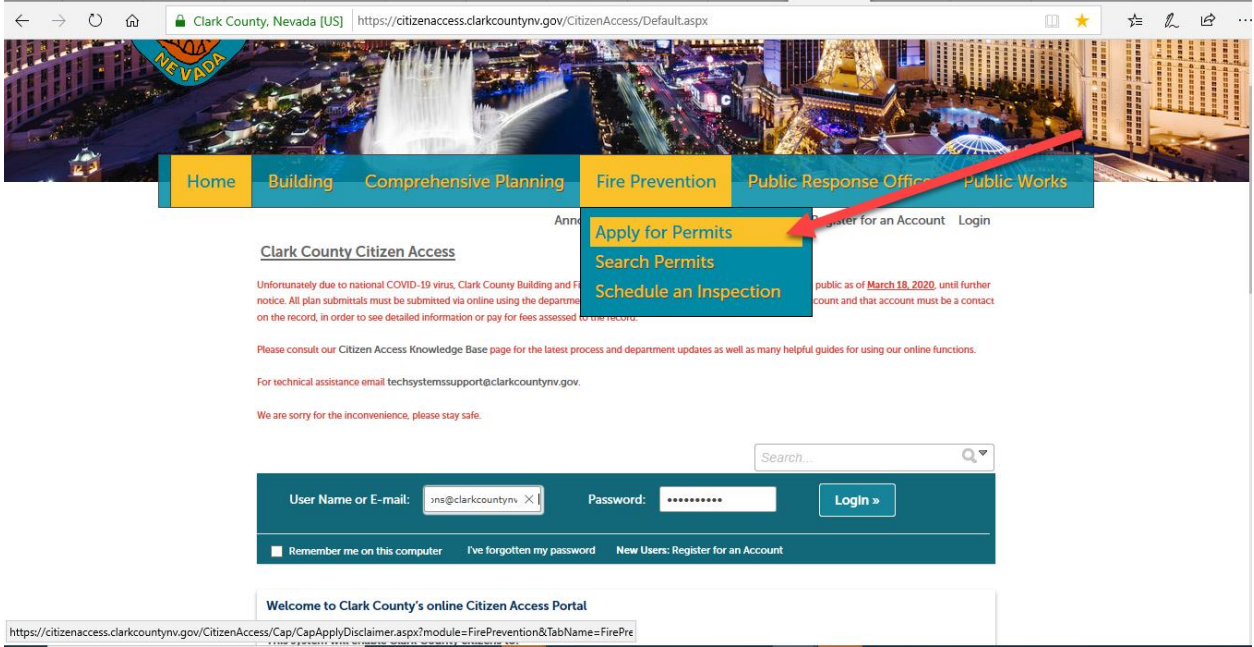
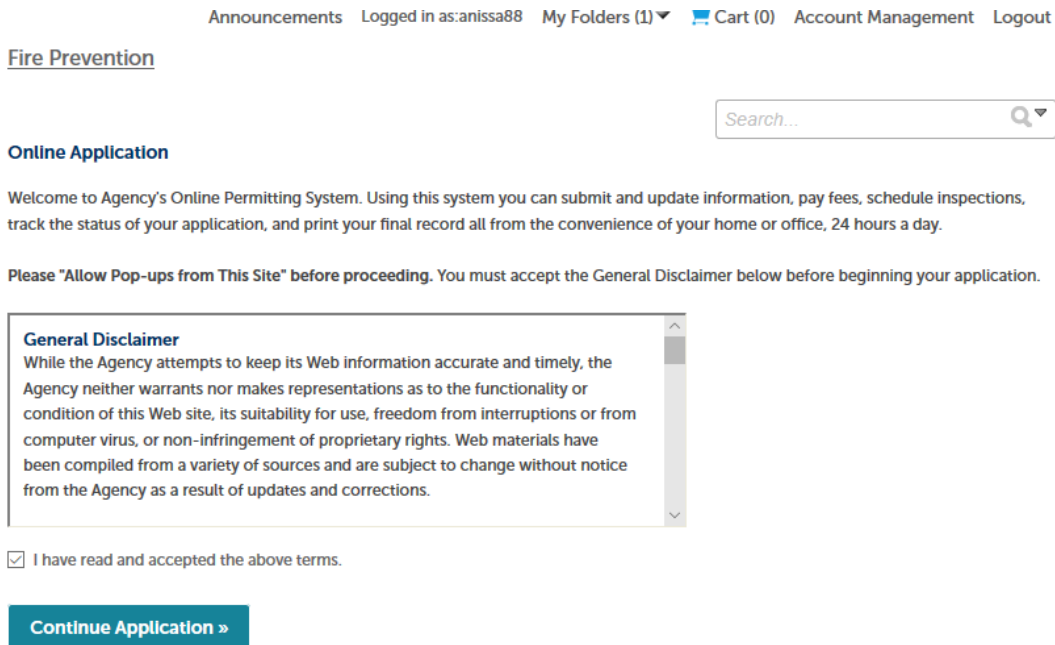


