



Clark County Building Department

4701 West Russell Road • Las Vegas NV 89118
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Division:	Engineering	Policy & Procedure:	TG-16
Subject:	Inspection Agency Obligations	Effective Date:	01/31/2001
Code:	BAC 22.02.530(A)	Revised Date:	06/08/2022

1.0 PURPOSE: **BAC 22.02.530(A)** - To perform special inspections as set forth in the technical codes, a Quality Agency must be approved by the Building Official, who shall maintain a list of approved Agencies. The Building Official shall establish rules and regulations for approval and listing, as well as for the conduct of any approved agency. Rules and regulations for the approval and listing requirements shall be contained in technical guidelines.

2.0 SCOPE: Obligations are detailed for the initial application process, annual renewal process, quality management, engineering management, audits/performance evaluations, and reporting functions.

3.0 ABBREVIATIONS & ACRONYMS:

- AASHTO:** American Association of State Highway and Transportation Officials
- AMRL:** AASHTO Materials Reference Laboratory
- ASNT:** American Society for Nondestructive Testing
- A2LA:** American Association for Laboratory Accreditation
- BAC:** Building Administrative Code
- CCRL:** Cement and Concrete Reference Laboratory
- EM:** Engineering Manager
- IAS:** International Accreditation Service
- ISO:** International Organization of Standardization
- NIST:** National Institute of Standards and Technology
- NVLAP:** National Voluntary Laboratory Accreditation Program
- QCM:** Quality Control Manager
- QSM:** Quality System Manual
- TG:** Technical Guideline

4.0 DEFINITIONS: For the purposes of this technical guideline certain terms, phrases, words and their derivatives shall be construed as specified in this section and the Building Administrative Code of Clark County.

5.0 REFERENCES:

- Clark County Building Administrative Code
- Technical Guideline 015
- Technical Guideline 017

6.0 RESPONSIBILITIES:

6.1 Initial Approval:

- 6.1.1 The Agency shall provide the information required in Section 7.1.
- 6.1.2 Agencies that maintain an engineering manager are eligible to be listed as a prime agency, on the special inspection agreement. Agencies that do not have or have not maintained an engineering manager are eligible to maintain an approval status as a subcontract/testing agency. Some areas of inspection require agencies to have an engineering manager, to be listed on the Clark County inspection agreement.

- 6.1.2.1 Inspection Items that do not require an engineering manager are listed below:
- Test and Air Balance
 - Energy Efficiency Testing
 - System Commissioning
 - Electrical Testing
 - FAB Shop Inspections

6.2 **Agency Annual Renewal Process:**

6.2.1 The Quality Agency shall provide the information required in Section 7.2.

6.2.2 **Quality Control Manager Responsibilities**

6.2.2.1 The quality control manager shall ensure all inspectors have completed the required quarterly training.

6.2.2.2 The quality control manager or the designated auditor shall perform an on-site audit of all inspection personnel on a semi-annual basis to ensure the inspector's continuing competency to perform the special inspection functions.

6.2.2.3 The quality control manager shall keep a current yearly summary of the audits and provide all audit records within 24 hours upon request.

6.2.2.4 The quality control manager or the agency designated auditor shall use the Internal Special Inspection Audit form to document the audits.

- The personnel audits may be performed on non-Clark County projects.
- The designated ASNT Level III inspector shall perform at least one field audit of each of the NDT Level II inspectors annually.
 - The audits shall verify that the inspector can set-up, calibrate, and properly perform the NDT procedures.
 - The ASNT Level III inspector shall use a test plate during the audit to verify the competency of the inspectors.

6.2.2.5 The quality control manager or the agency designated auditor shall perform an in-depth field audit of two projects per year.

- The quality control manager or the designated auditor shall use the Internal Project Audit form to document the audits.
- Field audits must be fully documented and include all paperwork reviewed and photographs of critical tasks observed.

6.2.2.6 Revisions to the quality systems manual due to revised technical guidelines shall be incorporated into the existing manual and submitted as needed or when requested by the Clark County Building Official or their designee. The agency shall submit a revised manual within 2 weeks from the time of the request.

- Any revisions to the forms must be submitted to Clark County Building Department for review and approval prior to use.

6.2.3 **Engineering Manager Responsibilities**

6.2.3.1 The engineering manager shall review the agency quality system manual and the quality system process of the agency on an annual basis.

6.2.3.2 The engineering manager shall use the Internal Office Audit form to document the annual field audits.

6.2.3.3 The Engineering Manager shall be the responsible individual in charge of all laboratory activities in accordance with ASTM Standard E329 and the BAC.

6.2.4 The Agency is responsible for the payment of required fees when fees are accessed.

6.3 **Field Audits/Performance Evaluations:**

To verify compliance with technical guidelines quality agencies and their personnel are subject to unannounced or scheduled field audits/performance evaluations by Clark County Building Department staff at any time.

7.0 PROCEDURE:

7.1 **Initial Application Process:**

Application shall be made in accordance with this procedure.

7.1.1 **Application**

7.1.1.1 Agency shall apply online to request a new agency listing, on Clark County Citizen Access Portal (Appendix C – New Agency Listing - Citizen Access Instructions)

- The agency shall create an account.
- The agency account shall utilize agency email address.
 - The email shall not contain an individual's name.
- The name of the quality agency shall be the name as listed on the incorporation documents and Clark County Business License.

7.1.2 **Fees.** Fees are detailed in the Clark County Building Administrative Code.

7.1.2.1 The Agency is responsible for the payment of required fees when fees are accessed.

7.1.3 **Required Information.**

7.1.3.1 Completed Form 862 - Technical Services Acknowledgement Statement and Form 863 - Calibration Program and Testing Methods. The forms are contained in Appendix A.

- The items listed on Technical Services Acknowledgement Statement must correspond to the approvals of the agency listed special inspectors, with the exclusion of the following:
 - Fire Penetration
 - Non-Destructive Testing
 - Steel
 - and Wood items.

7.1.3.2 Incorporation documents

7.1.3.3 List of current corporate directors.

7.1.3.4 Approved nationally recognized accreditation as required per Appendix B – Agency Accreditation Requirements.

- The accreditation certificate shall list the special inspection areas of inspections that the agency is accredited for.
- Agencies may request approval of an inspection category that is not within the scope of accreditation issued by the accreditation body.
- Home energy rating software accreditation, when applicable.

7.1.3.5 Current errors and omission insurance certificate.

- Not required unless agency is required to have an Engineering Manager.

7.1.3.6 Current Clark County business license.

- Not required when agencies are performing inspections outside of Clark County geographical limits.

7.1.3.7 Completed Quality Control Manager Declaration Letter.

7.1.3.8 Completed Engineering Manager Declaration Letter, when applicable.

7.1.3.9 Completed ASNT Level III Examiner Declaration Letter, when applicable.

7.1.3.10 Lists of personnel that agency plans to use in providing those services, in accordance with TG-17.

- The agency shall add personnel through the Clark County Citizen Access Portal when directed.

7.1.3.11 Serialized field and laboratory equipment list with the corresponding current calibration record summary and the current calibration reports, as applicable.

- The list shall include the serial number and/or inventory number, make, model, description, calibration performed by, date calibrated, calibration due date.

7.1.3.12 A quality systems manual shall be prepared in accordance with TG-15.

- Daily Report forms must be submitted to Clark County Building Department for review and approval prior to use.
- The agency is required to provide the blank forms that will be used to verify compliance with the technical guidelines as follows:

- In-house training
- Internal office audit
- Internal project audit
- Internal project audit summary
- Internal special inspection audit
- Internal special inspection audit summary
- Personnel summary report

7.2 **Annual Renewal Process.**

7.2.1 **Application**

Agency shall apply online for its annual agency renewal through the Clark County Citizen Access Portal. (Appendix C – Agency Annual Renewal - Citizen Access Instructions)

- The agency shall log in and select “Amendment” on the inspection agency record (IA-XXXXX).
- The name of the quality assurance agency, shall be the same as listed on the incorporation documents.

7.2.2 **Fees.** Fees are detailed in the Building Administrative Code of Clark County.

7.2.2.1 The Quality Assurance Agency is responsible for the payment of required fees when fees are accessed.

7.2.3 **Required Information.**

7.2.3.1 Agency must provide the completed Form 862 - Technical Services Acknowledgement Statement and Form 863 - Calibration Program and Testing Methods. The forms are contained in Appendix A.

- The items listed on the forms must correspond to the approvals of the agency’s listed special inspectors.
- The agency’s inspection items will be adjusted based on the current approved listings of the personnel each year.
- New agency inspection item requests shall be submitted separately.

7.2.3.2 List of current corporate directors.

7.2.3.3 Agency Requirements per Appendix B

- An accreditation certificate issued by a nationally recognized accreditation body acceptable to the Clark County Building Official or their designee shall be included with the application.
 - The accreditation certificate shall list the special inspection areas of inspections that the agency is accredited for.
 - Accreditation agency assessment results and correspondence(s) related thereto shall be included with the annual renewal application.
 - All assessment findings noted on the assessment report must be resolved prior to the annual renewal.
 - Home energy rating software accreditation, shall be provided when applicable.

7.2.3.4 Current Clark County business license.

- Not required when agencies are performing inspections outside of Clark County geographical limits. (unincorporated cities)

7.2.3.5 Current certificate of Error and Omissions Insurance as required in the BAC.

7.2.3.6 Completed Quality Control Manager Declaration Letter.

7.2.3.7 Completed Engineering Manager Declaration Letter, when applicable.

7.2.3.8 Completed ASNT Level III Examiner Declaration Letter, when applicable .

7.2.3.9 A personnel summary report containing; listed personnel name, current approvals, certification type, and certifications expiration date for each listed approval.

