

## Renew Annual Operational Permit

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



3. Locate the record from the list and select renew application.

Records								--Select--
To submit a Revision, select <i>Amendment</i> under the <b>Action</b> column.								
Showing 1-4 of 4   Download results   Add to My Folder   Add to cart								
<input type="checkbox"/>	Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Notes
<input type="checkbox"/>	01/24/2023	FP23-00003-R001	Annual Operational Revision		TEST	Closed		Aircraft Repair Hangar
<input type="checkbox"/>	01/23/2023	FP23-00004	Annual Operational		TEST	Awaiting Plans	Upload Plans	Aircraft Repair Hangar
<input type="checkbox"/>	01/23/2023	FP23-00003	Annual Operational		TEST	Active	Renew Application Amendment	Aircraft Repair Hangar
<input type="checkbox"/>	01/19/2023	FP23-00002	Fire Suppression and Extinguishing Systems		TEST	In Review	Amendment	

4. Step 1: Select yes or no to “is a renewal for an existing operational permit” > continue application.

Step 1: Renew > Page 1

\* Indicates a required field.

### Operational Renewal

**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 or FireAnnualOps@clarkcountynv.gov

Is this a Renewal for an existing Operational Permit?:

Yes  No

5. Select the renewal type > review that contact information is still accurate > continue application.

Step 1: Renew > Page 2

\* indicates a required field.

**Renewal Information**

**RENEWAL PERMIT**  
If there are plan/quantity changes you must attach your plans with this renewal. If you can't attach plans then online renewal is not possible. Please bring plans and renewal payment to the office.

\* Renewal Type: --Select--

Permit Type: Aircraft Repair Hangar

Quantity Type: Square Feet

Quantity: 1

Quantity Type: --Select--

Quantity:

Quantity Type: --Select--

Quantity:

Inspection/Permit Location:

Continue Application »

Save and resume later

6. Step 2: Review that everything looks correct > continue application.

How much cut or fill will be revised?:

Continue Application »

Save and resume later

7. Pay Fees > check out.

Cart

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

4878 TEST BLVD

1 Application(s) | \$90.00

▶ Annual Operational Revision  
23TMP-000056

Total due: \$90.00

**Total amount to be paid: \$90.00**

Note: This does not include any additional fees which may be assessed later. Additional Plan Review fees may apply upon plan review completion.

Checkout »

Edit Cart »

Continue Shopping »

8. Select payment option > submit payment.



**Step 2: Payment information**

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 2.65% Service Fee.

The Shipping information is now required on the payment form. Please insert ONLY the Permit or Job Site ADDRESS! DO NOT use your physical address.

\* indicates a required field.

**Payment Options**

Amount to be charged: \$90.00

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

Submit Payment »

9. Complete!



**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**

**FP23-  
00003-  
RN01242023**