

How to apply for an Annual Operational Permit

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

The screenshot shows the Clark County Citizen Access Portal. At the top, there is a navigation bar with links for Home, Building, Comprehensive Planning, Fire Prevention, Public Response Office, and Public Works. Below the navigation bar, there is a search bar and a 'Sign In' section. The 'Sign In' section includes a 'USER NAME OR E-MAIL' field, a 'PASSWORD' field, and a 'Sign In' button. There is also a 'Remember me on this device' checkbox and a 'Forgot Password?' link.

2. Select fire prevention > apply for permits.

The screenshot shows the Clark County Citizen Access Portal navigation menu. The 'Fire Prevention' link is highlighted. Below the navigation bar, there is a 'Welcome to Clark County's Land Development Citizen Access Portal' message. A dropdown menu is open under 'Fire Prevention', showing options: 'Apply for Permits', 'Search Permits', 'Schedule an Inspection', and 'Need Help?'. The 'Apply for Permits' option is highlighted.

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

The screenshot shows the Clark County Online Application page. The page title is 'Online Application'. Below the title, there is a welcome message: 'Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.' Below the welcome message, there is a 'General Disclaimer' section. The disclaimer text is: 'While Clark County attempts to keep its Web information accurate and timely, Clark County neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from Clark County as a result of updates and corrections.' Below the disclaimer, there is a checkbox labeled 'I have read and accepted the above terms.' and a 'Continue Application »' button.

4. If the account is connected to a license, then a drop-down menu will appear to select a license.

Select a License

Select a License attached to you user profile or select None Applicable if you wish to apply for a permit as an Owner Builder.

The screenshot shows the Clark County License selection dropdown menu. The dropdown is open, showing the following options: '--Select--', '--Select--', Nevada Contractor 00078955, Nevada Contractor 00885522, and None Applicable. Below the dropdown, there is a 'Continue Application »' button.

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.

- ▶ 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:

Other Permit Type Description:

Quantity Type:

* Applicant Quantity:

Quantity Type:

Applicant Quantity:

Quantity Type:

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:

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: * Street Name: Street Type:

Unit Type: Unit No.:

Parcel

Auto-fill with 158-78-698-979

* Parcel Number:

Lot: Block:

Book: Parcel Area:

Tract: Legal Description:

Owner

Owner Name:

Address Line 1:

Address Line 2:

Address Line 3:

City: State: Zip: Country:

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
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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
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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) | \$ ██████

▶ Annual Operational
23TMP-000052

Total due: \$ ██████

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
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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.

Payment Options

* indicates a required field

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

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

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.



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.

Building

Digital Plan Room
Record: BD21-00233-R003

Search... [G]

Need help

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

1 Information | **2 File Processing** | 3 Sheet Versioning | 4 Review

Step 2: Add & Process Files Click to view the requirements checklist for this review package. Requirements

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

PDF Site Plan Site Plan Taxregplate.pdf + Copy

Files

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

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

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

Site Plan.pdf

Site Plan Site Plan X

Upload and Validate

Files

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

Process Files

The files will process through 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.

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Site Plan.pdf	Site Plan	Site Plan	VALIDATED		1/23/2023	

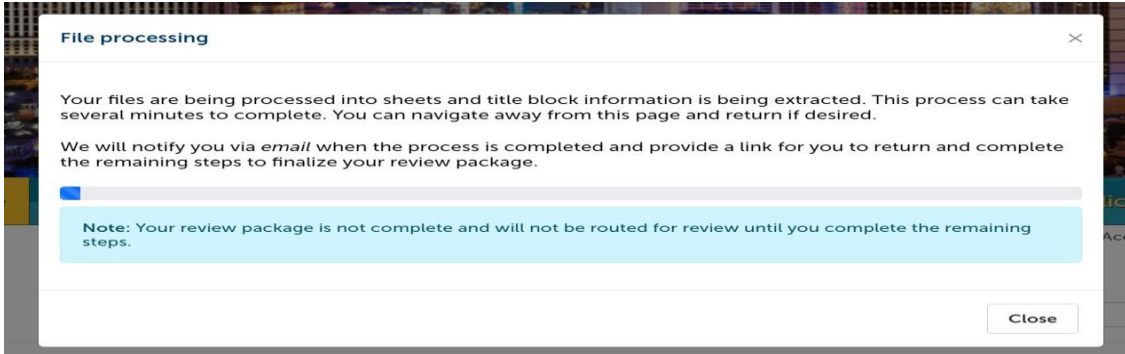
Process Files

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

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Site Plan.pdf	Site Plan	Site Plan	VALIDATED		1/23/2023	

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.

System Message:
Sheet number is required. Please check that all the plan sheets have a sheet number assigned.

Digital Plan Room Need help
 Record: FP23-00003
 Address: 4878 TEST BLVD, 89149
 Status: INTAKE

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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1 Information 2 File Processing 3 Sheet Versioning 4 Review

Step 3: Version Plan Sheets

Displayed below are the sheets extracted from files in this review package. Please review the sheet numbers that automatically populated for each title block to ensure they are correct and match the plan page. If any title block is missing the corresponding sheet number, you will need to manually enter that number. You can save your work and come back later if needed, or click **Continue** when you are done.

Sheets

Showing a total of 1 sheet Show only error sheets

Title Block	Thumbnail	Sheet number and title
---	---	<div style="border: 1px solid #ccc; padding: 5px;"> <input style="width: 100%;" type="text" value="Sheet number"/> <p style="font-size: small; margin-top: 5px;">Sheet number is required</p> <input style="width: 100%;" type="text" value="Sheet title (optional)"/> </div> <p style="font-size: x-small; margin-top: 5px;">Site Plan.pdf (Page: 1)</p>

Continue

Save and resume later

****IMPORTANT NOTE** - NO TWO SHEETS CAN HAVE THE SAME SHEET NUMBER. IF YOUR SUBMITTAL INCLUDES SHEETS WITH THE SAME SHEET NUMBER IT WILL BE FLAGGED AS AN ERROR AND YOU WILL HAVE TO GIVE ONE OF THE SHEETS A DIFFERENT NUMBER.**

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 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

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
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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	