- Agencies are required to remove personnel through the Clark County Citizen Access Portal prior to renewing.
- Update existing personnel certifications or new inspection agency personnel item requests shall be submitted separately.
- Agencies are responsible for keeping their inspection personnel certifications up to

date. Agencies and the inspector listing will be adjusted during annual renewal to match the current valid certifications.

7.2.3.10 Serialized field and laboratory equipment list with the corresponding current calibration record summary, as applicable.

- The list shall include the serial number and/or inventory number, make, model, description, calibration performed by, date calibrated, calibration due date.

7.2.3.11 A log of in-house training dates, personnel attendance and topics related to the special inspection process.

- Continuing education shall be as stipulated by the Nevada Revised Statutes NRS 278.577, which allows certain cities and counties to require certification and continuing education for persons who act as building official, review plans or inspect structure or building or portion thereof, as per Subsection Three. The agency must provide documentation of inspector training.

- Each inspector is required to comply with the training requirement.

7.2.3.12 Internal special inspection audit summary.

- The summary report shall list the date, inspector name, auditor name, project name, jurisdiction, daily report number, permit number, results, and resolutions to findings shall be included with the application.

7.2.3.13 Internal project audit summary.

- The summary report shall list the date, project name, auditor name, jurisdiction, permit number, results, and resolution of findings shall be included with the application.
- Two projects must be audited in depth per year.
- Audits must be fully documented and include all paperwork reviewed, and photographs of critical tasks observed
- Mandated audits designated by Clark County Building Department staff are in addition to the two required project audits in the renewal period.

7.2.3.14 Internal office audit

7.2.3.15 For items listed above in Section 7.2 that are not applicable to your agency or personnel; please submit a detailed explanation letter indicating why the requirements is inapplicable, in lieu of the requirement.

7.3 **Change in Agency Listed Information**

7.3.1 **Application Form.**

7.3.1.1 The Agency shall apply online for an Agency Update through the Clark County Citizen Access Portal (Appendix D – Agency Update Request - Citizen Access Instructions)

- The agency account holder shall log in and select “Amendment” on the inspection agency record (IA-XXXXX).

7.3.2 **Fees.** Fees are detailed in the Building Administrative Code of Clark County.

7.3.2.1 The Agency is responsible for the payment of required fees when fees are accessed.

7.3.3 **Type of Change.**

7.3.3.1 **Change of Agency Name** – Changing the agency name due to a DBA is allowed as a revision. A new business license, insurance certificate, and accreditation certificate, all with the new DBA name listed must be submitted.

7.3.3.2 **Change of Engineering or Quality Control Manager** – A personnel request with the revised quality control manager and/or engineering manager is required. Applicable forms must be submitted. Interviews are required for the new quality control manager and/or engineering manager.

7.3.3.3 **Change of Address** – An agency revision for revised address is required. Agencies with laboratory testing will require a site audit.

7.3.3.4 **Change of Contact Information** – An agency revision with the revised email, telephone number, or fax number is required.

7.3.3.5 **New Special Inspection Items** - When requesting new or removal of special inspection items the agency shall provide a revised and completed form 862. The forms are contained in TG-15. The agency shall also submit a revised accreditation certificate, as applicable.

7.4 **Agency Project Specific Approval.**

7.4.1 **Application Process.**

7.4.1.1 Agency shall apply online as a new agency on Clark County Citizen Access Portal.

- The agency shall create an account utilizing the email address of the main office.
- The email shall not contain an individual's name.
- The quality agency shall select Permit Specific Approval as the type of agency.

7.4.2 **Fees.** Fees are detailed in the Building Administrative Code of Clark County.

7.4.2.1 The Quality Agency is responsible for the payment of required fees when fees are accessed.

7.4.3 **Required Information.**

7.4.3.1 Agencies requesting project specific approval shall comply with Section 7.1 with the following exceptions.

- Agency accreditation certificate is not required.
- A preapproval meeting is not required.
- EM and QCM interviews are not required.

7.5 **Clark County Responsibilities**

7.5.1 Staff will review and disposition the initial and annual renewal applications.

7.5.1.1 Agencies will be evaluated monthly to verify compliance that the items listed on Agencies Technical Services Acknowledgement Statement and the Approved Listing corresponds to the approvals of the agencies listed special inspectors, with the exclusion of Fire Penetration, Non-Destructive Testing, Steel, and Wood items.

7.5.1.2 The agency will be notified of any issues and provided time to correct the issues prior to the agency approval being modified.

8.0 RECORDS:

8.1 **Initial application process.**

Correspondence and documents issued in accordance with Section 7.1

8.1.1 Completed application forms shall be maintained for two years after receipt.

8.1.2 Approved Quality Systems Manual shall be maintained for the life of the agency.

8.1.3 Correspondence generated during review process shall be kept for a minimum of one year from the issue date.

8.2 **Agency Annual Renewal Process:**

Correspondence and documents issued in accordance with Section 7.2.

8.2.1 Completed application forms shall be maintained for two years after receipt.

8.2.2 Correspondence generated during the review process shall be maintained for a minimum of one year from the issue date.

9.0 ATTACHMENTS:

- Appendix A – Form 862 - Technical Services Acknowledgement Statement
- Form 863 - Calibration Program and Testing Methods Acknowledgement Statement
- Form 870 - ASNT Level III Examiner Declaration Letter
- Form 871 - Engineering Manager Declaration Letter
- Form 872 - Quality Control Manager Declaration Letter
- Appendix B – Agency Accreditation Requirements
- Appendix C – New Agency Listing - Citizen Access Instructions
- Agency Annual Renewal - Citizen Access Instructions
- Appendix D – Agency Update Request - Citizen Access Instructions

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Date Prepared: 2022

Revision History:

Title	Revision/Approved Date	Effective Date
TG-16	June 8, 2022	June 8, 2022
TG-16-2018	December 11, 2018	December 11, 2018
TG-16-2014	October 10, 2014	November 1, 2014
TG-16-2011	February 25, 2011	March 4, 2011
TG-16-2009	April 17, 2009	April 24, 2009
TG-16-2004	November 16, 2004	November 18, 2004
TG-16-2000	December 26, 2000	January 31, 2001

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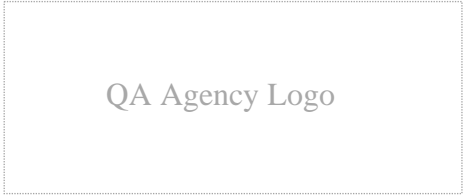
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APPENDIX A

(TG-16)

**Form 862 Technical Services Acknowledgement Statement
Form 863 Calibration Program and Testing Methods Acknowledgement Statement
Form 870 ASNT Level III Examiner Declaration Letter
Form 871 Engineering Manager Declaration Letter
Form 872 Quality Manager Declaration Letter**



**COMPANY LETTERHEAD
ADDRESS, TELEPHONE, EMAIL**

TECHNICAL SERVICES ACKNOWLEDGMENT

DATE _____

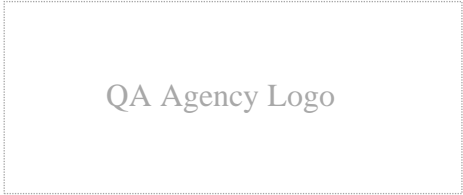
COMPANY NAME _____ will perform the inspection and testing services for the following inspection categories as listed below:

- Amusement Transportation Systems**
- Concrete**
- Post Installed Anchor**
- Concrete Laboratory Testing**
- Fireproofing**
- Fireproofing Laboratory Testing**
- Exterior Wall System**
- Grading**
- Grading Laboratory Testing**
- Chemical Laboratory Testing**
- Masonry**
- Masonry Laboratory Testing**
- Wood**
- 5/12 Roof Pitch**
- Steel**
- Special Cases**
- Electrical Testing**
- Cast-In-Place Foundations**
- Drilled Deep Foundation Elements**
- Helical Piles**
- Fire-Resistant Penetration and Joint**
- Smoke Control**
- Testing and Air Balance**
- Garage Ventilation**
- System Commissioning**
- Energy Efficiency Testing**
- FAB Concrete**
- FAB Wood**
- FAB Steel**
- Ultrasonic Testing**
- Ultrasonic Seismic Testing**
- Magnetic Particle Testing**
- Penetrant Testing**
- Radiographic Testing**

We acknowledge that inspection and testing services for all projects shall be performed per the Clark County Building Administrative Code, International Building Code, technical guidelines, technical codes, and any applicable referenced standards for the code year in which projects were approved. The quality assurance agency shall perform its services in compliance with codes, policies, and guidelines adopted by Clark County and the jurisdictions that utilize the Clark County approved listings.

QUALITY CONTROL MANAGER
SIGNATURE

ENGINEERING MANAGER
SIGNATURE



QA Agency Logo

**COMPANY LETTERHEAD
ADDRESS, TELEPHONE, EMAIL**

**CALIBRATION PROGRAM & TESTING METHODS
ACKNOWLEDGMENT**

DATE _____

COMPANY NAME _____ acknowledges that all testing services shall be performed using the current applicable referenced standards, for all projects governed by Clark County and the municipalities that utilize the Clark County approved listings.

COMPANY NAME _____ acknowledges that all of the equipment used in the performance of inspection activities and testing services shall be calibrated to the applicable referenced standards for all projects governed by Clark County and the municipalities that utilize the Clark County approved listings. The calibration of the equipment have been performed and documented by an outside party or staff using traceable methods as defined within ISO 9000, ISO 17025, and ASTM standards.

