

## How to Create an Inspection Agreement

1. Login to the Citizen Access Portal <https://aca-prod.accela.com/CLARKCO/Default.aspx>

Clark County Citizen Access

Announcements Register for an Account **Login**

Search...

Sign In

USER NAME OR E-MAIL: \*

PASSWORD: \*

Forgot Password?

Sign In

Remember me on this device

Not Registered?

**CREATE AN ACCOUNT**

2. Select building > search permits.

Home **Building** Comprehensive Planning Fire Prevention Public Response Office Public Works

Announcements My Folders (0) Cart (0) Account Management Logout

Clark County Citizen Access

Need help? Click below for the links you need. We also have a lot of information as well as many helpful guides for using our online functions.

Citizen Access Knowledge Base

Citizen Access Knowledge Base

Apply for Permits

**Search Permits**

Estimate Fees

Schedule an Inspection

Need Help?

Search...

3. Locate the record from the list and select amendment.

Records

To submit a QAA, select *Amendment* under the **Action** column.

Show on Map

Showing 1-10 of 18 | Download results | Add to My Folder | Add to cart

Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Notes
01/17/2023	BD23-00001	Air Space Only Commercial Subdivision Certification	Air Space Only Commercial Subdivision Certification	TEST AIR SPACE	In Review		
01/17/2023	BD23-00002	Residential Building Remodel Repair	TEST DESCRIPTION	TEST NAME	Pending Fee Workup	<b>Pay Fees Due Amendment</b>	

4. Select agency selection > 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.

Add People to Application

Agency Selection

[Continue Application »](#)

### 5. Step 1: Verify that the Applicant/Contact Information is correct.

#### Agency Selection

1 Step 1 | 2 Review | 3 Record Issuance

Step 1: Step 1 > Page 1

\* indicates a required field.

#### Applicant/Contact

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

Home phone: [Redacted]  
Mobile Phone: [Redacted]  
Work Phone: [Redacted]  
Fax: [Redacted]  
Edit Remove

▼ Contact Addresses

[Add Address Information](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

### 6. The special inspection(s) will already be checked, select the agencies you would like to perform the inspection and then continue application.

#### Inspection Agency Selection

**SPECIAL INSPECTIONS**

Concrete:	<input checked="" type="checkbox"/>	Agency Selection Concrete:	--Select--
Masonry:	<input type="checkbox"/>	Agency Selection Masonry:	--Select--
Steel:	<input checked="" type="checkbox"/>	Agency Selection Steel:	--Select--
Fireproofing:	<input type="checkbox"/>	Agency Selection Fireproofing:	--Select--
Wood:	<input type="checkbox"/>	Agency Selection Wood:	--Select--

[Continue Application »](#)

[Save and resume later](#)

### 7. Check the acknowledgement box > continue application.

Agency Selection Change

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

8. Review all the information > check box to agree > continue application.

**Custom Fields**

PLAN ROOM ACKNOWLEDGEMENT Edit

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

I certify that I am the owner or the owner's agent. I further 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: 01/18/2023

Continue Application » Save and resume later

Congratulations the inspection agreement has been created!

For each agency selected a BDIA inspection agency record will be created.

*The inspection agreement(s) are emailed to whoever listed on the permit as the agencies and/or Applicant/Contact.*

9. Select upload plans and documents.

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

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.

4878 TEST BLVD

BDIAS23-00001

Upload Plans and Documents

Step 1: Information > add a description > continue.

Digital Plan Room Need help

Record: BDIAS23-00001  
Address: 4878 TEST BLVD, 89149  
Status: INTAKE

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
----------------	---------	---------	--------	------------	-------	----------

1 Information 2 File Processing 3 Sheet Versioning 4 Review

**Step 1: Information**

Review packages are a set of plans and documents submitted for a review cycle.

### General

Review Plan Cycle # 1

Description:

Enter a description of the plans or documents you are uploading...

