



# Clark County Department of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

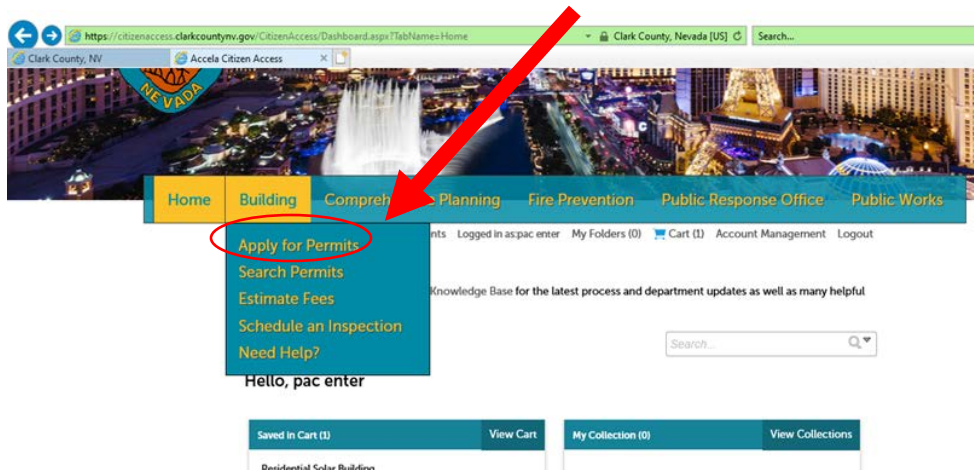
## Temporary Sales Office Conversion to Garage Building Permit Guide

Jerome A. Stueve, P.E., Director

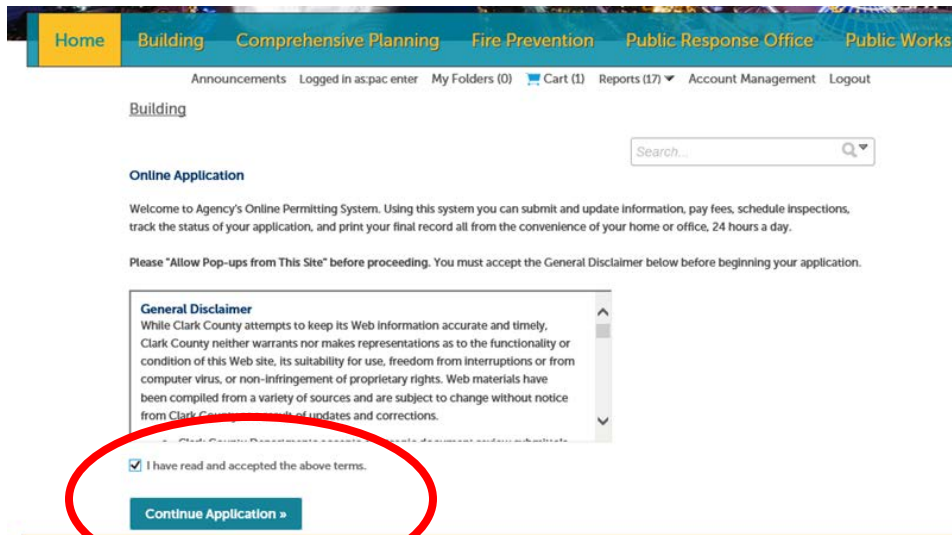
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This guide outlines the requirements for submitting a permit application to convert a temporary sales office back to a previously approved and permitted garage. If any modifications have been made to the previously approved plans (43#/53#) for the single family residence then this permit type cannot be processed and the modifications and conversion need to be submitted as a residential building remodel permit with plans.

- 1- Log into the Citizens Access Portal at: <https://acaqa.clarkcountynv.gov/CitizenAccess/Login.aspx>
- 2- Go to Building and select "Apply for Permits" in the drop down.



- 3- Acknowledge the disclaimer and continue



4- Select Sales Office to Garage Conversion – Sales Office Conversions and then continue application

Home Building Comprehensive Planning Fire Prevention Public Response Office Public Works

Announcements Logged in as: pac enter My Folders (0) Cart (1) Account Management Logout

Building

Search...