QUALITY CONTROL MANAGER
SIGNATURE

ENGINEERING MANAGER
SIGNATURE

QA Agency Logo

**COMPANY LETTERHEAD
ADDRESS, TELEPHONE, EMAIL**

DECLARATION OF ASNT Level III Examiner

DATE _____

I, _____ **(printed name ASNT III)**, hereby declare the following:

1. I am the ASNT Level III Examiner of **COMPANY NAME** _____.
2. I am an ASNT Level III certified examiner.
3. I am responsible to ensure that the quality personnel that perform nondestructive testing for **COMPANY NAME** _____ are performing in compliance with approved construction documents and the technical codes.
4. I am responsible to perform at least one audit of the quality personnel that perform nondestructive testing per year.

ASNT Level III Examiner
SIGNATURE

QA Agency Logo

**COMPANY LETTERHEAD
ADDRESS, TELEPHONE, EMAIL**

DECLARATION OF ENGINEERING MANAGER

DATE _____

I, _____ **(printed name of EM)**, hereby declare the following:

1. I am the Engineering Manager of **COMPANY NAME** _____.
2. I am a Nevada Licensed Professional Engineer or Registered Architect in good standing.
3. I am in responsible charge of the quality personnel of **COMPANY NAME** _____ and accountable to the *Building Official* for technical processes used to verify compliance with approved construction documents and the technical codes.
4. As Engineering Manager I am responsible to the *Building Official* for:
 - (1) Directing the operations of testing and inspections;
 - (2) Certifying the inspection and testing process for all projects which require inspections;
 - (3) Supervision and performing a review that inspections are performed pursuant to the approved construction documents and the technical codes and within the scope of the permit;
 - (4) Directing and reviewing the internal audit and in-house training program.

ENGINEERING MANAGER
SIGNATURE

QA Agency Logo

**COMPANY LETTERHEAD
ADDRESS, TELEPHONE, EMAIL**

DECLARATION OF QUALITY CONTROL MANAGER

DATE _____

I, _____ **(printed name of QCM)**, hereby declare the following:

1. I am the Quality Control Manager of **COMPANY NAME** _____.
2. As Quality Control Manager I am responsible to the *Building Official* for:
 - (1) Hiring and training of qualified inspectors and testing technicians;
 - (2) Supervision of inspectors;
 - (3) The filing of accurate and complete reports based upon actual inspection and testing results;
 - (4) In-house distribution and application of technical guidelines;
 - (5) Supervising and documenting the internal audit and in-house training program.

QUALITY CONTROL MANAGER
SIGNATURE

APPENDIX B

(TG-16)

Agency Accreditation Requirements

Agency Accreditation Requirements

Agencies must show competence to the Building Official per 22.02.520. Agencies must be accredited by an approved accreditation program.

Accreditation

- 1 The Agency must be accredited for all special inspection items they are requesting approval to perform.
- 2 The accreditation certification must contain the name and the address of the agency that matches the approved listing.

Exception

Agencies that consist of only one person, who is a State of Nevada licensed Engineer, are not required to obtain accreditation.

APPENDIX C

(TG-16)

New Agency Listing
Citizen Access Portal Instructions

Agency Annual Renewal
Citizen Access Portal Instructions

New Agency Listing

Step 1 - First you need to register by creating an account in Accela Citizen Access Portal (See the link below). When creating your agency account, the agency account shall utilize an agency email address. The email shall not contain an individual's name (TG-16 Section 7.1.1.1).

Accela Citizen Access Portal <https://citizenaccess.clarkcountynv.gov/CitizenAccess/Login.aspx>

Create an account instructions

https://files.clarkcountynv.gov/clarknv/Building%20&%20Fire%20Prevention/Citizen%20Access%20Knowledge%20Base/Go-To-Guide_ACA_Account%20Registration.pdf?t=1631210388653&t=1631210388653

The screenshot shows the Accela Citizen Access Portal homepage. The navigation menu at the top includes 'Home', 'Building', 'Comprehensive Planning', 'Fire Prevention', 'Public Response Office', and 'Public Works'. The 'Home' button is highlighted with a red box and a red arrow pointing to it, with a red circle containing the number '1' next to the arrow. Below the navigation menu, there is a 'Login' button, also highlighted with a red box and a red arrow pointing to it, with a red circle containing the number '2' next to the arrow. Below the 'Login' button, there is a 'Register Now >>' button, highlighted with a red box and a red arrow pointing to it, with a red circle containing the number '3' next to the arrow. The page also features a search bar, a user name field, a password field, and a 'Login >>' button. Below the login fields, there are links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'.

Step 2 - Once you finish creating an account, Log into the Accela Citizen Access Portal and select **Building**, then **Search Permits**.

The screenshot shows the Accela Citizen Access Portal homepage. The navigation menu at the top includes 'Home', 'Building', 'Comprehensive Planning', 'Fire Prevention', 'Public Response Office', and 'Public Works'. The 'Building' button is highlighted with a red box and a red arrow pointing to it, with a red circle containing the number '4' next to the arrow. Below the navigation menu, there is a 'Login' button, highlighted with a red box and a red arrow pointing to it, with a red circle containing the number '4' next to the arrow. Below the 'Login' button, there is a 'Register Now >>' button, highlighted with a red box and a red arrow pointing to it, with a red circle containing the number '4' next to the arrow. The page also features a search bar, a user name field, a password field, and a 'Login >>' button. Below the login fields, there are links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'.

Step 3 - Press Building and Apply for Permits, to start the new agency listing application process.

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.

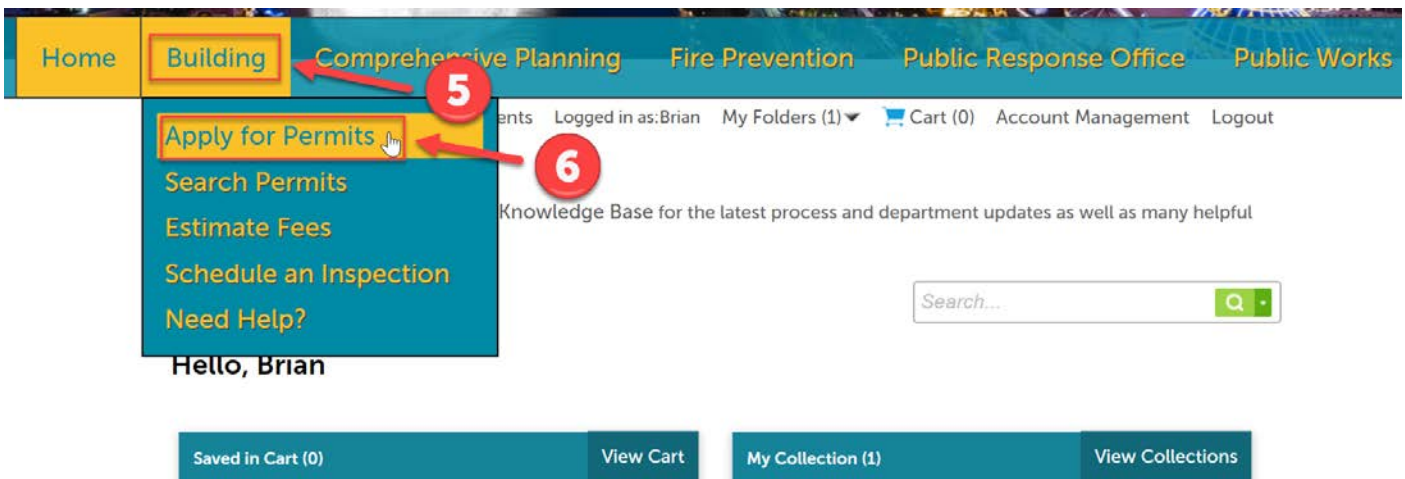
Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While Clark County attempts to keep its Web information accurate and timely, Clark County neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from Clark County as a result of updates and corrections.

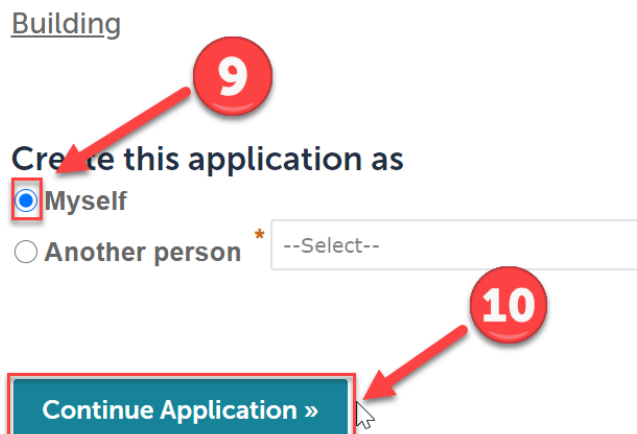
I have read and accepted the above terms.

Continue Application »

Step 4 - Check the General Disclaimer Checkbox, and then Continue Application



Step 5 - Check Myself, do not check Another Person, and then Continue Application



Step 6 - Choose the Inspection Agency Records, then Inspection Agency New Listing, and then Continue Application

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



- ▶ Building
- ▶ Commercial Building Permits - Plans Required
- ▶ Fabricator Records
- ▶ **Inspection Agency Records** **11**
- ▶ **Inspection Agency New Listing** **12**
- ▶ Life Safety Systems/Alternate Methods
- ▶ Online Solar - Field Review
- ▶ Residential Building Permits (Plans Required)
- ▶ Simple Online Permits
- ▶ STANDARD PLANS
- ▶ Sub-Trade Permits (Stand alone Plans Required)
- ▶ Trade Records

 **13**

Step 7 - For the Inspection Agency info choose Select from Account

Inspection Agency New Listing

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

Step 1: Step 1 > Page 1

* indicates a required field.

