How to Upload Inspection Documents

When NOT 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.

| | Home | Building | Business Licenses | Comprehensive Planning | Fire Prevention | Public Works |
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| | | | | | Announcer | ments Register for an Account Login |
| | | | | ocated below the sign in fields. The temporar ast "8 characters" long and have at least "1 sp | | l will be used twice. First to login and again as |
| Locked account – If you | ir account is lo | cked, please email: 1 | TechSystemsSupport@ClarkCour | ntyNV.gov for assistance. Resetting the passv | word does not unlock your accou | int. |
| *New Sites*: • Schedule an Ins • Estimate Fees • Inspection Histo | | | | | | |
| | | | | | | Search Q • |
| Sign In | | | | | | |
| USERNAME OR EN | IAIL: * | | | | | |
| PASSWORD: * | | | | | | |
| Forgot Passwo | rd? | | | | | |
| | | | | SIGN IN | | |
| Remember | me on this | device | | | | |
| | | | | Not Registered? | | |
| | | | | CREATE AN ACCOUNT | | |

3. Search for your Permit Number.

| Jan . | Home | Building | Business Licenses | Comprehens | ive Plannir | ng Fire Pr | revention | Public V | Vorks | Sec. 19. 10 |
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4. Go to Record Info drop down and select Attachments.

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| Related Records | | | | | | |
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| Inspections | | | | | | |
| 4701 W RUSSELL RD | | | | | | |
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5. Scroll down and select Add Attachment to bring up the File Upload window. Select Add Attachment to bring up your file explorer. Select the attachment(s) you wish to upload and select Open.

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| Permit/Approved Listing BD24-0 | | File Upload | | | × | | | | | |
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| | | owner/builder and the accompany this inform | | under NRS 278 and | INRS€ | | 3rd Party Electrical 5 12 Roof Pitch In | | | 9/5/2023 5 9/5/2023 5 |
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| | | Note: We only accept | | | | - | Accreditation Doc | | | |
| | | document security is a exporting. | pplied. Make su | ire to natten your | docun | | Air Space Certifica | | | 9/5/2023 5 |
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| | BD24-D0066 | Continue | Add Attachin | | , v | 03/07/2024 | | Building New - 0D24-00065 | | |
| | 8024-00066 | Commercial Building New | Record | Inspection Agreement | 545.97 KB | 03/13/2024 | | Commercial Building Now - BD24-00066 | | |
| | 6024-00066 | Commercial Building New | Record | Approved Plam | 29 86 KB | 03/13/2024 | | Commercial Building New - BD24-00066 | | |
| | | Commercial Building New | Record | Receipt | 20.32 KB | 05/13/2024 | Actions 👻 | Commercial Building New BD24-00066 | | |
| . Add Attachment | | | | | | | | | | |

6. Select Continue.

| Add Attachments for New Submittals or Inspection Documents Revisions to approved plans, use the Create Amendment optior Info screen. To submit Requested Plan Corrections, use the Res the Action items on this screen. The name of the owner who prepared the plans must be listed location on the front sheet of each set of plans. The original sig owner/builder and the form required under NRS 278 and NRS 6 accompany this information. Note: We only accept (.PDF) with a maximum file size of (500 M document security is applied. Make sure to "flatten" your docun exporting. Anchor Bolt Report.pdf 100% Continue Add Attachment Remove. | File Upload | × |
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| document security is applied. Make sure to "flatten" your docun exporting. Anchor Bolt Report.pdf 100% | Revisions to approved plans, use the Create Amend Info screen. To submit Requested Plan Corrections the Action items on this screen. The name of the owner who prepared the plans m location on the front sheet of each set of plans. Th owner/builder and the form required under NRS 2 | dment optior s, use the Res nust be listed ne original sig |
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7. Wait for selected files to appear below existing Attachments. For each document, select a Document Type and input a Description. Once completed, select Save. If you do not see the Document Type that you are trying to upload, then please check that you are logged in. If you receive a System Message stating Action Cancelled, then it is a Document Type that is not accepted while the permit is in the current status (e.g., Architectural Plans are plan check document and are not accepted while a permit is in Permit Issued status). *See next page*