Select a Permit / Approved Listing Type

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

Search

- ▶ Air Space Only Commercial Subdivision
- ▶ Commercial Building Permits - Plans Required
- ▶ Fabricator Records
- ▶ Inspection Agency Records
- ▶ Life Safety Systems/Alternate Methods
- ▶ Online Solar - Field Review
- ▶ Residential Building Permits (Plans Required)
- ▶ Residential Manufactured Permits
- Sales Office to Garage Conversion
- Sales Office Conversion
- ▶ Simple Building Permits
- ▶ STANDARD PLANS
- ▶ Sub-Trade Permits (Stand alone Plans Required)
- ▶ Subdivisions (Early Models)

Continue Application >

5- You will be asked for general information on the following screen such as Detailed Information, Address, Parcel, Owner, Licensed Professional, Applicant Contact, and Additional Information (Job Value). Fill in this data accordingly.

- Note: when filling in address, parcel, owner only fill in one of these fields and then hit search. This will then pull in the other information to match the legal description on file with the Assessors Office. If you try to hand type in each field and it doesn't match exactly it could prompt an error.

- 6- The last information on this screen you need to provide is Custom Field. Here you will need to:
- Specify if electrical, plumbing, or mechanical inspections are required. If the selection is yes, then sub permits will be created so the appropriate inspections can be performed.
  - Provide the approved standard plan number for this home (43 number). Examples: BD43-1234-RE7 if it's a permit record created prior to 12-11-17 or BD43-1234 if created after 12-11-17.
  - Provide approved building permit number. Examples: BD-12-1234-BU6 if it's a permit record created prior to 12-11-17 or BD19-1235 if created after 12-11-17.
  - IF you selected yes to electrical, plumbing or mechanical inspections are required. Then you will provide subcontractors (electrical, plumbing and mechanical)
    - When entering in the sub contractors information please use the contractors license number exactly as it is shown with the NV State Contractors Board in the field titled Electrical Contractor. Once the license number is entered the name of the contractor will automatically fill into the next field.

Then continue or save and resume later.

## Custom Fields

### SALES OFFICE CONVERSION

\* Are Electrical Inspections required for this permit?:  Yes  No

\* Are Mechanical Inspections required for this permit?:  Yes  No

\* Are Plumbing Inspections required for this permit?:  Yes  No

\* Deviate from original garage design?:  Yes  No

\* Provide the approved Standard Plan number for this home (43 number):

\* Approved Building Permit Number:

### SUB-CONTRACTOR DESIGNATION

Electrical Contractor:

Electrical Contractor Name:

Plumbing Contractor:

Plumbing Contractor:

Then continue or save and resume later.

- 7- After you continue application you will come to a review screen. Here you will verify all the data that you entered in steps 5 and 6.

#### Sales Office Conversion

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

#### Step 2: Review

Continue Application »

Save and resume later


Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

#### Permit / Approved Listing Type

Sales Office Conversion

- 8- Once you continue past the review of the application you will come to Pay Fees. In this example only a electrical inspection was selected causing an electrical sub permit to be created.

Building

Search... 

**Sales Office Conversion**

1 Step 1      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
Permit Fee	1	\$537.00
Electrical Permit Fee 18%	1	\$150.66

**TOTAL FEES: \$687.66**

Note: This does not include additional inspection fees which may be assessed later.

**Check Out »**

- 9- Select check out and pay the permit fees. Once the fees are paid you will come to a screen that gives you your permit numbers.

- 10- Visit our inspections section of our website at: <https://citizenaccess.clarkcountynv.gov/bulkinspectionscheduling/> to schedule final inspection(s) for the building and sub permits (mechanical, electrical and plumbing), if applicable.



**Schedule Inspections - Internal**

Enter Record Number or Record ID:(For Building Permits, enter BD and Permit number. Ex: BD16-24588-BU1. For Fire Prevention Permits, enter FP and Permit number. Ex: FP17-98765-BU1)

\*\*\* This page only allows you to schedule inspections and view completed inspections ONLY. Please access [Citizen Access Portal](#) to further search information or **CANCEL INSPECTIONS** by department on the Record. \*\*\*

To view full permit details, visit one of our Citizen Access Portals

[Building ACA](#)

[Fire Prevention ACA](#)

- 11- Please have a copy of the approved plan for the home showing the original garage approved (standard plans will be a BD43#) and a copy of the approved permit for the home (standard plans will be the step #3 under a BD20#) on site for the inspection.