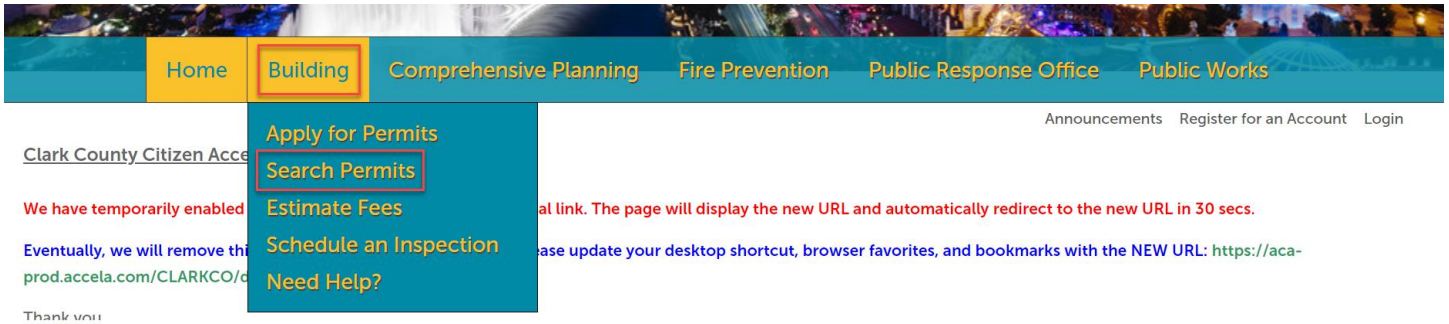
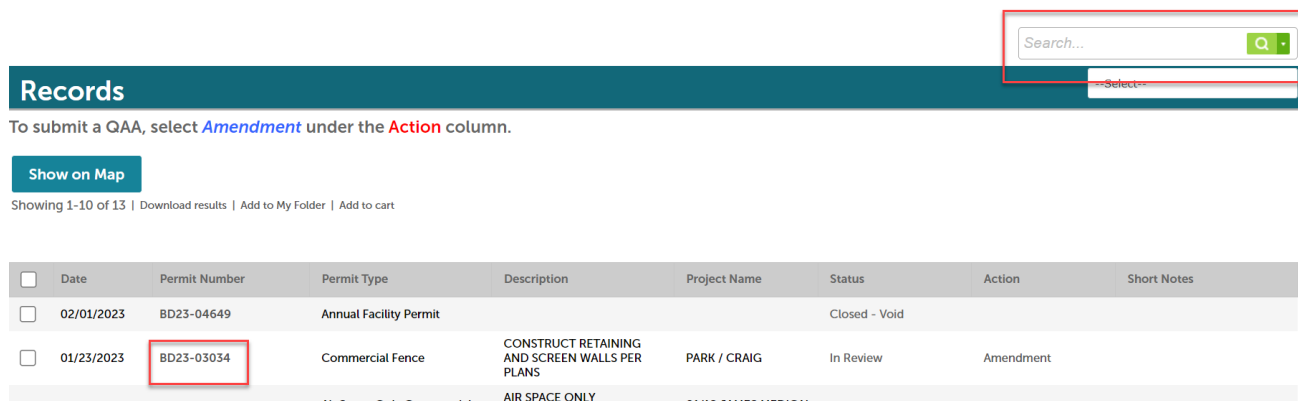


How to download documents

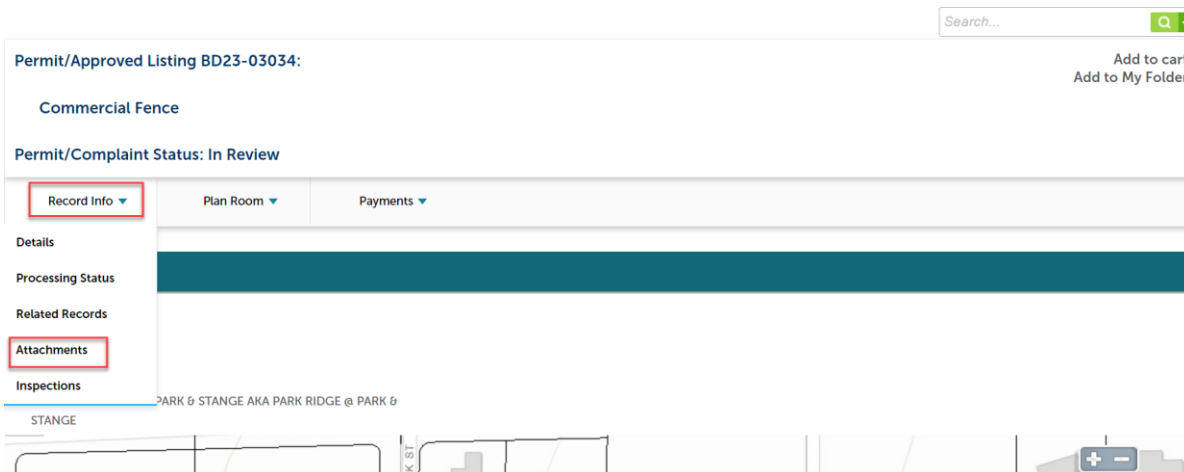
1. Login to the Citizen Access Portal <https://aca-prod.accela.com/CLARKCO/Default.aspx>
2. Select building or fire prevention > search permits.



3. Click on the permit number or search for the permit number.



4. Select record info > attachments.



5. Click on the document name.

Record Info ▾ Plan Room ▾ Payments ▾

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
Park Ridge Application.pdf	BD23-03034	Commercial Fence	Record	Completed Application Form	578.44 KB	01/23/2023	Actions ▾	Commercial Fence - BD23-03034

Actions ▾

6. The document will download > select open.

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
Park Ridge Application.pdf	BD23-03034	Commercial Fence	Record
210204-04 ADD Drain system Park Ridge 10.10.23.pdf	BD23-03034	Commercial Fence	Record
PR Geotech Report Update 061022.pdf	BD23-03034	Commercial Fence	Record
22-648_Park Ridge_Details.pdf	BD23-03034	Commercial Fence	Record
PR Approved Revision Full Set 01182023.pdf	BD23-03034	Commercial Fence	Record

7. After the document opens > select the arrow (top right corner)

8. Save

Save As

This PC > Downloads

Search Downloads

Organize ▾ New folder

Name	Date modified	Type
Today (1)		
Park Ridge Application	2/14/2023 7:18 AM	Microsoft Edge PDF ...

File name: Park Ridge Application

Save as type: Adobe Acrobat Document

Save Cancel