Apply for Annual Operational Permit

1. Open your web browser and navigate to: <https://citizenaccess.clarkcountynv.gov/CitizenAccess/>
2. Log in and select Fire Prevention/Apply for Permits



3. Accept the Disclaimer



4. Select the Create this Application as/License if applicable. Click Continue Application

Home Building Comprehensive Planning Fire Prevention Public Response Office Public Works

Announcements Logged in as: anissa88 My Folders (1) Cart (0) Account Management Logout

Fire Prevention

Search...

Create this application as

Myself

Another person * --Select--

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

None Applicable

Continue Application >

Apply Online Access 5/14/2019

5. Select Annual Operational and Click Continue Application

Home Building Comprehensive Planning Fire Prevention Public Response Office Public Works

Announcements Logged in as:anissa88 My Folders (1) Cart (0) Account Management Logout

Fire Prevention

Search...

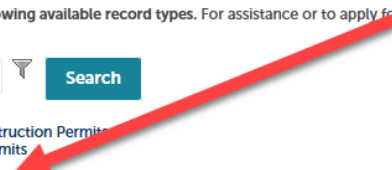
Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us at [702-455-7316](tel:702-455-7316).

Search

- ▶ Fire Prevention Construction Permits
- ▼ New Operational Permits
 - Annual Operational
- ▶ Temporary Event Online Permits
- ▶ Temporary Event Permits (Plan Upload Required)

Continue Application »



6. Disclaimer is displayed. Click Continue Application

Home Building Comprehensive Planning Fire Prevention Public Response Office Public Works

Announcements Logged in as:anissa88 My Folders (1) Cart (0) Account Management Logout

Fire Prevention

Search...

Annual Operational

1 Apply 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Apply > Page 3 * indicates a required field.

New Permits Only

DISCLAIMER
The Record Type selected is for NEW OPERATIONAL PERMITS ONLY. If you are unsure of the correct record type to select, please contact staff at [702-455-7100](tel:702-455-7100) or FireAnnualOps@clarkcountynv.gov

Continue Application » Save and resume later

7. Enter Permit Information

Step 1: Apply > Page 1

* Indicates a required field.

Permit Information

OPERATIONAL PERMIT INFO
If you need to renew an already existing permit, please do not proceed. Please contact the Annual Operational Renewal staff at permits@clarkcountynv.gov or call [702 455-7100](tel:702455-7100). If you are submitting for a new permit, or need to revise or submit corrections to an existing permit, please continue and be sure to include any applicable plans or documents. If you are unsure how to proceed, please contact us prior to submitting.

* Permit Type:

Other Permit Type Description:

Quantity Type:

* Applicant Quantity:

Quantity Type:

Applicant Quantity:

Quantity Type:

Applicant Quantity:

Occupancy Load:

Is new construction a part of this permit?

* Recurring/Multi-Event: Yes No

Business License:

Referring Inspector Name:

8. Enter Property Details and Requested Service Level

Property Details

MAJOR PROPERTY

Business Name:

Test

Tenant
Name/Number:

Requested Plan Review Service Level

SERVICE LEVEL

* Initial Service Level:

10-Days

9. Enter Business Name and Address and Click Search

Project Name and Detailed Description

Project / Venue / Business Name

Sub-Property /Venue Location

Scope of Work:

Address

* Street No.:	Direction:	* Street Name:	Street Type:
<input type="text" value="4701"/>	<input type="text" value="--Select--"/>	<input type="text" value="RUSSELL"/>	<input type="text" value="--Select--"/>
Unit Type:	Unit No.:		
<input type="text" value="--Select--"/>	<input type="text"/>		

10. Note: Parcel and Owner Information will auto populate

Parcel

* Parcel Number:
162-31-101-004

Lot: Block:

Book: Parcel Area: 2.05

Tract: 2962 Legal Description: GOV LOT 22

Owner

Owner Name: COUNTY OF CLARK (ADMINISTRATIVE)

Address Line 1: 500 S GRAND CENTRAL PKWY

Address Line 2:

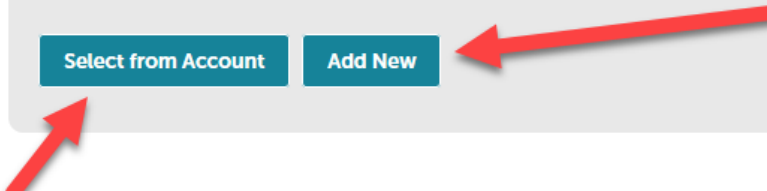
11. Enter Contact information to ALL Contact Types. You can select from your account or create a new contacts. Business address is required for the Applicant Contact Type, no address is needed for the On-Site Contact and the Mailing Address is required for the Annual Renewal Contact.

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

Add New



On-Site Contact

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

Select from Account

Add New

Annual Renewal Contact

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

Select from Account

Add New

12. Once contacts have been entered, Click Continue Application

Annual Renewal Contact

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

✔ **Contact added successfully.**

Anissa Green-Test
anissa88@hotmail.com
Home phone:
Mobile Phone:
Work Phone: [\(702\) 455-5555](tel:7024555555)
Fax:
[Edit](#) [Remove](#)

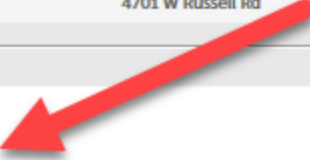
▼ **Contact Addresses**

Add Address Information


To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing Address		4701 W Russell Rd	Actions ▼

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

13. Add Attachments/Click Add

Search... 

Annual Operational

1 Apply 2 Review 3 Pay Fees 4 Record Issuance

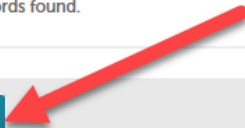
Step 1: Apply > Page 2 * indicates a required field.

Attachment

PLEASE DO NOT ATTACH OVERTIME/SAME DAY REQUEST & AUTHORIZATION FORMS. DO NOT ADD ATTACHMENTS FOR CORRECTIONS OR REVISIONS ON THIS PAGE. THEY WILL NOT BE REVIEWED! 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.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#) 

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

14. File Upload screen displayed, Click Add

File Upload



PLEASE DO NOT ATTACH OVERTIME/SAME DAY REQUEST & AUTHORIZATION FORMS. DO NOT ADD ATTACHMENTS FOR CORRECTIONS OR REVISIONS ON THIS PAGE. THEY WILL NOT BE REVIEWED! 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.