Inspection Agency

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

 14

Step 8 - Select Continue

Select Contact from Account X

Inspection Agency

Select contact addresses for this contact to attach to the record.
 Required contact address type(s): Business Address

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Business Address		4701 West Russell Road

Continue Discard Changes

Step 9 – This next screen will show the contact information was linked successfully

Inspection Agency

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

✔ **Contact added successfully.**

Clark County Engineering Department
 bpl@clarkcountynv.gov
 Home phone:
 Mobile Phone:
 Work Phone: (702) 555-5555
 Fax:
 Edit Remove

▼ Contact Addresses

Add Address Information

To edit a contact address, click the address link.
 Required contact address type(s): Business Address

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Business Address		4701 W Russell Road	Actions ▼

Step 10 – In the portlet below, select the **Agency Type**.

Inspection Agency Information

Agency Information

* Agency Type:

Accreditation Agency: --Select--

Accreditation Expiration Date:

Agency Website:

Inspection Items

Internal Use:

Internal Use Special Cases:

Field Listing:

Field Listing Agency:

Field Listing Description:

Internal Use - Field Listing:

Continue Application »

Save and resume later

Step 11 – In the portlet below, select the **Agency Type**. The droplet will show different inspection agency types, if you have questions about which selection applies to your agency, please email DSengineer@ClarkCountyNV.Gov

* Agency Type:

Choose Type

15

- Select--
- Select--
- Prime
- Testing
- FAB Shop
- Electrical Testing
- Permit Specific

The image shows a close-up of the 'Agency Type' dropdown menu. A red callout bubble points to the dropdown with the text 'Choose Type'. A red circle with the number '15' is also present. The dropdown menu is open, showing a list of options: '--Select--', '--Select--', 'Prime', 'Testing', 'FAB Shop', 'Electrical Testing', and 'Permit Specific'. A mouse cursor is hovering over the second '--Select--' option.

Step 12 – Check only the items that are applicable to your agency application request, then select **Continue Application**

Inspection Agency Information

Agency Information


* Agency Type:

Accreditation Agency:


Accreditation Expiration Date:

Agency Website:


Inspection Items

Concrete: 

Steel:

Wood: 

Fire Penetration and Joint:

Grading: 

Helical Pile Foundation:

Exterior Wall System:

Smoke Control:

Garage Ventilation:

ATS:

FAB Steel:

Internal Use:

Special Cases Other:

Internal Use Special Cases:

Storm Water:

Field Listing:

Field Listing Description:

Laboratory Approvals:

Masonry:

Fireproofing:

>5/12 Pitch Roof:

Special Case Anchors:

Cast-In-Place Deep Foundation:

Driven Deep Foundation:

System Commissioning:

Test and Air Balance:

Energy Efficiency Testing:

FAB Concrete:

FAB Wood:

Nondestructive Testing:

Special Cases Other Description:

Electrical Testing:

QC:

Field Listing Agency:

Internal Use - Field Listing:

[Continue Application »](#) 

[Save and resume later](#)

Step 13 – Check the Plan Room Acknowledgment Checkbox, and then Continue Application

Inspection Agency New Listing

1 Step 1

2 Review

3 Pay Fees


4 Record Issuance

Step 1: Step 1 > Page 2

* indicates a required field.

Custom Fields

PLAN ROOM ACKNOWLEDGEMENT

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

[Continue Application »](#) 

[Save and resume later](#)

Step 14 – In this screen you have a chance to give a last review to all the data you entered, and then Continue Application

Inspection Agency New Listing

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

Step 2: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Permit / Approved Listing Type

Inspection Agency New Listing

Inspection Agency

[Edit](#)

Individual
Carla Ricarda Palma
Business Phone:(702) 455-2878
E-mail:Carla.Palma@ClarkCountyNV.Gov
Preferred Channel:

Inspection Agency Information

Agency Information

[Edit](#)

Agency Type: Prime
Multi-Jurisdictional Business License #:
Accreditation Expiration Date:

CC Business License #:
Accreditation Agency:
Agency Website:

Inspection Items

[Edit](#)

Concrete: Yes	Masonry: No
Steel: No	Fireproofing: No
Wood: Yes	>5/12 Pitch Roof: No
Fire Penetration and Joint: No	Special Case Anchors: No
Grading: Yes	Cast-In-Place Deep Foundation: No
Helical Pile Foundation: No	Driven Deep Foundation: No
Exterior Wall System: No	System Commissioning: No
Smoke Control: No	Test and Air Balance: No
Garage Ventilation: No	Energy Efficiency Testing: No
ATS: No	FAB Concrete: No
FAB Steel: No	FAB Wood: No
Internal Use: No	Nondestructive Testing: No
Special Cases Other: No	Special Cases Other Description:
Internal Use Special Cases: No	Electrical Testing: No
Storm Water: No	QC: No
Field Listing: No	Field Listing Agency:
Field Listing Description:	Internal Use - Field Listing: No
Laboratory Approvals:	

Custom Fields

PLAN ROOM ACKNOWLEDGEMENT

[Edit](#)

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

[Continue Application »](#)

[Save and resume later](#)

Step 15 – The next screen will provide you with an **IA-XXXXXX** record number, this is your new agency permanent record number, and you can use it to track the status of your application. Now you can start uploading all required documentation per TG-15 and TG-16 by clicking **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.

No Address

IA-00280

Upload Plans and Documents

Step 16 – Include a brief description and click on **Continue**

Digital Plan Room

Record: IA-00280

Record Details

Summary

Uploads

1 Information

2 File Processing

Step 1: Information

Review packages are a set of plans and documents submitted

General

Review Plan Cycle # 1

Description: (?)

Inspection Agency Initial Application

Continue

Step 17 – The next screen will allow you to upload each individual document by browsing the files from your PC or dragging them to the drop-box.

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](#)

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

[Continue](#)

Accela Citizen Access (3) | Copyright 2019














Step 18 – The next screen will allow you to select a type of document and name each individual document, after you are done uploading all documents, select **Upload and Validate**

Drag and drop files here or [Browse](#)

1 initial agency listing request Letter.pdf	Approval	1 initial agency listing request Letter.pdf	✕
2 Form 862 – Technical Services Acknowledgement.pdf	Declaration Letters	2 Form 862 – Technical Services Acknowledgement.pdf	✕
3 Form 863- Calibration Program & Testing Method Ackn...	Calibration Documentation	3 Form 863- Calibration Program & Testing Method Acknowledgement	✕
4 Form 872 - Quality Manager Declaration Letter.pdf	Declaration Letters	4 Form 872 - Quality Manager Declaration Letter.pdf	✕
5 Form 871 - Engineering Manager Declaration Letter.pdf	Declaration Letters	5 Form 871 - Engineering Manager Declaration Letter.pdf	✕
6 Business Incorporation Documents.pdf	List of Corporate Directors	6 Business Incorporation Documents.pdf	✕
7 list of corporate directors.pdf	List of Corporate Directors	7 list of corporate directors.pdf	✕
8 error and omission insurance policy.pdf	Error and Omission Insurance Certificat	8 error and omission insurance policy.pdf	✕
9 accreditation certification.pdf	Accreditation Documentation	9 accreditation certification.pdf	✕
10 list of proposed personnel.pdf	Approval	10 list of proposed personnel.pdf	✕
11 serialized field and equipment list - calibration record s...	Calibration Documentation	11 serialized field and equipment list - calibration record summary	✕
12 current calibration reports.pdf	Calibration Documentation	12 current calibration reports.pdf	✕
13 Quality System Manual (Proposed Forms - Audit Forms...	Approval	13 Quality System Manual (Proposed Forms/Audit Forms/Training Proce	✕

[Upload and Validate](#)













Step 19 – Wait a few seconds until all files are **validated** and press **Process Files**. If any of your files shows an **error** status, you will need to remove that file and reupload it. You can simply remove files by choosing the trashcan symbol option on the right side of each specific document.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
1 initial agency listing request Letter.pdf	1 initial agency listing request Letter.pdf	Approval	VALIDATED	Carla Palma	9/15/2021	
2 Form 862 – Technical Services Acknowledgement.pdf	2 Form 862 – Technical Services Acknowledgement.pdf	Declaration Letters	ERROR	Carla Palma	9/15/2021	
3 Form 863- Calibration Program & Testing Method Acknowledgement.pdf	3 Form 863- Calibration Program & Testing Method Acknowledgement	Calibration Documentation	VALIDATED	Carla Palma	9/15/2021	
4 Form 872 - Quality Manager Declaration Letter.pdf	4 Form 872 - Quality Manager Declaration Letter.pdf	Declaration Letters	VALIDATED	Carla Palma	9/15/2021	
5 Form 871 - Engineering Manager Declaration Letter.pdf	5 Form 871 - Engineering Manager Declaration Letter.pdf	Declaration Letters	VALIDATED	Carla Palma	9/15/2021	
6 Business Incorporation Documents.pdf	6 Business Incorporation Documents.pdf	List of Corporate Directors	VALIDATED	Carla Palma	9/15/2021	
7 list of corporate directors.pdf	7 list of corporate directors.pdf	List of Corporate Directors	VALIDATED	Carla Palma	9/15/2021	
8 error and omission insurance policy.pdf	8 error and omission insurance policy.pdf	Error and Omission Insurance Certificate	VALIDATED	Carla Palma	9/15/2021	
9 accreditation certification.pdf	9 accreditation certification.pdf	Accreditation Documentation	VALIDATED	Carla Palma	9/15/2021	
10 list of proposed personnel.pdf	10 list of proposed personnel.pdf	Approval	VALIDATED	Carla Palma	9/15/2021	
11 serialized field and equipment list - calibration record summary.pdf	11 serialized field and equipment list - calibration record summary	Calibration Documentation	VALIDATED	Carla Palma	9/15/2021	
12 current calibration reports.pdf	12 current calibration reports.pdf	Calibration Documentation	VALIDATED	Carla Palma	9/15/2021	
13 Quality System Manual (Proposed Forms - Audit Forms - Training Procedure).pdf	13 Quality System Manual (Proposed Forms/Audit Forms/Training Procedure)	Approval	VALIDATED	Carla Palma	9/15/2021	



