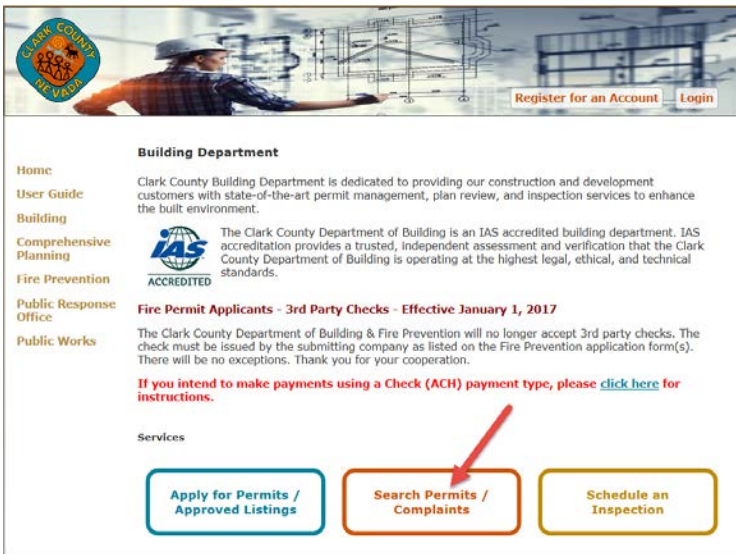


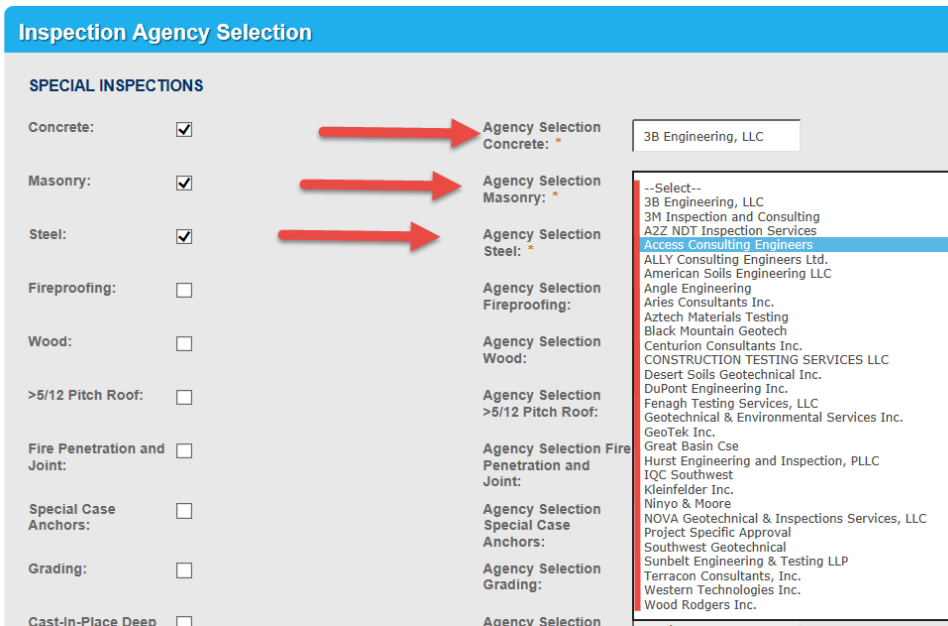
# 3<sup>rd</sup> Party Inspection Agreements / QAA

## How do I create a QA / Special Inspection Agreement online?

- Individual QA Agreements are required for each permit where special inspections have been designated as required by the plans examiners.
- The online process will allow you to create your own inspection agreement by selecting the qualified 3<sup>rd</sup> party agency to perform these inspections.
- An email notification will be sent to the Applicant when the permit has been reviewed and is Ready to Issue, informing the Applicant of the 3<sup>rd</sup> Party inspection requirement.
- Log into Citizen Access Portal (<https://citizenaccess.clarkcountynv.gov/CitizenAccess>)



- From the Building screen in Citizen Access Portal, click on Search Permits/Complaints.
- Locate the Step 3 permit that is Ready to Issue
- Select the Amendment button (At the Ready to Issue permit status the only Amendment is an Agency Selection record).



- On the Inspection Agency screen that is displayed next, scroll down to locate all Special Inspection types that are 'checked'. These are the inspection types where an Agency must be selected.
- Choose an agency from the displayed drop down list for each item that has a check next to it. Only agencies that are approved for an item will be on the specific drop down list.
- All items that require a third party inspection agency must be chosen to proceed.