Continue

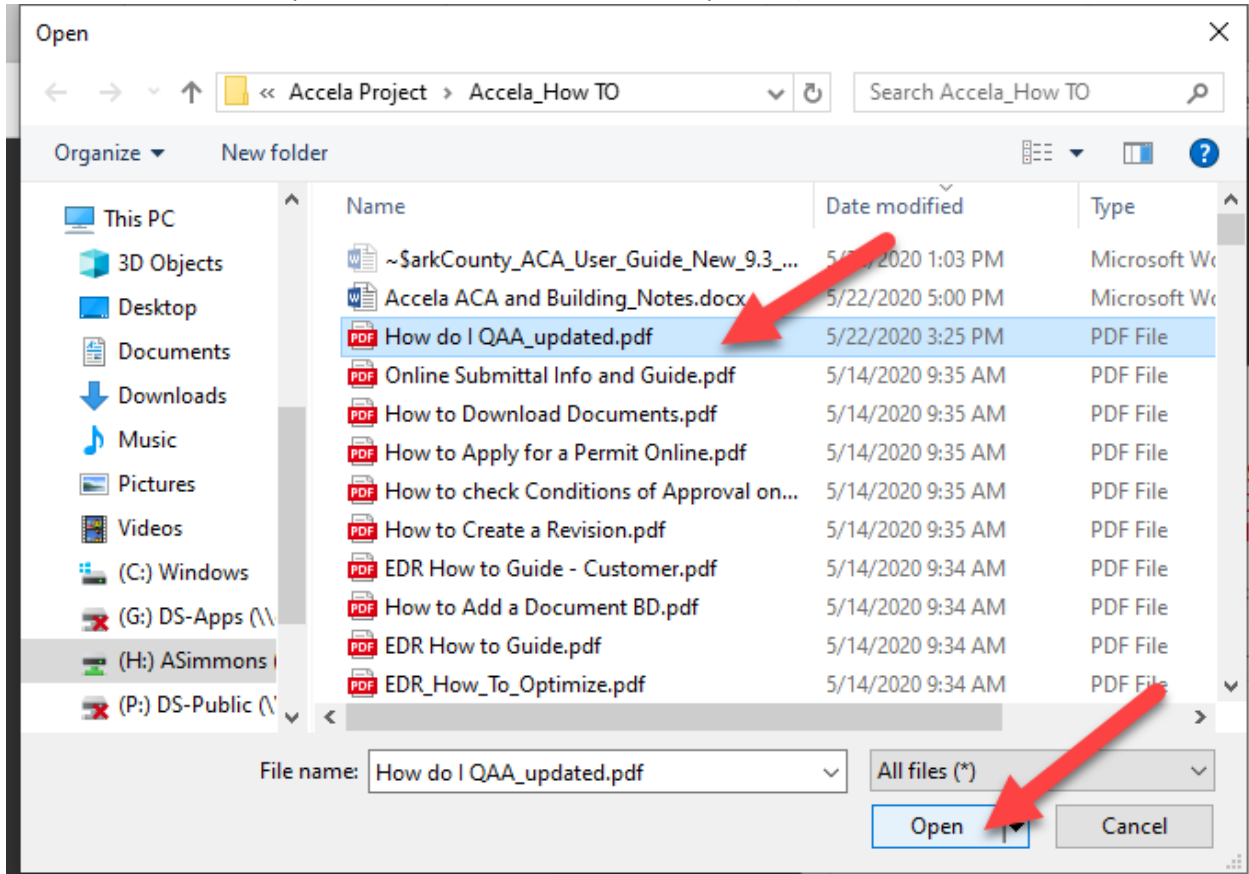
Add

Remove All

Cancel



15. Select file/s to upload (Use Ctrl/Shift to select multiple files)



16. Click continue when you done with File Upload

File Upload ✕

PLEASE DO NOT ATTACH OVERTIME/SAME DAY REQUEST & AUTHORIZATION FORMS. DO NOT ADD ATTACHMENTS FOR CORRECTIONS OR REVISIONS ON THIS PAGE. THEY WILL NOT BE REVIEWED! 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.

How do I GAA_updated.pdf 100%

Select
Add to
select
more files

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

17. Enter Type, Description and Click Save

No records found.

*** Type:** Remove

File:
How do I QAA_updated.pdf
100%

*** Description:**

Requested Service Level:

Updated Device Count / Amount:

18. Message displays confirming files have been successfully uploaded

Fire Prevention

Search...



The attachment(s) has/have been successfully uploaded.
These uploaded document(s) will not be attached to the record or viewable to you. You will receive an e-mail confirming that the document(s) were uploaded successfully.

19. Click Continue Application

Continue Application »

20. You can make any changes here and then Click Continue Application

[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.

Record Type

Annual Operational

New Permits Only

DISCLAIMER

[Edit](#)

Permit Information

OPERATIONAL PERMIT INFO

Permit Type: Filming

Other Permit Type
Description:

Quantity Type: N/A

Applicant Quantity: 100

Quantity Type:

Applicant Quantity:

Quantity Type:

Applicant Quantity:

Occupancy Load:

Is new construction a
part of this permit?: No

Recurring/Multi-
Event: Yes

Business License:

Referring Inspector
Name:

[Edit](#)

Property Details

21. Click Check Out to Pay Fees

Fire Prevention



Annual Operational

1 Apply

2 Review

3 Pay Fees

4 Record Issuance

Step 3: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
FP Initial Service Level Fee	1	\$90.00
FP Initial Fee	1	\$90.00

TOTAL FEES: \$180.00

Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)

22. You can Check Out, Edit Cart or Continue Shopping. To pay Click Checkout.

Search... 

Cart

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

Step 1: Select item to pay

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

PAY NOW

4701 W RUSSELL RD

1 Application(s) | \$180.00

▶ Annual Operational
20TMP-027190

Total due: \$180.00

Total amount to be paid: \$180.00

Note: This does not include any additional fees which may be assessed later.

Checkout »	Edit Cart »	Continue Shopping »
----------------------------	-----------------------------	-------------------------------------

23. Select your payment type and Click Submit Payment



Step 2: Payment information

Please select a payment method and then fill in all required information.

The available payment methods are:

- Credit Card
- Bank Account
- Trust Account

Select your payment type below, then click Submit.

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

Credit Card payments will be assessed an additional 2.12% Service Fee.

* indicates a required field.

Payment Options

Amount to be charged: \$180.00

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

Submit Payment »



24. Payment is processed and system message generates with Permit number and a receipt is emailed.



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.

4701 W RUSSELL RD

FP20-03837