Process Files

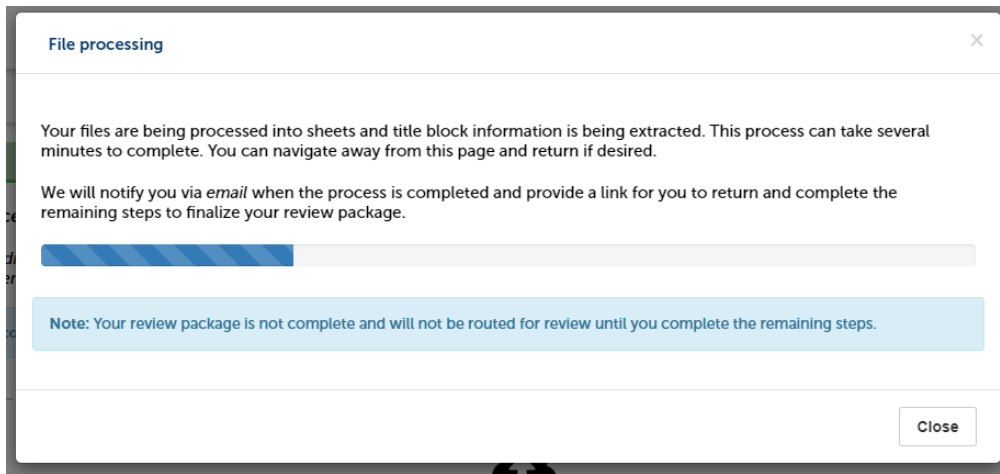
Step 20 – Repeat until all files are **validated** and press **Process Files**.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
1 initial agency listing request Letter.pdf	1 initial agency listing request Letter.pdf	Approval	VALIDATED	Carla Palma	9/15/2021	
3 Form 863- Calibration Program & Testing Method Acknowledgement.pdf	3 Form 863- Calibration Program & Testing Method Acknowledgement	Calibration Documentation	VALIDATED	Carla Palma	9/15/2021	
4 Form 872 - Quality Manager Declaration Letter.pdf	4 Form 872 - Quality Manager Declaration Letter.pdf	Declaration Letters	VALIDATED	Carla Palma	9/15/2021	
5 Form 871 - Engineering Manager Declaration Letter.pdf	5 Form 871 - Engineering Manager Declaration Letter.pdf	Declaration Letters	VALIDATED	Carla Palma	9/15/2021	
6 Business Incorporation Documents.pdf	6 Business Incorporation Documents.pdf	List of Corporate Directors	VALIDATED	Carla Palma	9/15/2021	
7 list of corporate directors.pdf	7 list of corporate directors.pdf	List of Corporate Directors	VALIDATED	Carla Palma	9/15/2021	
8 error and omission insurance policy.pdf	8 error and omission insurance policy.pdf	Error and Omission Insurance Certificate	VALIDATED	Carla Palma	9/15/2021	
9 accreditation certification.pdf	9 accreditation certification.pdf	Accreditation Documentation	VALIDATED	Carla Palma	9/15/2021	
10 list of proposed personnel.pdf	10 list of proposed personnel.pdf	Approval	VALIDATED	Carla Palma	9/15/2021	
11 serialized field and equipment list - calibration record summary.pdf	11 serialized field and equipment list - calibration record summary	Calibration Documentation	VALIDATED	Carla Palma	9/15/2021	
12 current calibration reports.pdf	12 current calibration reports.pdf	Calibration Documentation	VALIDATED	Carla Palma	9/15/2021	
13 Quality System Manual (Proposed Forms - Audit Forms - Training Procedure).pdf	13 Quality System Manual (Proposed Forms/Audit Forms/Training Procedure)	Approval	VALIDATED	Carla Palma	9/15/2021	

Process Files



Step 21 – A new screen will come up, please read the message:



Step 22 – Once the processed is complete the system will take you to the previous screen and the option to press Continue will activate in the left bottom corner.

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
1 initial agency listing request Letter.pdf	1 initial agency listing request Letter.pdf	Approval	PROCESSED	Carla Palma	9/15/2021	
3 Form 863- Calibration Program & Testing Method Acknowledgement.pdf	3 Form 863- Calibration Program & Testing Method Acknowledgement	Calibration Documentation	PROCESSED	Carla Palma	9/15/2021	
4 Form 872 - Quality Manager Declaration Letter.pdf	4 Form 872 - Quality Manager Declaration Letter.pdf	Declaration Letters	PROCESSED	Carla Palma	9/15/2021	
5 Form 871 - Engineering Manager Declaration Letter.pdf	5 Form 871 - Engineering Manager Declaration Letter.pdf	Declaration Letters	PROCESSED	Carla Palma	9/15/2021	
6 Business Incorporation Documents.pdf	6 Business Incorporation Documents.pdf	List of Corporate Directors	PROCESSED	Carla Palma	9/15/2021	
7 list of corporate directors.pdf	7 list of corporate directors.pdf	List of Corporate Directors	PROCESSED	Carla Palma	9/15/2021	
8 error and omission insurance policy.pdf	8 error and omission insurance policy.pdf	Error and Omission Insurance Certificate	PROCESSED	Carla Palma	9/15/2021	
9 accreditation certification.pdf	9 accreditation certification.pdf	Accreditation Documentation	PROCESSED	Carla Palma	9/15/2021	
10 list of proposed personnel.pdf	10 list of proposed personnel.pdf	Approval	PROCESSED	Carla Palma	9/15/2021	
11 serialized field and equipment list - calibration record summary.pdf	11 serialized field and equipment list - calibration record summary	Calibration Documentation	PROCESSED	Carla Palma	9/15/2021	
12 current calibration reports.pdf	12 current calibration reports.pdf	Calibration Documentation	PROCESSED	Carla Palma	9/15/2021	
13 Quality System Manual (Proposed Forms - Audit Forms - Training Procedure).pdf	13 Quality System Manual (Proposed Forms/Audit Forms/Training Procedure)	Approval	PROCESSED	Carla Palma	9/15/2021	

Your files have been processed, you can proceed now to verify your sheets.

Continue »

Step 23 – Read the message below and press **Finish**

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.



General Edit

Review Plan Cycle # 1
 Inspection Agency Initial Application

Files Edit

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

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
1 initial agency listing request Letter.pdf	1 initial agency listing request Letter.pdf	Approval	PROCESSED	Carla Palma	9/15/2021	
3 Form 863- Calibration Program & Testing Method Acknowledgement.pdf	3 Form 863- Calibration Program & Testing Method Acknowledgement	Calibration Documentation	PROCESSED	Carla Palma	9/15/2021	
4 Form 872 - Quality Manager Declaration Letter.pdf	4 Form 872 - Quality Manager Declaration Letter.pdf	Declaration Letters	PROCESSED	Carla Palma	9/15/2021	
5 Form 871 - Engineering Manager Declaration Letter.pdf	5 Form 871 - Engineering Manager Declaration Letter.pdf	Declaration Letters	PROCESSED	Carla Palma	9/15/2021	
6 Business Incorporation Documents.pdf	6 Business Incorporation Documents.pdf	List of Corporate Directors	PROCESSED	Carla Palma	9/15/2021	
7 list of corporate directors.pdf	7 list of corporate directors.pdf	List of Corporate Directors	PROCESSED	Carla Palma	9/15/2021	
8 error and omission insurance policy.pdf	8 error and omission insurance policy.pdf	Error and Omission Insurance Certificate	PROCESSED	Carla Palma	9/15/2021	
9 accreditation certification.pdf	9 accreditation certification.pdf	Accreditation Documentation	PROCESSED	Carla Palma	9/15/2021	
10 list of proposed personnel.pdf	10 list of proposed personnel.pdf	Approval	PROCESSED	Carla Palma	9/15/2021	
11 serialized field and equipment list - calibration record summary.pdf	11 serialized field and equipment list - calibration record summary	Calibration Documentation	PROCESSED	Carla Palma	9/15/2021	
12 current calibration reports.pdf	12 current calibration reports.pdf	Calibration Documentation	PROCESSED	Carla Palma	9/15/2021	
13 Quality System Manual (Proposed Forms - Audit Forms - Training Procedure).pdf	13 Quality System Manual (Proposed Forms/Audit Forms/Training Procedure)	Approval	PROCESSED	Carla Palma	9/15/2021	



Step 24 – You should be receiving the following message

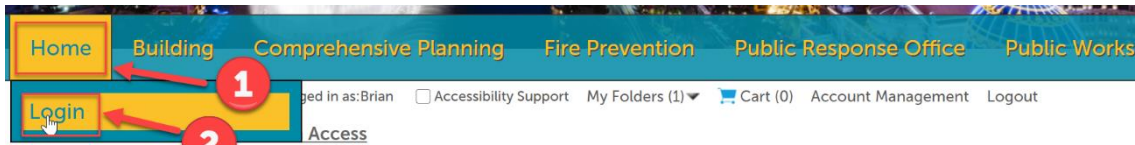
Success.
 Your review package has been received.

Once your application has been accepted Clark County will review the application and documents. Clark County will send your agency an email stating to add your personnel. For instructions on how to submit personnel please review TG-17 04 Appendix C - Add New Personnel (not previously listed) Instructions at the following link:

<https://files.clarkcountynv.gov/clarknv/Building%20&%20Fire%20Prevention/Codes/00%20TG-17%20Update%2009.01.2020.pdf?t=1631723910050&t=1631723910050>

Agency Annual Renewal

1. Log into the [Citizen Access Portal](#) the email/username is the same email where you receive all correspondence from clark county. Select **Building**, then **Search Permits**. If you want to reset your password please contact tech support at techsystemssupport@clarkcountynv.gov



Need help? Click on the Citizen Access Knowledge Base for the latest process and department updates as well as many helpful guides for using our online functions.