Continue

Step 2: Process files upload new agency letter; original agency letter and owner/representative letter  
Select browse > select the file > upload and validate > after all documents are validated select process files.

1 Information 2 File Processing 3 Sheet Versioning 4 Review

**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](#)

New Agency Letter.pdf

New Agency Letter

Description...

[Upload and Validate](#)

### Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Owner Representative Letter.pdf		Owner/Representative Letter	VALIDATED	Jessica Kopp	1/18/2023	
Original Agency Letter.pdf		Original Agency Letter	VALIDATED	Jessica Kopp	1/18/2023	

Process Files

File processing
✕

Your files are being processed into sheets and title block information is being extracted. This process can take several minutes to complete. You can navigate away from this page and return if desired.

We will notify you via *email* when the process is completed and provide a link for you to return and complete the remaining steps to finalize your review package.

**Note:** Your review package is not complete and will not be routed for review until you complete the remaining steps.

Close

Room  
AS23-00001  
78 TEST BLVD, 89149

**Step 4: Review > select finish > Complete!**

Digital Plan Room  
Record: BDIAS23-00001  
Address: 4878 TEST BLVD, 89149  
Status: INTAKE

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
----------------	---------	---------	--------	------------	-------	----------

1 Information
2 File Processing
3 Sheet Viewing
4 Review

**Step 4: Review**

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.

**Finish**

**General**
**Edit**

Review Plan Cycle # 1

**Files**
**Edit**

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

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Original Agency Letter.pdf		Original Agency Letter	PROCESSED	Jessica Kopp	1/18/2023	
Owner Representative Letter.pdf		Owner/Representative Letter	PROCESSED	Jessica Kopp	1/18/2023	
New Agency Letter.pdf		New Agency Letter	PROCESSED	Jessica Kopp	1/18/2023	

**Finish**

**Success.**  
Your review package has been received.

Digital Plan Room  
Record: BDIAS23-00001  
Address: 4878 TEST BLVD, 89149  
Status: SUBMITTED

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
----------------	---------	---------	--------	------------	-------	----------

**Review Package Details**

## How to Revise an Inspection Agreement

A revision has been submitted already but there's a change needed for the special inspections.

1. Login to the Citizen Access Portal <https://aca-prod.accela.com/CLARKCO/Default.aspx>

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USER NAME OR E-MAIL: \*

PASSWORD: \*

Forgot Password?

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Remember me on this device

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**CREATE AN ACCOUNT**

2. Select building > search permits.

Home **Building** Comprehensive Planning Fire Prevention Public Response Office Public Works

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**Apply for Permits**  
**Search Permits**  
**Estimate Fees**  
**Schedule an Inspection**  
**Need Help?**

Search...

3. Locate the record from the list and select the permit number.

<input type="checkbox"/>	Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Notes
<input type="checkbox"/>	01/18/2023	BD23-00002-K001	revision		TEST REVISION	In review	Amendment	
<input type="checkbox"/>	01/17/2023	<b>BD23-00002</b>	Residential Building Remodel Repair	TEST DESCRIPTION	TEST NAME	Permit Issued	Amendment	
<input type="checkbox"/>	.....	.....	Air Space Only Commercial	Air Space Only Commercial	.....	.....	.....	.....

The revision in this example has a condition that must be met > select view condition.

Permit/Approved Listing **BD23-00002**: Add to cart  
Add to My Folder

**Residential Building Remodel Repair**

Permit/Complaint Status: Permit Issued

Record Info Plan Room Payments **Conditions 2**

A notice was added to this record on 01/18/2023.  
Condition: Revisions In Progress Severity: Notice  
Total Conditions: 2 (Notice: 2)

**View Condition**

Permit/Approved Listing BD23-00002:

Add to cart  
Add to My Folder

Residential Building Remodel Repair

Permit/Complaint Status: Permit Issued

Record Info ▾

Plan Room ▾

Payments ▾

Conditions 2

A notice was added to this record on 01/18/2023.  
Condition: Revisions In Progress Severity: Notice  
Total Conditions: 2 (Notice: 2)

