

How to Upload Inspection Documents

When **NOT** a Contact:

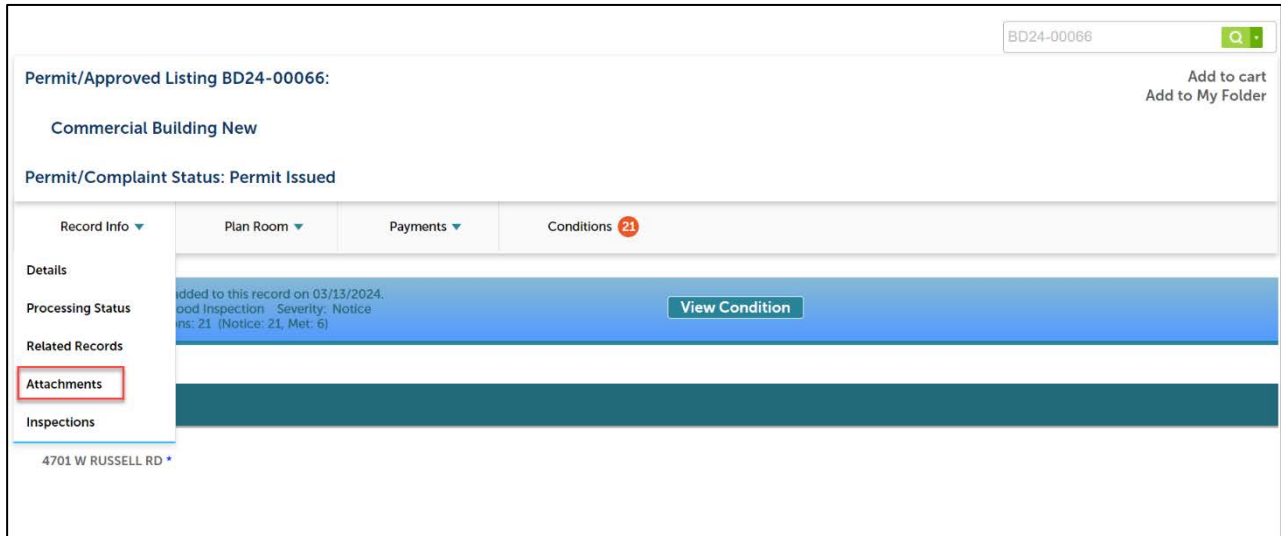
1. Navigate to Clark County Citizen Access: <https://aca-prod.accela.com/clarkco/Default.aspx>
2. Log or Register for an Account if you do not have an account to ensure you see all upload options.

The screenshot shows the top navigation bar with links for Home, Building, Business Licenses, Comprehensive Planning, Fire Prevention, and Public Works. Below the navigation bar, there are links for Announcements, Register for an Account, and Login. A red box highlights the 'Register for an Account' and 'Login' links. Below these links, there are instructions for 'Forgot password' and 'Locked account'. A section titled '*New Sites*' lists 'Schedule an Inspection', 'Estimate Fees', and 'Inspection History Report'. A search bar is located on the right side of the page. The main content area features a 'Sign In' section with fields for 'USERNAME OR EMAIL' and 'PASSWORD', a 'Forgot Password?' link, a blue 'SIGN IN' button, and a 'Remember me on this device' checkbox. At the bottom of the sign-in section, there is a 'Not Registered?' link and a 'CREATE AN ACCOUNT' button.