Search...

User Name or E-mail: Password: 3

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

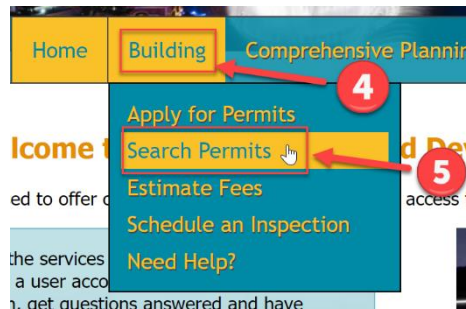
Please Login

Many online services offered by the County require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)



2. A greyscale table showing all records linked to your account will include inspection agency (IA), inspectors (IP), building (BD), and agency link to permits to upload reports (BDIA). Locate the standalone agency **IA** record under the **Record Number** column, and select the **IA** record. If the **IA** record does not show under the **Record Number** column, you can use the search bar on the top right side of the table or sort the records by Inspection Agency. You can also scroll down till you find your record.

06/13/2019	IA-22069-RN06212019	Inspection Agency Renewal	Building	Phoenix National Laboratories Inc.	Approved
11/18/2017	IA-22069	Inspection Agency New Listing	Building	Phoenix National Laboratories Inc.	About to Expire

3. The option **Renew Application** shall show in a new screen, if so select that option. If the option doesn't show next to your name and you received a renewal reminder CCDBFP, please contact DSengineer@ClarkCountyNV.gov to start the renewal process. Once you press on the **Renew Application** selection, the renewal record will open. Verify that the agency contact information is correct and then scroll down. If the option doesn't show next to your agency name, and the agency received a renewal reminder please contact DSengineer@ClarkCountyNV.gov. Read the listed information and update agency information as needed.

Work Location

Details

Project Description:
Control Power Concepts Inc.

▶ **More Details**

Create Amendment

Renew Application

Inspection Agency Renewal

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

Step 1: Step 1 > Page 1

* indicates a required field.

Inspection Agency

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

Gir Inspections and Testing
 testaccount@clarkcountynv.gov
 Home phone:
 Mobile Phone:
 Work Phone: (702) 555-5555
 Fax:
 Edit Remove

▼ Contact Addresses

Add Address Information

To edit a contact address, click the address link.
 Required contact address type(s): Business Address

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Business Address		4701 West Russell Road	Actions ▼

4. Select Continue Application

Inspection Agency Information

Agency Information

* Agency Type: CC Business License #:

Multi-Jurisdictional Business License #: Accreditation Agency:

Agency Website: Remove from Program:

Inspection Items

Concrete: Masonry:

Steel: Fireproofing:

Wood: >5/12 Pitch Roof:

Fire Penetration and Joint: Special Case Anchors:

Grading: Cast-In-Place Deep Foundation:

Helical Pile Foundation: Driven Deep Foundation:

Exterior Wall System: System Commissioning:

Smoke Control: Test and Air Balance:

Garage Ventilation: Energy Efficiency Testing:

ATS: FAB Concrete:

FAB Steel: FAB Wood:

Internal Use: Nondestructive Testing:

Special Cases Other: Special Cases Other Description:

Internal Use Special Cases: Electrical Testing:

Storm Water: QC:

Field Listing: Field Listing Agency:

Field Listing Description: Internal Use - Field Listing:

Laboratory Approvals:

Update any information needed and scroll down. Select "Continue Application" when done.

If your agency is not renewing, please click the "Remove from Program" Box. then "Continue Application".

[Continue Application »](#) [Save and resume later](#)

5. The system will give you a chance to upload renewal documents. Select **Add Attachment** to start the process.

Inspection Agency Renewal

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Page 2

* indicates a required field.

Required Documents

Attached the required documents for your agency per TG-15 and 16.

Only use the Amendment button to submit Revisions. Only use the Resubmit option to submit Corrections Requested.
The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner/builder and the form required under NRS 278 and NRS 624 must accompany this information.

Note: We only accept (.PDF) with a maximum file size of (500 MB) where no document security is applied. Make sure to "flatten" your document before exporting.

Name	Type	Size	Latest Update	Action
No records found.				

Add Attachment Continue Application » Save and resume later

6. A file upload box will open-up select **Add Attachment** again. Choose the file you wish to upload. Upload only one file at a time. Select **Continue**

File Upload

Only use the Amendment button to submit Revisions. Only use the Resubmit option to submit Corrections Requested.
The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner/builder and the form required under NRS 278 and NRS 624 must accompany this information.

Note: We only accept (.PDF) with a maximum file size of (500 MB) where no document security is applied. Make sure to "flatten" your document before exporting.

Add Attachment Continue Remove All Cancel

File Upload

Only use the **Amendment** button to submit **Revisions**.

Only use the **Resubmit** option to submit **Corrections Requested**.

Note: We only accept (.PDF) with a maximum file size of (500 MB) where large comment fields are disabled and no document security is applied.

E&O Insurance.pdf 100%

Continue Add Attachment Remove All Cancel

7. Select the **Type** of document and enter a **Description** and **Save**. You can either add more document by repeating step 5 through 7 or select **Continue Application** once you are done uploading all required documents to process an annual renewal request.

Inspection Agency Renewal

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

Step 1: Step 1 > Page 2

* indicates a required field.

Required Documents

Attached the required documents for your agency per TG-15 and 16.

Only use the Amendment button to submit Revisions. Only use the Resubmit option to submit Corrections Requested.
The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner/builder and the form required under NRS 278 and NRS 624 must accompany this information.

Note: We only accept (.PDF) with a maximum file size of (500 MB) where no document security is applied. Make sure to "flatten" your document before exporting.

Name	Type	Size	Latest Update	Action
NV State Buis Lic.pdf	Correspondences	670.33 KB	08/25/2020	Actions ▼

[Add Attachment](#)

[Continue Application »](#)
[Save and resume later](#)

8. Review your application information and verify that information provided/updated is correct. Complete the application.

Inspection Agency Renewal

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 2: Review

[Continue Application »](#) **Scroll to bottom and check the box** [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Permit / Approved Listing Type

Inspection Agency Renewal

Inspection Agency [Edit](#)

Organization
Gir Inspections and Testing
Gur

Add Attachment

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date:

[Continue Application »](#) [Save and resume later](#)

9. Review your application information and verify that information provided/updated is correct. Complete the application. If during Review missing document or correction are requested, please use the IA-XXXXXX-RNXXXX to submit corrections or pending items, do not initiate the process again or your request will be disapproved as it creates a duplicate record.

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

Step 3: Receipt/Record issuance

Thank You

All Done.
Fees will be assessed during the review. An invoice will be emailed to your agency email.

If you made a payment your receipt is being emailed to you.
Please print a copy of the receipt for your records.

No Address

IA-00086-
RN08252020

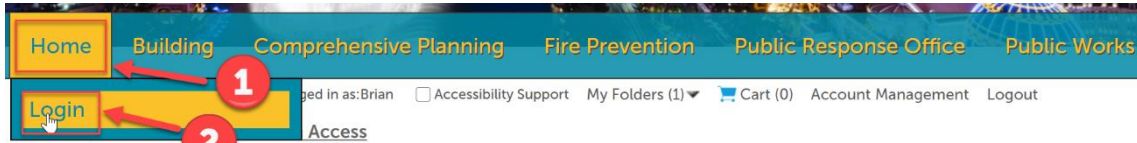
APPENDIX D

(TG-16)

Agency Update Request
Citizen Access Portal Instructions

Agency Update Request

1. Log into the [Citizen Access Portal](#) the email/username is the same email where you receive all correspondence from clark county. Select **Building**, then **Search Permits**. If you want to reset your password please contact tech support at techsystemssupport@clarkcountynv.gov



Need help? Click on the Citizen Access Knowledge Base for the latest process and department updates as well as many helpful guides for using our online functions.

Search...

User Name or E-mail: Password: 3

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

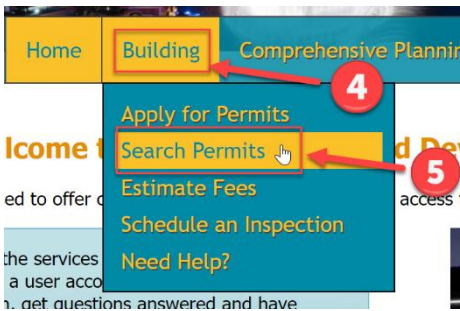
Please Login

Many online services offered by the County require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)



2. A greyscale table showing all records linked to your account will include inspection agency (IA), inspectors (IP), building (BD), and agency link to permits to upload reports (BDIA). Locate the standalone agency **IA** record under the **Record Number** column, and select the **IA** record. If the **IA** record does not show under the **Record Number** column, you can use the search bar on the top right side of the table or sort the records by Inspection Agency. You can also scroll down till you find your record.

06/13/2019	IA-22069-RN06212019	Inspection Agency Renewal	Building	Phoenix National Laboratories Inc.	Approved
11/18/2017	IA-22069	Inspection Agency New Listing	Building	Phoenix National Laboratories Inc.	About to Expire

3. The option **Create Amendment** shall show in a new screen, if so select that option.

Permit/Approved Listing IA-22266:
Inspection Agency New Listing
Permit/Complaint Status: Active
Expiration Date: 08/05/2021

Record Info ▾ Payments ▾

Work Location

Details

Project Description:
L&S Energy Services

▶ More Details

Create Amendment Renew Application

A red arrow points from the 'More Details' link to the 'Create Amendment' button.