### Conditions

Showing 1-1 of 1

Building - Flags - 1 Applied

Permit Issue

Revisions In Progress

There is an active Revision on this record. Please see the Revision Table for more information or the related revision record

Applied | Notice | 01/18/2023

### Conditions of Approval

Search

Hide Those Met

Showing 1-1 of 1 | [Download results](#)

Building - 1 Applied

Prior to Permit Issuance

Revise BDIAS

Revise Inspection Agency Agreement prior to issuance of revision.

Applied | 01/25/2023

4. Select record info > details > create amendment.

Record Info ▾

Plan Room ▾

Payments ▾

Conditions 2

Details

Processing Status

Related Records

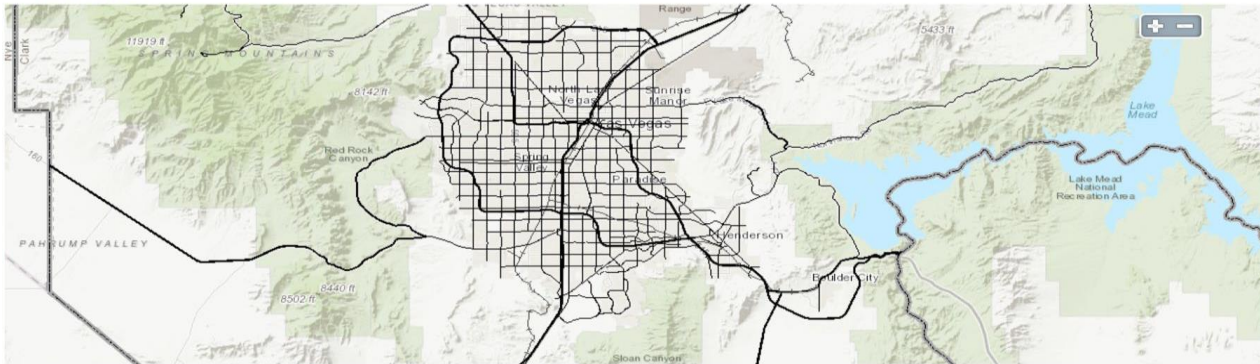
Attachments

Inspections

Added to this record on 01/18/2023.  
Revisions In Progress Severity: Notice  
Total Conditions: 2 (Notice: 2)

[View Condition](#)

4878 TEST BLVD \*



### Details

Contractor

Nevada Contractor Nevada- 00078955

Project Description:

TEST NAME  
TEST DESCRIPTION

Owner:

KOPP TESTACCOUNT \*  
487 TEST BLVD  
United States

► More Details

[Create Amendment](#)

5. Choose Inspection Item Revision > 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.

Add People to Application

Inspection Item Revision

Revision

Agency Selection Change

### 6. Step 1: Verify that the Applicant/Contact Information is correct.

#### Agency Selection

1 Step 1 2 Review 3 Record Issuance

#### Step 1: Step 1 > Page 1

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### Applicant/Contact

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

Home phone: [REDACTED]  
Mobile Phone: [REDACTED]  
Work Phone: [REDACTED]  
Fax: [REDACTED]  
Edit Remove

▼ Contact Addresses

To edit a contact address, click the address link.

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### 7. The special inspection(s) will already be checked, select the agencies you would like to perform the inspection and then continue application.

### Inspection Agency Selection

**SPECIAL INSPECTIONS**

Concrete:

Masonry:

Steel:

Fireproofing:

Wood:

Agency Selection Concrete: --Select--

Agency Selection Masonry: --Select--

Agency Selection Steel: --Select--

Agency Selection Fireproofing: --Select--

Agency Selection Wood: --Select--

### 8. Check the acknowledgement box > continue application.



Step 1: Step 1 > Page 2

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Congratulations the inspection agreement has been created!