# 3<sup>rd</sup> Party Inspection Agreements / QAA

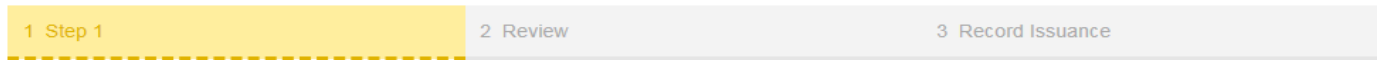
# 3<sup>rd</sup> Party Inspection Agreements / QAA

Scroll to the bottom of the form and select **Continue Application** when all of the items have an agency selected.



Click Continue Application to bypass the Attachment screen. Attachments are not required.

## Agency Selection



### Step 1 : Step 1 > Page 2

\* indicates a required field.

### Attachment

The maximum file size allowed is 500 MB.  
.ad;.ade;.adp;.ani;.app;.asp;.bas;.bat;.chm;.cmd;.com;.cpl;.crt;.csh;.exe;.fxp;.hlp;.hta;.inf;.ins;.isp;.js;.jse;.ksh;.lnk;.mda;.mdb;.mde;.mdt;.mdw;.mdz;.msc;.msi;.msp;.mst;.ops;.pcd;.pif;.prf;.prg;.rar;.reg;.scf;.scr;.sct;.shb;.shs;.url;.vb;.vbe;.vbs;.vsd;.vss;.vst;.vsw;.ws;.wsc;.wsf;.wsh;.zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

< | >

**Add Attachment**



## 3<sup>rd</sup> Party Inspection Agreements / QAA

The next screen is a 'Review/Edit' screen.

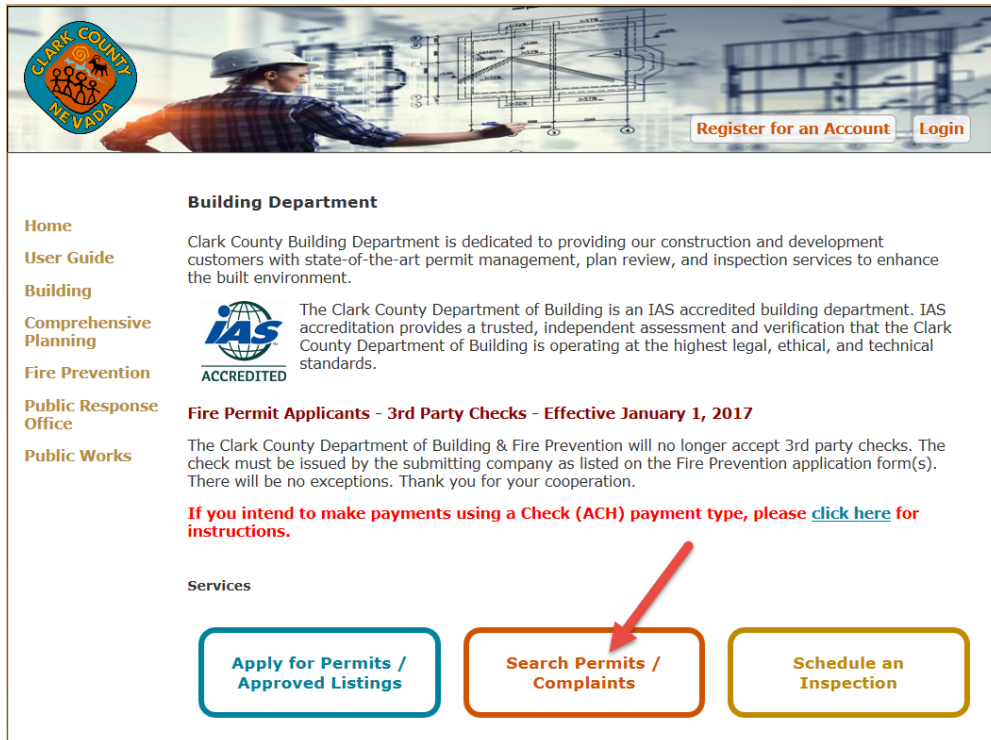


# 3<sup>rd</sup> Party Inspection Agreements / QAA

# 3<sup>rd</sup> Party Inspection Agreements / QAA

## How do I change a QA / Special Inspection Agreement online?

To change a Special Inspection Agreement, log into Citizen Access – (<https://citizenaccess.clarkcountynv.gov/CitizenAccess>), Select Building, and then Search Permit / Complaints button.



**Clark County Nevada**

**Building Department**

Clark County Building Department is dedicated to providing our construction and development customers with state-of-the-art permit management, plan review, and inspection services to enhance the built environment.

The Clark County Department of Building is an IAS accredited building department. IAS accreditation provides a trusted, independent assessment and verification that the Clark County Department of Building is operating at the highest legal, ethical, and technical standards.