4. Select the **Inspection Agency Update** option and then **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.

Search

Add People to Application

Inspection Agency Personnel

Inspection Agency Personnel Update

Inspection Agency Update

Continue Application »

A red arrow labeled '1' points to the 'Inspection Agency Update' radio button. A red arrow labeled '2' points to the 'Continue Application' button.

5. Make all the changes you are planning to request, from agency contact name to office address or adding or removing and inspection item:

Inspection Agency

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

Carla Ricarda Palma
Carla.Palma@ClarkCountyNV.Gov
Home phone:
Mobile Phone:
Work Phone: (702) 455-2878
Fax:
Edit Remove

▼ Contact Addresses

Add Address Information

To edit a contact address, click the address link.
Required contact address type(s): Business Address

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Business Address		4701 West Russell Road	Actions ▼

Actions menu: Edit, Remove, Deactivate, Set As Primary

Inspection Agency Information

AGENCY

* Agency Type: Prime
Multi-Jurisdictional Business License #:
Accreditation Agency: --Select--
Agency Website:

CC Business License #: 2002447.054-190
Permit Number:
Accreditation Expiration Date:
Remove from Program:

SPECIAL INSPECTIONS

Concrete:
Masonry:
Steel:
Fireproofing:
Wood:
>5/12 Pitch Roof:
Fire Penetration and Joint:
Special Case Anchors:
Grading:

Agency Selection Concrete: --Select--
Agency Selection Masonry: --Select--
Agency Selection Steel: --Select--
Agency Selection Fireproofing: --Select--
Agency Selection Wood: --Select--
Agency Selection >5/12 Pitch Roof: --Select--
Agency Selection Fire Penetration and Joint: --Select--
Agency Selection Special Case Anchors: --Select--
Agency Selection Grading: --Select--

6. Select **Continue Application**

Continue Application » **Save and resume later**

7. On the next screen review all changes you made are accurate to your request and select **Continue Application**

Step 2: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Permit / Approved Listing Type

Inspection Agency Update

Inspection Agency

[Edit](#)

Individual
Carla Ricarda Palma
Business Phone:(702) 455-2878
E-mail:Carla.Palma@ClarkCountyNV.Gov

Inspection Agency Information

AGENCY

Agency Type: Prime
Multi-Jurisdictional Business License #:
Accreditation Agency:
Agency Website:

CC Business License #: 2002447.054-190
Permit Number:
Accreditation Expiration Date:
Remove from Program: No

[Edit](#)

SPECIAL INSPECTIONS

Concrete: No
Masonry: No
Steel: No
Fireproofing: No
Wood: No
>5/12 Pitch Roof: No
Fire Penetration and Joint: No
Special Case Anchors: No
Grading: No
Cast-In-Place Deep Foundation: No
Helical Pile Foundation: No
Driven Deep Foundation: No
Exterior Wall System: No
System Commissioning: Yes
Smoke Controt: No
Test and Air Balance: No
Garage Ventilation: No
Energy Efficiency Testing: No
ATS: No
FAB Concrete: No
FAB Wood: No
Nondestructive Testing: No
Agency Selection Ultrasonic Testing:
Magnetic Particle Testing: No
Penetrant Testing: No
Radiographic Testing: No
Special Cases Other: No
Special Cases Other Description:
Electrical Testing: No
Storm Water: No
QC: No
High Pressure Gas: No
Field Listing: No
Field Listing Description:
Structural Observation: No
Laboratory Approvals:

Agency Selection Concrete:
Agency Selection Masonry:
Agency Selection Steel:
Agency Selection Fireproofing:
Agency Selection Wood:
Agency Selection >5/12 Pitch Roof:
Agency Selection Fire Penetration and Joint:
Agency Selection Special Case Anchors:
Agency Selection Grading:
Agency Selection Cast-In-Place Deep Foundation:
Agency Selection Helical Pile Foundation:
Agency Selection Driven Deep Foundation:
Agency Selection Exterior Wall System:
Agency Selection System Commissioning:
Agency Selection Smoke Control:
Agency Selection Test and Air Balance:
Agency Selection Garage Ventilation:
Agency Selection Energy Efficiency Testing:
Agency Selection ATS:
FAB Steel: No
Internal Use - Nondestructive Testing: No
Ultrasonic Testing: No
Ultrasonic - Seismic: No
Agency Selection Magnetic Particle Testing:
Agency Selection Penetrant Testing:
Agency Selection Radiographic Testing:
Agency Selection Special Cases Other:
Internal Use Special Cases: No
Agency Selection Electrical Testing:
Agency Selection Storm Water:
Agency Selection QC:
High Pressure Gas Listing Agency:
Field Listing Agency:
Internal Use - Field Listing: No
Structural Observation Firm:

[Edit](#)

Custom Fields

AGENCY APPROVAL TYPE AND DATE

[Edit](#)

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 10/04/2021

[Continue Application »](#)

[Save and resume later](#)

8. The system will give you a chance to upload your agency update documents (request letter, agency accreditation, etc.). Select **Add Attachment** to start the process.

Inspection Agency Renewal

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Page 2

* indicates a required field.

Required Documents

Attached the required documents for your agency per TG-15 and 16.

Only use the Amendment button to submit Revisions. Only use the Resubmit option to submit Corrections Requested.
The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner/builder and the form required under NRS 278 and NRS 624 must accompany this information.

Note: We only accept (.PDF) with a maximum file size of (500 MB) where no document security is applied. Make sure to "flatten" your document before exporting.

Name	Type	Size	Latest Update	Action
No records found.				

Add Attachment

Continue Application » **Save and resume later**

9. A file upload box will open-up select **Add Attachment** again. Choose the file you wish to upload. Upload only one file at a time. Select **Continue**

File Upload

Only use the Amendment button to submit Revisions. Only use the Resubmit option to submit Corrections Requested.

The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner/builder and the form required under NRS 278 and NRS 624 must accompany this information.

Note: We only accept (.PDF) with a maximum file size of (500 MB) where no document security is applied. Make sure to "flatten" your document before exporting.

Continue **Add Attachment** **Remove All** **Cancel**

File Upload

Only use the Amendment button to submit Revisions.

Only use the Resubmit option to submit Corrections Requested.

Note: We only accept (.PDF) with a maximum file size of (500 MB) where large comment fields are disabled and no document security is applied.

E&O Insurance.pdf 100%

Continue **Add Attachment** **Remove All** **Cancel**

10. Select the **Type** of document and enter a **Description** and **Save**. You can either add more document by repeating step 5 through 7 or select **Continue Application** once you are done uploading all required documents to process an annual renewal request.

*Type:
Correspondences

File:
E&O Insurance.pdf
100%

*Description:

Review

Save Add Attachment Remove All

Inspection Agency Renewal

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Page 2

* indicates a required field.

Required Documents

Attached the required documents for your agency per TG-15 and 16.

Only use the Amendment button to submit Revisions. Only use the Resubmit option to submit Corrections Requested. The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner/builder and the form required under NRS 278 and NRS 624 must accompany this information.

Note: We only accept (.PDF) with a maximum file size of (500 MB) where no document security is applied. Make sure to "flatten" your document before exporting.

Name	Type	Size	Latest Update	Action
NV State Buis Lic.pdf	Correspondences	670.33 KB	08/25/2020	Actions ▼

Add Attachment

Continue Application » Save and resume later

11. Review your application information and verify that information provided/updated is correct. Complete the application.

Inspection Agency Renewal

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 2: Review

[Continue Application »](#) **Scroll to bottom and check the box** [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Permit / Approved Listing Type

Inspection Agency Renewal

Inspection Agency [Edit](#)

Organization
Gir Inspections and Testing
Gur

Add Attachment

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date:

[Continue Application »](#) [Save and resume later](#)

12. Review your application information and verify that information provided/updated is correct. Complete the application. If during Review missing document or correction are requested, please use the IA-XXXXXX-00Number record to submit corrections or pending items, do not initiate the process again or your request will be disapproved as it creates a duplicate record.

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

Step 3: Receipt/Record issuance

Thank You

All Done.
Fees will be assessed during the review. An invoice will be emailed to your agency email.

If you made a payment your receipt is being emailed to you.
Please print a copy of the receipt for your records.

No Address

IA-00086-
RN08252020

APPENDIX E

(TG-16)

Submitting Corrections
Citizen Access Portal Instructions

Submitting Corrections

1. Log into the [Citizen Access Portal](#) the email/username is the same email where you receive all correspondence from clark county. Select **Building**, then **Search Permits**. If you want to reset your password please contact tech support at techsystemssupport@clarkcountynv.gov



Need help? Click on the Citizen Access Knowledge Base for the latest process and department updates as well as many helpful guides for using our online functions.

Search...

User Name or E-mail: Password: 3

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

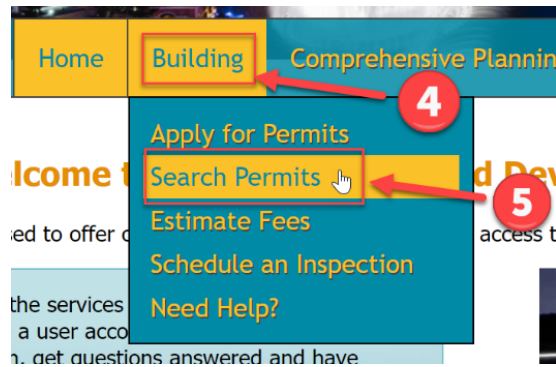
Please Login

Many online services offered by the County require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)



2. A greyscale table showing all records linked to your account will include inspection agency (IA-XXXXX-RN), inspectors (IP), building/fire permits (BD), and agency link to permits to upload reports (BDIA). Locate this year agency renewal IA record under the **Record Number** column. If the IA-XXXXX-RN record does not show under the **Record Number** column, it means you have not started the agency annual renewal process.

