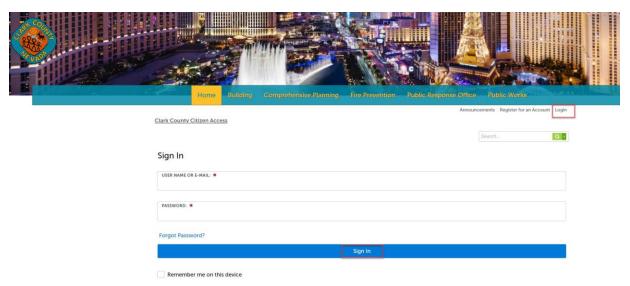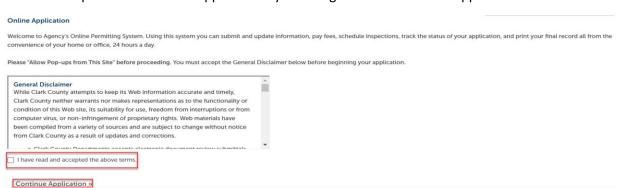1. Login to the Citizen Access Portal https://aca-prod.accela.com/CLARKCO/Default.aspx

2. Select fire prevention > apply for permits.

3. Accept the terms of the application by checking the box > continue application.

4. If the account is connected to a license, then a drop-down menu will appear to select a license.
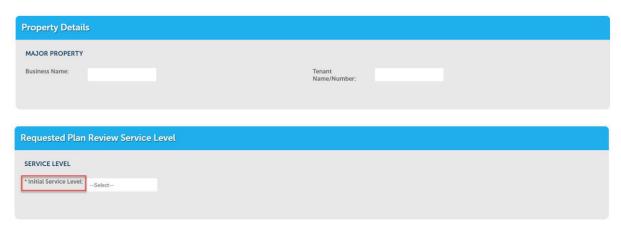
5. Select New Fire Annual Operational Permits > Annual Operational > continue application

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us at 702-455-7316.

[_____] ▽ [**Search**]

▶ Fire Prevention Construction Permits
▼ New Fire Annual Operational Permits
　○ Annual Operational
▶ Temporary Event Online Permits
▶ Temporary Event Permits (Plan Upload Required)

[Continue Application »]

6. Disclaimer is displayed > click Continue Application

Annual Operational

| 1 Apply | 2 Review | 3 Pay Fees | 4 Record Issuance |

Step 1: Apply > Page 3

* indicates a required field.

New Permits Only

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

[Continue Application »]　　　　　　　　　　　　　[**Save and resume later**]

7. Step 1: Enter Permit Information

Step 1: Apply > Page 1

* indicates a required field.

Permit Information

OPERATIONAL PERMIT INFO
If you need to renew an already existing permit, please do not proceed. Please contact the Annual Operational Renewal staff at permits@clarkcountynv.gov or call (702) 455-7100. If you are submitting for a new permit, or need to revise or submit corrections to an existing permit, please continue and be sure to include any applicable plans or documents. If you are unsure how to proceed, please contact us prior to submitting.

* Permit Type:	--Select--
Other Permit Type Description:	[_____]
Quantity Type:	--Select--
* Applicant Quantity:	[_____]
Quantity Type:	--Select--
Applicant Quantity:	[_____]
Quantity Type:	--Select--
Applicant Quantity:	[_____]
Occupancy Load:	[_____]
Is new construction a part of this permit?:	☐
* Recurring/Multi-Event:	○ Yes ○ No
Business License:	[_____]
Mobile Inspection Location:	[_____]
Referring Inspector Name:	[_____]

8. Enter Property Details and Requested Service Level

Property Details

MAJOR PROPERTY

Business Name: [   ]

Tenant
Name/Number: [   ]

Requested Plan Review Service Level

SERVICE LEVEL

* Initial Service Level: --Select-- [   ]

9. Enter Business Name

Project Name and Detailed Description

* Project / Venue / Business Name
[   ]

Sub-Property /Venue Location
[   ]

Scope of Work:
[   ]

10. Search for the address > Parcel and Owner Information will auto populate.

Address

* Street No.: [   ] Direction: --Select-- * Street Name: [   ] Street Type: --Select--

Unit Type: --Select-- Unit No.: [   ]

[Search] [Clear]

Parcel

☐ Auto-fill with 158-78-698-979

* Parcel Number: [   ]

Lot: [   ] Block: [   ]

Book: [   ] Parcel Area: [   ]

Tract: [   ] Legal Description: [   ]

[Search] [Clear]

Owner

Owner Name:

Address Line 1:

Address Line 2:

Address Line 3:

City: **State:**   **Zip:**   **Country:**
           --Select--   United States

Care Of:

[Search]   [Clear]

11. Enter contact information for each contact type > choose to *select from account* or add new.

Applicant/Contact

Please enter the Business Address.

