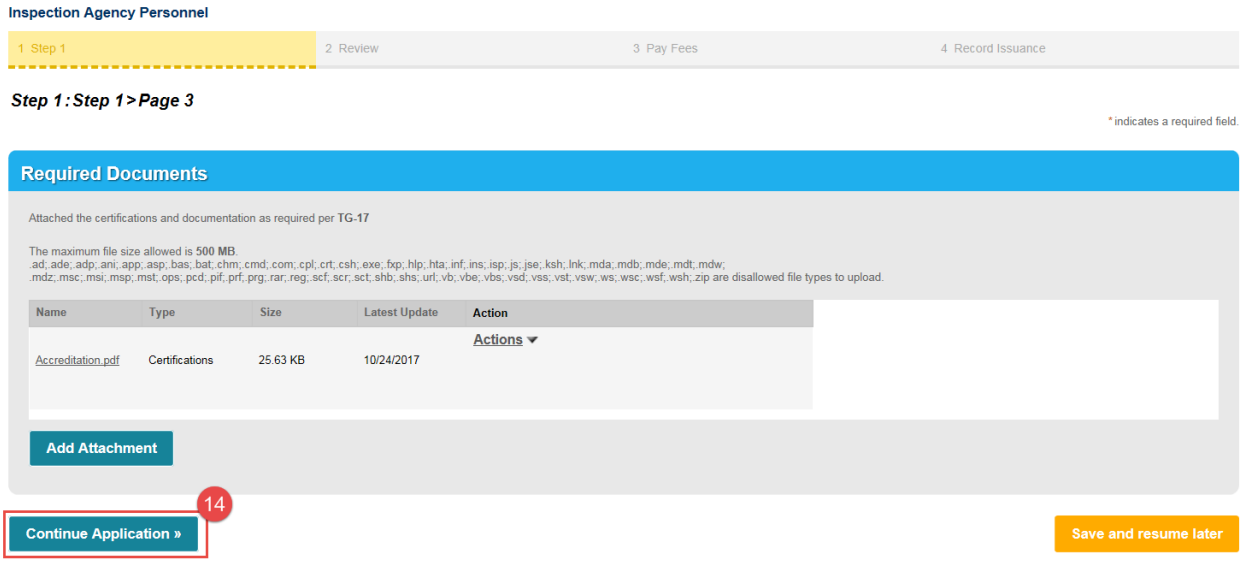
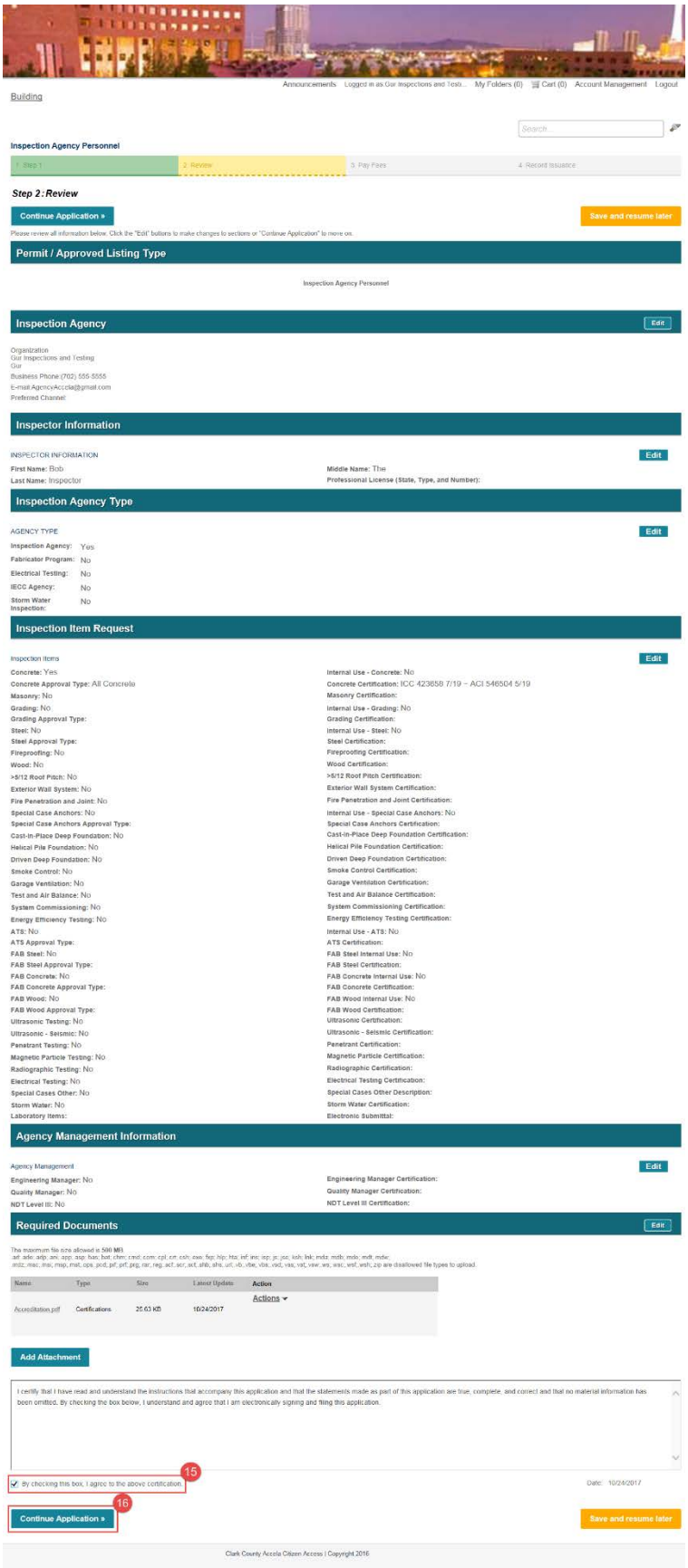
10
Continue
Add Attachment
Remove All
Cancel

Choose the document type, enter a description, and then click on save.



Click on **Continue Application** when you have uploaded all of the files.





Review the application to unsure completeness. Check the box at the bottom and click on **Continue Applciation**.

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.

No Address

Clark County staff will review the application, assess fees, and be in contact with your agency.