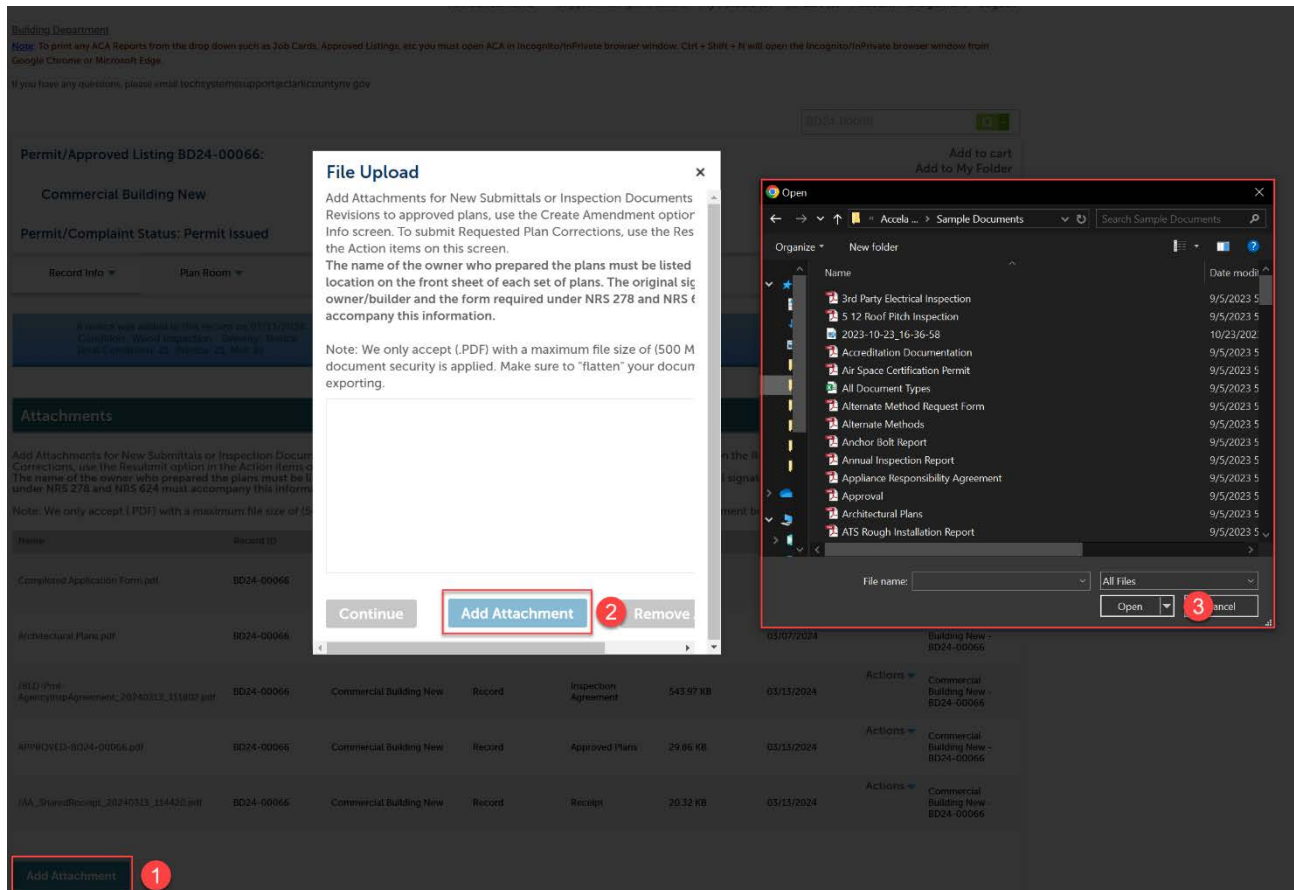
3. Search for your Permit Number.

The screenshot shows the top navigation bar with links for Home, Building, Business Licenses, Comprehensive Planning, Fire Prevention, and Public Works. Below the navigation bar, there are links for Announcements, Logged in as: Guest, My Folders (0), Cart (0), Account Management, and Logout. A red box highlights the search bar, which contains the permit number 'BD24-00066'. A red arrow points to the search bar. Below the search bar, there is a 'Hello, Guest' message. At the bottom of the page, there are buttons for 'Saved in Cart (0)', 'View Cart', 'My Collection (0)', and 'View Collections'.

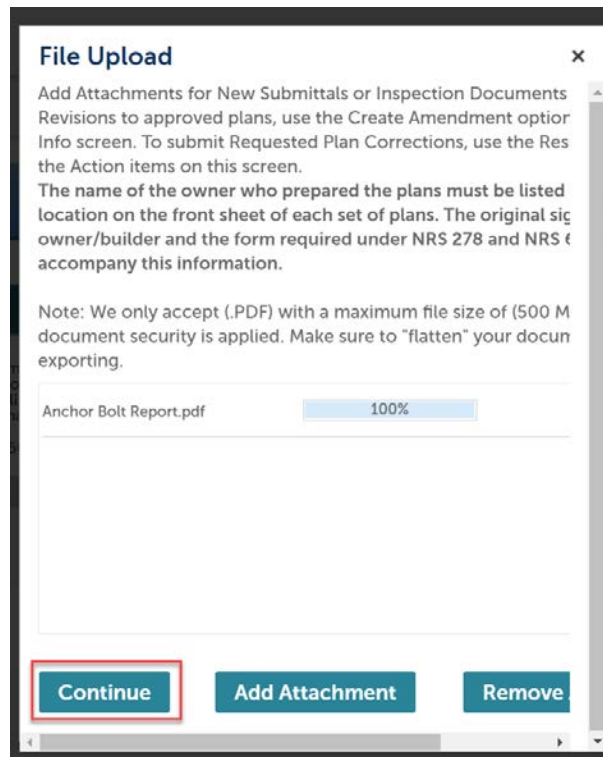
4. Go to Record Info drop down and select Attachments.



