Responding to Issues and Re-uploading Inspection Documents

(ONLY when listed as a contact)

- 1. Navigate to Clark County Citizen Access: <u>https://aca-prod.accela.com/clarkco/Default.aspx</u>
- 2. Login or Register for an Account if you do not have an account to ensure you see all upload options.

Justi i i	Home	Building	Business Licenses	Comprehensive Planning	Fire Prevention	Public Works
					Announce	ments Register for an Account Login
				ocated below the sign in fields. The temporal ast "8 characters" long and have at least "1 s		il will be used twice. First to login and again as
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3. Search your Permit Number.

Home	Building	Business Licenses	Compret	iensive Plannin	ig Fire	Prevention	Public	Works	74
			Announcen	nents Logged in as:,	Guest	My Folders (0)	📜 Cart (0)	Account Mar	agement Logout
Forgot password – If you have forgo the "Old Password" when prompted							email will be u	sed twice. First t	to login and again as
Locked account – If your account is	locked, please email: T	echSystemsSupport@ClarkCou	ntyNV.gov for ass	istance. Resetting the p	password does	not unlock your a	ccount.		
New Sites: - Schedule an Inspection - Estimate Fees - Inspection History Report Hello, Guest					-		BD24-0	0066	Q
Saved in Cart (0)			View Cart	My Collection (0)				Viev	w Collections
There are no	items in your sh	opping cart right now.		Ya	ou do not	have any coll	lections ric	ght now.	

4. Go to Plan Room drop down and select Issues.

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Commercial Bui	lding New					
ermit/Complaint S	itatus: Permit Issue	ed				
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	Summary					
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5. Click the specific issue that you would like to view. The document associated with the issue will pop-up.

atus: APPROVED						
Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
elow vou will see	a comprehensive list of issues for this pro	iect. This list can b	e filtered to focus on a desired	discipline or status. You o	an click on an open issue to	view associat
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	Anchor Bolt Report.pdf BD24-00075	1 / 1	×
▲	ISSUE <		ŵ
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	Anchor Bolt Report: Missing Permit Number Conset by Aprila Latina on 3/25/2024. 3 05:30 PM Reference: Description: Produce parent number * alaptive moderations to be submitted		
	OPEN		
	Applicants Responses:		
	Agatha Lallana 3/25/2024. 3.05:45 PM Changed issue to OPEN status.	Anchor Bolt Report	
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6. Click on the text box under Applicants Responses and type your response. Hit Save once you are done. Close the plan room window to go back to the portal.



7. The issue status will change from OPEN to ANSWERED. Click UPLOADS to reupload the revised document.

Record: BD24-000 Address: 4701 W R Status: APPROVED	75 USSELL RD, LAS VEGAS NV 89118					
Record Details	Summary Up	bloads	Issues	Conditions	Notes	Approved
	e a comprehensive list of issues for this proje pond before uploading new plans. Please no					Filter •
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INSPECTIONS	Anchor Bolt Report: Missing Permit Number	ANSWERED	Anchor Bolt Report.pdf	Agatha Lallana	3/26/2024, 3:09:07 PM	Agatha La <mark>ll</mark> ana
		Accela Citiz	en Access (1) Copyright 201	9		

8. Select Attachments.

Status: APPROVED	SELL RD, LAS VEGAS NV 89118					
Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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files may only be su	bmitted at the start of a review		at are in progress, click th			

9. You can either Drag and Drop the file(s) or click Browse. Then select a document type. Writing a description is now optional. Click Upload and Validate once done.

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10. Wait for few seconds then scroll down to check if file status is VALIDATED. The status will automatically change from VALIDATED > PROCESSING > ACCEPTED. Do **NOT** leave the page until the status changes to ACCEPTED.

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