Records All Records

Showing 1-5 of 5 | Download results

Date	Record Number	Record Type	Module	Description	Project Name	Status
06/30/2021	IA-22069-RN082020 21	Inspection Agency Renewal	Building		Phoenix National Laboratories Inc.	Waiting on Customer

3. On the new screen select **Record Info** and then **Processing Status**.

Permit/Approved Listing IA-22069-RN08202021:
Inspection Agency Renewal
Permit/Complaint Status: Waiting on Customer

Record Info ▼	Payments ▼
Details	
Processing Status	

4. Check the dropdown arrow next to **Review**, and you will be able to see the “corrections requested” per your initial annual renewal application, including the dates they were requested.

Processing Status

Submittal

Review

Due on 09/29/2021, assigned to TBD
Marked as Corrections Requested on 09/22/2021 by Carla Palma

(1) Missing agency accreditation certification TG-16-2018 - 7.2.3 Required Information - 7.2.3.3 Agency Requirements per Appendix B: The accreditation certification shall be included with the application. The accreditation certification shall list the special inspection areas of inspections that the agency is accredited for. Accreditation agency audit results and correspondences shall be included with the annual renewal application. Clark County Building & Fire Prevention offered an evaluation program under a specific implementation timeline until 2020. Clark County Building & Fire Prevention is no longer providing this evaluation method; therefore, the agency have until the next annual renewal cycle to get fully accredited, or the agency approvals will be adjusted. The Agency must be accredited for all special inspection items they are requesting approval to perform. The accreditation certification must contain the name and the address of the agency that matches the approved listing. Quality assurance agencies must show competence to the Building Official per BAC 22.02.520. (2) Missing/Resubmit corrected Form 862 – Technical Services Acknowledgement (3) Revise and Update Form 870 ASNT Level III Examiner Declaration Letter, inspector not listed under agency. (4) Revise and Update Form 872 - Quality Manager Declaration Letter (5) Revise and Update list of current corporate directors (6) Revise and Update serialized field and equipment list with corresponding calibration record summary and the current calibration reports – Missing all soils testing equipment, concrete testing equipment, thermometers, ovens, scales and all other as applicable. (7) In house training records sign-up sheets does not include all inspection personnel listed under your agency for all training sessions, please address. (8) Submit a personnel update request for the following inspectors per TG-17-2020 Appendix D - Transfer or Update Personnel Instructions: • IP-00172 last update date on 06/05/2018 13:39:28 Jon Scott Nestor • IP-54681-01 last update date on 03/17/2020 21:02:14 Jerry B Reynolds • IP-56662-05 last update date on 03/19/2020 08:18:15 Neil Lawrence Haynes • IP-57595-03 last update date on 03/19/2020 17:58:31 Geoffrey Wilson • IP-57596-01 last update date on 03/19/2020 05:21:15 Jonah M. Blaeholder (9) The following personnel does not show under your agency listing. You need to either update your personnel listing letter by removing their names, or add these personnel back to your agency listing per TG-17-2020 Appendix D - Transfer or Update Personnel Instructions: • IP-57364 Brian Eller If any of the documents listed above is not applicable to your agency, please submit a justification letter for each individual item. Please notify myself directly when you submit the requested corrections at Carla@ClarkCountyNV.Gov

Comment:

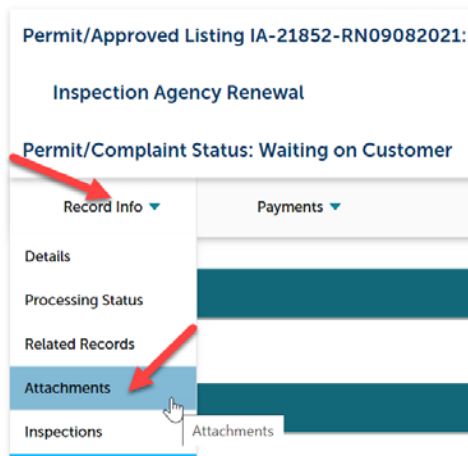
Due on 09/29/2021, assigned to TBD
Marked as Fees Assessed on 09/22/2021 by Carla Palma

Due on 09/29/2021, assigned to Carla Palma
Marked as Fees Paid on 09/30/2021 by Admin Admin

Due on 09/29/2021, assigned to Carla Palma
Marked as Corrections Requested on 10/04/2021 by Carla Palma

Due on 09/29/2021, assigned to Carla Palma
Marked as TBD on TBD by TBD

5. Once you have all the itemized corrections requested, select **Record Info** and **Attachments**



6. The system will show you previously uploaded documents. Select **Add Attachment** to start the uploading of the required documents.



Attachments

Add Attachments for New Submittals or Inspection Documents only. For Revisions to approved plans, use the Create Amendment option on the Record Info screen. To submit Requested Plan Corrections, use the Resubmit option in the Action items on this screen. The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner/builder and the form required under NRS 278 and NRS 624 must accompany this information.

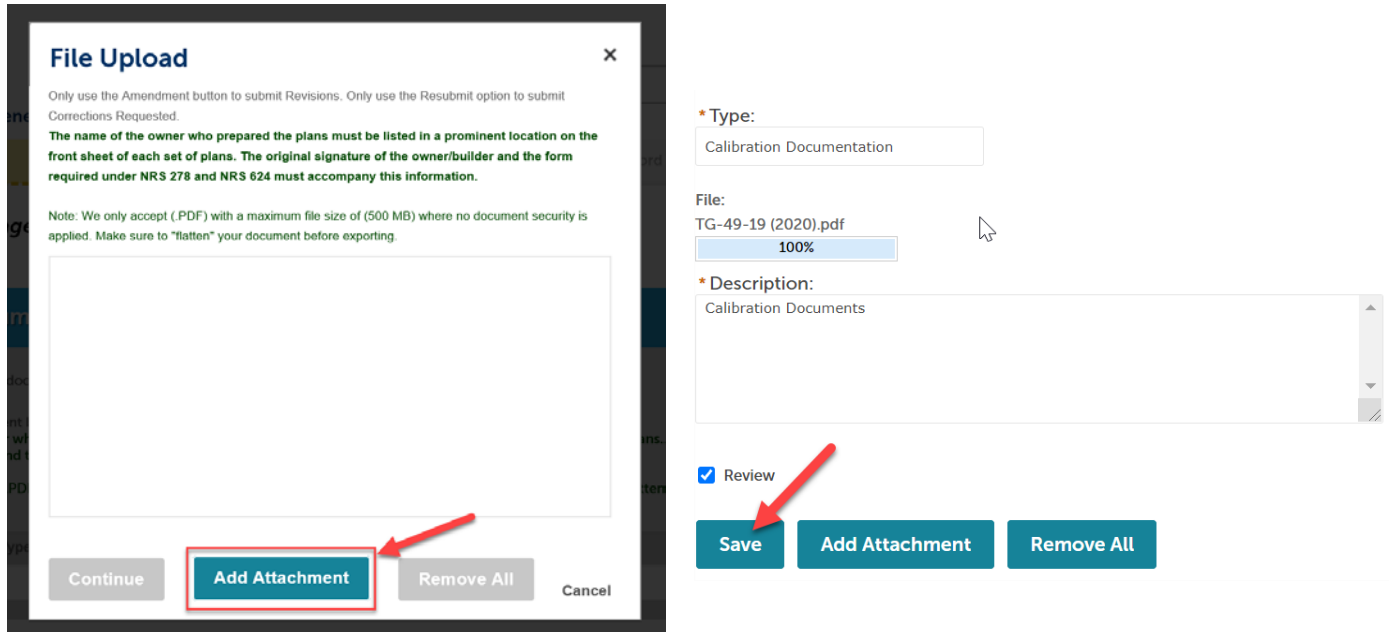
Note: We only accept (.PDF) with a maximum file size of (500 MB) where no document security is applied. Make sure to "flatten" your document before exporting.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Special Inspectors or Technicians List - 2021.pdf	IA-21852-RN09082021	Inspection Agency Renewal	Record	Correspondences	666.86 KB	09/22/2021	Actions ▾	Inspection Agency Renewal - IA-21852-RN09082021
Aries_Clark County Business Licence.pdf	IA-21852-RN09082021	Inspection Agency Renewal	Record	Correspondences	210.29 KB	09/22/2021	Actions ▾	Inspection Agency Renewal - IA-21852-RN09082021
Certificate of Liability Insurance.pdf	IA-21852-RN09082021	Inspection Agency Renewal	Record	Error and Omission Insurance Certificate	68.67 KB	09/22/2021	Actions ▾	Inspection Agency Renewal - IA-21852-RN09082021
corporate directors.pdf	IA-21852-RN09082021	Inspection Agency Renewal	Record	List of Corporate Directors	25.28 KB	09/22/2021	Actions ▾	Inspection Agency Renewal - IA-21852-RN09082021
Technical Service Ack..pdf	IA-21852-RN09082021	Inspection Agency Renewal	Record	Technical Services	48.82 KB	09/22/2021	Actions ▾	Inspection Agency Renewal - IA-21852-RN09082021



Add Attachment

- A file upload box will open-up select **Add Attachment**. Choose the file you wish to upload. Upload only one file at a time. Select **Continue** and then **Save** each file.



- A banner informing you all the files have been successfully uploaded will show at the top of your screen. You can also confirm the files have been uploaded by the checking the last page of attachments under this annual renewal application. Email DSengineer@ClarkCountyNV.Gov with your IA-XXXXX-RN20YR record name in the email subject and let us know the corrections requested have been uploaded.