5. Scroll down and select Add Attachment to bring up the File Upload window. Select Add Attachment to bring up your file explorer. Select the attachment(s) you wish to upload and select Open.



6. Select Continue.



7. Wait for selected files to appear below existing Attachments. For each document, select a Document Type and input a Description. Once completed, select Save. If you do not see the Document Type that you are trying to upload, then please check that you are logged in. If you receive a System Message stating **Action Cancelled**, then it is a Document Type that is not accepted while the permit is in the current status (e.g., Architectural Plans are plan check document and are not accepted while a permit is in Permit Issued status). **See next page**

Permit/Approved Listing BD24-00066:

Add to cart
Add to My Folder

Commercial Building New

Permit/Complaint Status: Permit Issued

Record Info ▾

Plan Room ▾

Payments ▾

Conditions **21**

A notice was added to this record on 03/13/2024.
Condition: Wood Inspection Severity: Notice
Total Conditions: 21 (Notice: 21, Met: 6)

[View Condition](#)

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
Completed Application Form.pdf	BD24-00066	Commercial Building New	Record	Completed Application Form	35.00 KB	03/07/2024	Actions ▾	Commercial Building New - BD24-00066
Architectural Plans.pdf	BD24-00066	Commercial Building New	Record	Architectural Plans	34.56 KB	03/07/2024	Actions ▾	Commercial Building New - BD24-00066
/BLD-Pmt-AgencyInspAgreement_20240313_111802.pdf	BD24-00066	Commercial Building New	Record	Inspection Agreement	543.97 KB	03/13/2024	Actions ▾	Commercial Building New - BD24-00066
APPROVED-BD24-00066.pdf	BD24-00066	Commercial Building New	Record	Approved Plans	29.86 KB	03/13/2024	Actions ▾	Commercial Building New - BD24-00066
/AA_SharedReceipt_20240313_114420.pdf	BD24-00066	Commercial Building New	Record	Receipt	20.32 KB	03/13/2024	Actions ▾	Commercial Building New - BD24-00066

< Prev 1 2 3 4 5 Next >

* Type: **1**

File:
 100%

* Description: **2**

3 [Save](#) [Add Attachment](#) [Remove All](#)

[Remove](#)

4 The attachment(s) has/have been successfully uploaded.
 These uploaded document(s) will not be attached to the record or viewable to you. You will receive an e-mail confirming that the document(s) were uploaded successfully.

Permit/Approved Listing BD24-00066: Add to cart
Add to My Folder

Commercial Building New

Permit/Complaint Status: Permit Issued

Record Info ▾ Plan Room ▾ Payments ▾ Conditions **21**

A notice was added to this record on 03/13/2024.
 Condition: Wood Inspection Severity: Notice
 Total Conditions: 21 (Notice: 21, Met: 6) [View Condition](#)

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	Entry Type	Type	Size	Latest Update	Action	Entity
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8. The appropriate inspection will be scheduled and can be viewed by going to the Record Info drop down and selecting Inspections.

Permit/Approved Listing BD24-00066: Add to cart
Add to My Folder

Commercial Building New

Permit/Complaint Status: Permit Issued

Record Info ▾ Plan Room ▾ Payments ▾ Conditions **21**

Details

Processing Status added to this record on 03/13/2024.
 Condition: Wood Inspection Severity: Notice
 Total Conditions: 21 (Notice: 21, Met: 6) [View Condition](#)

Related Records

Attachments

Inspections

Upcoming (14)
 Schedule an Inspection
 Click the link above to schedule or request one.