[Select from Account]   [Add New]

On-Site Contact

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

[Select from Account]   [Add New]

Annual Renewal Contact

Please enter the Mailing Address.

[Select from Account]   [Add New]

12. Once contact(s) have been entered click continue application

▼ 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.			

[Continue Application »]   [Save and resume later]

13. Step 2: Review the information that was entered and select Continue Application

E-mail:test@clarkcountynv.gov

[Continue Application »]   [Save and resume later]

14. Pay fees > select check out.

Annual Operational

| 1 Apply | 2 Review | 3 Pay Fees | 4 Record Issuance |

Step 3: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
FP Initial Fee	1	██████

TOTAL FEES: ██████
Note: This does not include additional inspection fees which may be assessed later (Excludes Annual Operational).

Check Out »

15. Select check out.

Cart

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

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) | $██████
▶ Annual Operational   Total due: $██████
   23TMP-000052

Total amount to be paid: $██████
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 »**

16. Payment options > submit payment > site will direct to a secure website to enter billing information.

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

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 »

17. Step 3: Upload plans and documents

Step 3: Receipt/Record issuance

Thank You

If you made a payment your receipt is being emailed to you.
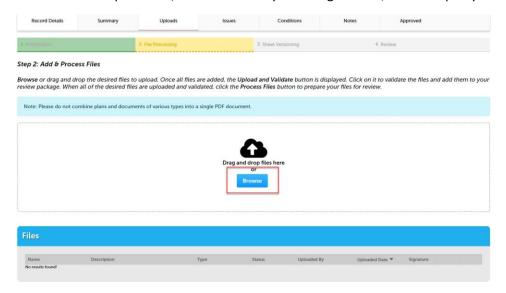Please print a copy of the receipt for your records.

4878 TEST BLVD

FP23-
00003   **Upload Plans and Documents**

18. Enter a description > select continue.

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

19. Add the plans and/or documents by selecting browse, this will open your computer folder.

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved

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

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date ▼	Signature
No results found!						

- You can also click the files from your computer and drag into the drop box.

20. Select a document type and write a description of that file. After all files are uploaded select upload and validate
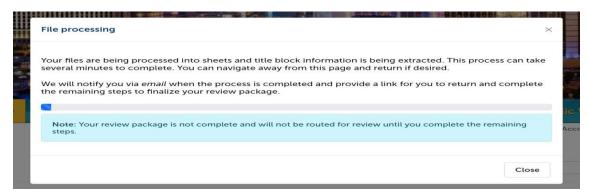

The files will process though uploading and validating, the system is checking if the file(s) are an acceptable file type, encrypted signature, corrupted files, etc. and will reject any file(s) that is not allowed.

21. Once all files show the green *validated*, click "Process Files."

22. The site will show a *file processing window* and will indicate when the files are processed > select continue.

23. If the system was able to identify sheet numbers, then those will be listed. If the system could not identify sheet numbers a message directs you to add the number to any pages that don't have one. This is a mandatory step, and you cannot continue without sheet numbers. The sheet title is optional. When all pages have the sheet number select continue.

24. Step 4: Review what was selected to upload. There are options to edit. If everything correct, then select finish.

Digital Plan Room
Record: FP23-00003
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 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

Requirements   **Edit**

This is the requirements checklist for this package.

Status	Requirement	Message
✓	Plan	

Files   **Edit**

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

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Site Plan.pdf	PLAN	Plan	👍 PROCESSED	▮▮▮	1/23/2023	

Finish

25. Complete! If a message appears that says "your review package has been received," then the submittal was successful. If you don't see this screen and caption, the submittal is not complete.

Success.
Your review package has been received.

Digital Plan Room
Record: FP23-00003
Address: 4878 TEST BLVD, 89149
Status: SUBMITTED

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved

Review Package Details

Name: Review Plan Cycle # 1
Description:
Status: Submitted
Date created: 1/23/2023, 4:15:12 PM
Date submitted: 1/23/2023, 4:24:47 PM

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Site Plan.pdf	PLAN	Plan	👍 PROCESSED	▮▮▮	1/23/2023	