| Permit/Approved Lis | sting BD24-00066: | | | Add to cart Add to My Folder |
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| Commercial Buil | ding New | | | |
| Permit/Complaint S | tatus: Permit Issued | | | |
| Record Info 🔻 | Plan Room 🔻 | Payments 🔻 | Conditions 2 | |
| Condition: Wo | dded to this record on 03/13 ood Inspection Severity: No ns: 21 (Notice: 21, Met: 6) | | View Condition | |
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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 | Туре | Size | Latest Update | Action | Entity |
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| Completed Application Form.pdf | BD24-00066 | Commercial Building New | Record | Completed Application Form | 35.00 KB | 03/07/2024 | Actions 🔻 | Commercial Building New - BD24-00066 |
| Architectural Plans.pdf | BD24-00066 | Commercial Building New | Record | Architectural Plans | 34.56 KB | 03/07/2024 | Actions - | Commercial Building New - BD24-00066 |
| /BLD-Pmt- AgencyInspAgreement_20240313_111802.pdf | BD24-00066 | Commercial Building New | Record | Inspection Agreement | 543.97 KB | 03/13/2024 | Actions 🔻 | Commercial Building New - BD24-00066 |
| APPROVED-BD24-00066.pdf | BD24-00066 | Commercial Building New | Record | Approved Plans | 29.86 KB | 03/13/2024 | Actions 🔻 | Commercial Building New - BD24-00066 |
| /AA_SharedReceipt_20240313_114420.pdf | BD24-00066 | Commercial Building New | Record | Receipt | 20.32 KB | 03/13/2024 | Actions 🔻 | Commercial Building New - BD24-00066 |
| | | < Prev | 1 2 3 4 | 5 Next> | | | | |
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| le: nchor Bolt Report.pdf 100% Description: | | | | | | | | |
| Anchor Bolt Report for Lot X | | - | | | | | | |
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| These uplo | ament(s) has/have been aded document(s) will uccessfully. | | | you. You will | receive an e-mai | l confirming that the | e documer | it(s) were |
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8. The appropriate inspection will be scheduled and can be viewed by going to the Record Info drop down and selecting Inspections.

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| Related Records | | | | |
| Attachments | | | | |
| Inspections | | | | |
| Upcoming (14) | _ | | | |
| Schedule an Inspecti | on | | | |
| Click the link above to schee | dule or request one. | | | |
| Anchor Bolt Report (1725 Inspector: Antonio Garcia | 9545) | , | ctions 🔻 | |

- 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.

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| | Home | Building | Business Licenses | Comprehensive Planning | Fire Prevention | Public Works | | | | | | |
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| Locked account – If you | Locked account – If your account is locked, please email: TechSystemsSupport@ClarkCountyNV.gov for assistance. Resetting the password does not unlock your account. | | | | | | | | | | | |
| *New Sites*: • Schedule an Ins • Estimate Fees • Inspection Histo | · | | | | | | | | | | | |
| | | | | | | Search Q • | | | | | | |
| Sign In | | | | | | | | | | | | |
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3. Search for your Permit Number.

| 100 . | Home | Building | Business Licenses | Comprehen | sive Planning | Fire Prevention | Public Work | 5 |
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| *New Sites*: • Schedule an In • Estimate Fees • Inspection Hist | | | | | | | BD24-00075 | Q - |
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4. Go to Plan Room drop down and select Uploads.

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| Permit/Approved Li | sting BD24-00075: | | | | | Add to cart Add to My Folder |
| Commercial Bui | lding New | | | | | |
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| 4701 W RUSSELL RD * | Approved | | | | | |
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5. Select Attachments.

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| f you have any questions, please email techsystemssupport@clarkcountynv.gov | | | | Mark as Read | | |
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| Record: BD24-00075 | | | | | | |
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6. 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.

| | Summary | Uploads | Issu | es | Conditions | Notes | Approved |
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| dd attachment file Browse or drag and drop but plan files cannot be u | the desired files to uploa ploaded at this time whil | | y in progress. | Select a document typ Structural Calculations Structural Observation Structural Observation Structural Observation Truss Calculations Truss Calculations Type I Hood Report Type I Hood Report Alternate Method Requ Alternate Method Report Anchor Bolt Report Appliance Responsibilit Clearance Thermal Em Completed Application Documents Drainage Study Dust Permit Electrical Load Calcula Anchor Bolt Report | Final Report Just Form ty Agreement Velope Form | | uploaded below |
| Anchor Bolt Report.pd | f | | | Description | × | | |
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7. 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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8. The appropriate inspection will be scheduled and can be viewed by going to the Record Info drop down and selecting Inspections.

| Permit/Approved I | isting BD24-00075 : | | | | Add to cart Add to My Folder |
|--|--|------------|---------------|----------------|---------------------------------|
| Commercial Bu | ilding New | | | | |
| Permit/Complaint | Status: Permit Issued | | | | |
| Record Info 🔻 | Plan Room 🔻 | Payments 🔻 | Conditions 21 | | |
| Details | | | | | |
| Processing Status | added to this record on 03/13 ood Inspection Severity: No ins: 21 (Notice: 21, Met: 6) | | | View Condition | |
| Related Records | | | | | |
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| Inspections | | | | | |
| Upcoming (14) | | | | | |
| Schedule an Inspectio | | | | | |
| Click the link above to sched | ule or request one. | | | | |
| Anchor Bolt Report (17259 Inspector: Antonio Garcia | 545) | A | Actions 🔻 | | |