Anchor Bolt Report (17259545)
 Inspector: Antonio Garcia Actions ▾

When a Contact:

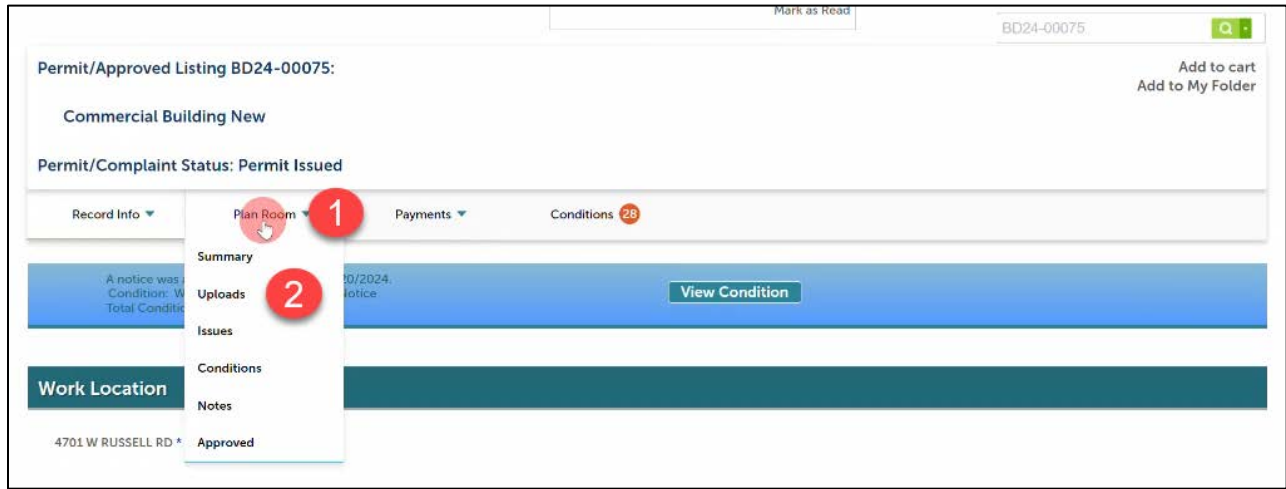
1. Navigate to Clark County Citizen Access: <https://aca-prod.accela.com/clarkco/Default.aspx>
2. Login or Register for an Account if you do not have an account to ensure you see all upload options.

The screenshot shows the top navigation bar with links: Home, Building, Business Licenses, Comprehensive Planning, Fire Prevention, and Public Works. Below the navigation bar, there are links for "Announcements", "Register for an Account", and "Login". A red box highlights the "Register for an Account" link. Below this, there are instructions for "Forgot password" and "Locked account". A section titled "*New Sites*" lists "Schedule an Inspection", "Estimate Fees", and "Inspection History Report". A search bar is present with the text "Search...". The main content area is titled "Sign In" and contains two input fields: "USERNAME OR EMAIL: *" and "PASSWORD: *". Below the password field is a "Forgot Password?" link. A large blue button labeled "SIGN IN" is centered. At the bottom of the sign-in section, there is a checkbox for "Remember me on this device" and a link for "Not Registered? CREATE AN ACCOUNT".

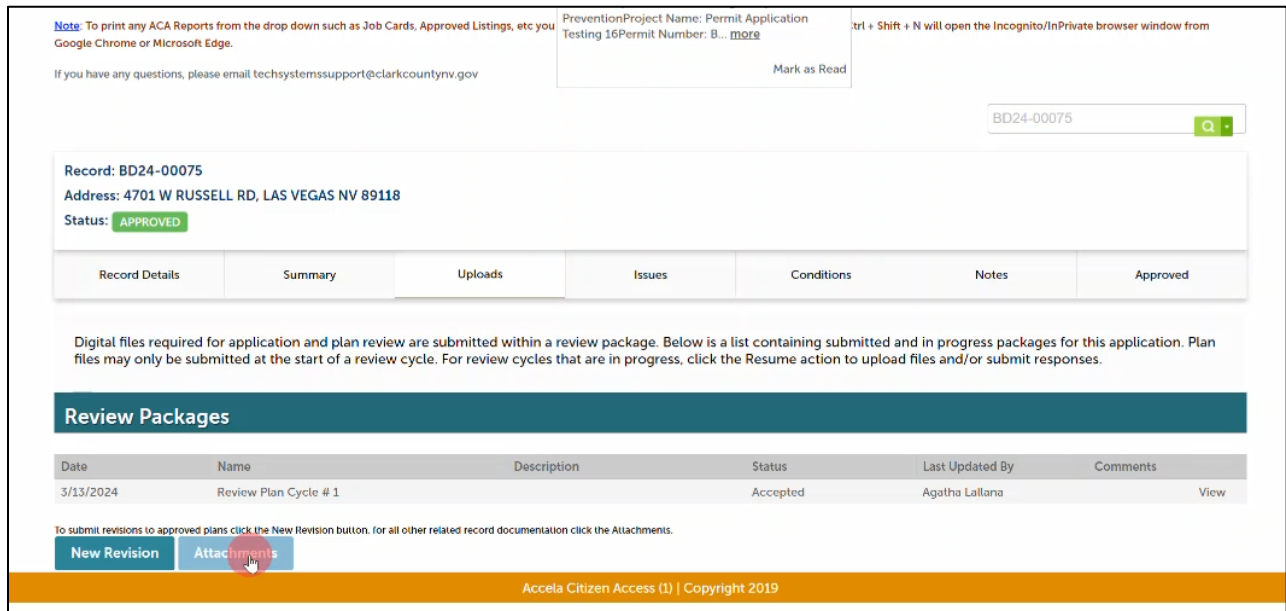
3. Search for your Permit Number.

The screenshot shows the same website after login. The top navigation bar is the same. Below it, the user is logged in as "Guest". There are links for "My Folders (0)", "Cart (0)", "Account Management", and "Logout". The "Forgot password" and "Locked account" instructions are still present. The "*New Sites*" section is also visible. A search bar is highlighted with a red box and a red arrow pointing to it, containing the text "BD24-00075". Below the search bar, the text "Hello, Guest" is displayed. At the bottom of the page, there are three buttons: "Saved in Cart (0)", "View Cart", and "My Collection (0)", followed by "View Collections".

4. Go to Plan Room drop down and select Uploads.



5. Select Attachments.



- You can either Drag and Drop the file(s) or click Browse. Then select a document type. Writing a description is now optional. Click Upload and Validate once done.

Record: BD24-00075
Address: 4701 W RUSSELL RD, LAS VEGAS NV 89118
Status: APPROVED

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

Add attachment files

Browse or drag and drop the desired files to upload. Once all files are added, the Upload button will be displayed. Supporting documents and attachments can be uploaded below, but plan files cannot be uploaded at this time while a plan review is currently in progress.

Anchor Bolt Report.pdf

Upload and Validate

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Completed Application Form.pdf		Completed Application Form	ACCEPTED	Agatha Lallana	3/20/2024	

- Wait for few seconds then scroll down to check if file status is VALIDATED. The status will automatically change from VALIDATED > PROCESSING > ACCEPTED. Do NOT leave the page until the status changes to ACCEPTED.

Notice:
Please do not upload plan files in this page.

Record: BD24-00075
Address: 4701 W RUSSELL RD, LAS VEGAS NV 89118
Status: APPROVED

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

Add attachment files

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Drag and drop files here
or
Browse

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Completed Application Form.pdf		Completed Application Form	ACCEPTED	Agatha Lallana	3/20/2024	
Anchor Bolt Report.pdf		Anchor Bolt Report	VALIDATED	Agatha Lallana	3/26/2024	

BD24-00075 Q


Notice:
Please do not upload plan files in this page.

Record: BD24-00075
Address: 4701 W RUSSELL RD, LAS VEGAS NV 89118
Status: APPROVED

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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Add attachment files

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Drag and drop files here
or

Browse

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Completed Application Form.pdf		Completed Application Form	ACCEPTED	Agatha Lallana	3/20/2024	
Anchor Bolt Report.pdf		Anchor Bolt Report	PROCESSING	Lallana	3/26/2024	

Accela Citizen Access (1) | Copyright 2019

BD24-00075 Q


Notice:
Please do not upload plan files in this page.

Record: BD24-00075
Address: 4701 W RUSSELL RD, LAS VEGAS NV 89118
Status: APPROVED

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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Add attachment files

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Drag and drop files here
or

Browse

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Completed Application Form.pdf		Completed Application Form	ACCEPTED	Agatha Lallana	3/20/2024	
Anchor Bolt Report.pdf		Anchor Bolt Report	ACCEPTED	ha Lallana	3/26/2024	

Accela Citizen Access (1) | Copyright 2019

8. The appropriate inspection will be scheduled and can be viewed by going to the Record Info drop down and selecting Inspections.

Permit/Approved Listing BD24-00075 : Add to cart
Add to My Folder

Commercial Building New

Permit/Complaint Status: Permit Issued

Record Info ▼	Plan Room ▼	Payments ▼	Conditions 21
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Details

Processing Status View Condition

Related Records

Attachments

Inspections

Upcoming (14)

Schedule an Inspection

Click the link above to schedule or request one.

Anchor Bolt Report (17259545)
Inspector: Antonio Garcia Actions ▼