**Fire Permit Applicants - 3rd Party Checks - Effective January 1, 2017**

The Clark County Department of Building & Fire Prevention will no longer accept 3rd party checks. The check must be issued by the submitting company as listed on the Fire Prevention application form(s). There will be no exceptions. Thank you for your cooperation.

If you intend to make payments using a Check (ACH) payment type, please [click here](#) for instructions.

Services

- Apply for Permits / Approved Listings
- Search Permits / Complaints
- Schedule an Inspection

Find the permit that you want to change a special inspection agreement. Select the **Amendment** button.

[Building](#)

[Search](#) | [New](#)

## Records

To submit a QAA, select **Amendment** under the **Action** column.

Showing 1-10 of 12 | [Download results](#) | [Add to My Folder](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Permit Number	Permit Type	Description	Project Name	Status	Action
<input type="checkbox"/>	03/08/2018	BD18-01923	Residential Building New SFR Tract Home	NEW SFR LOT 187		Permit Issued	Amendment

# 3<sup>rd</sup> Party Inspection Agreements / QAA

Choose **Inspection Agency** as the Amendment type, and then Agency Selection Change.

## Select an Amendment Type

Choose one of the following available amendment

--Select a Category--  
Inspection Agency  
Revision

**Continue Application »**

## Select an Amendment Type

Choose one of the following available amendment types. For a

Inspection Agency

- Agency Selection Change
- Inspection Item Revision

**Continue Application »**

### Applicant/Contact

To add new contacts, click the Select from Account or Add New button. To

**Nan Manning**  
nanzabelle@gmail.com  
Home phone:  
Mobile Phone:(333) 333-3333  
Work Phone: (702) 333-3333  
Fax:  
Edit Remove


▼ Contact Addresses

**Add Address Information**

To edit a contact address, click the address link.

The applicant/contact from the parent record will be shown.

Scroll down to change the agency for each item that has a check next to it. Only agencies that are approved for an item will be on the specific drop down list.

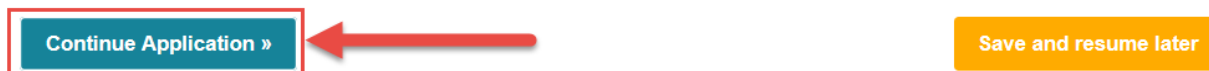
Energy Efficiency Testing: <input checked="" type="checkbox"/>		Agency Selection Energy Efficiency Testing: *	--Select-- 3E LLC. Comfort Engineering, Inc DuctTesters Energy Conservation Group ENERGY INSPECTORS CORPORATION Home Energy Connection, LLC Project Specific Approval Two Trails, Inc.
ATS: <input type="checkbox"/>		Agency Selection ATS:	
Internal Use - Nondestructive Testing: <input type="checkbox"/>		Nondestructive Testing:	
Ultrasonic Testing: <input type="checkbox"/>		Agency Selection Ultrasonic Testing:	--Select--



## 3<sup>rd</sup> Party Inspection Agreements / QAA

All items that require a third party inspection agency have to be chosen prior completing the agency selection change record. Change the agencies in the drop down lists.

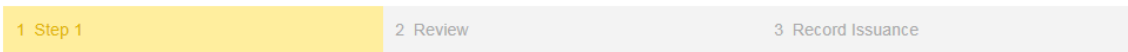
Scroll to the bottom of the form and select **Continue Application** when all of the items have an agency selected.



Continue through page 2,

Add the 3 required documents per Technical Guideline 80. (New Agency Letter, Original Agency Letter, and Owner/Representative Letter)

### Agency Selection



### Step 1: Step 1 > Page 2

\* indicates a required field.

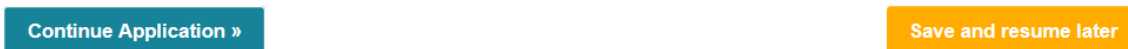
#### Attachment

The maximum file size allowed is 500 MB.  
.ad;.ade;.adp;.ani;.app;.asp;.bas;.bat;.chm;.cmd;.com;.cpl;.crt;.csh;.exe;.fxp;.hlp;.hta;.inf;.ins;.isp;.js;.jse;.ksh;.lnk;.mda;.mdb;.mde;.mdt;.mdw;.mdz;.msc;.msi;.msp;.mst;.ops;.pcd;.pif;.prf;.prg;.rar;.reg;.scf;.scr;.sct;.shb;.shs;.url;.vb;.vbe;.vbs;.vsd;.vss;.vst;.vsw;.ws;.wsc;.wsf;.wsh;.zip are disallowed file types to upload.

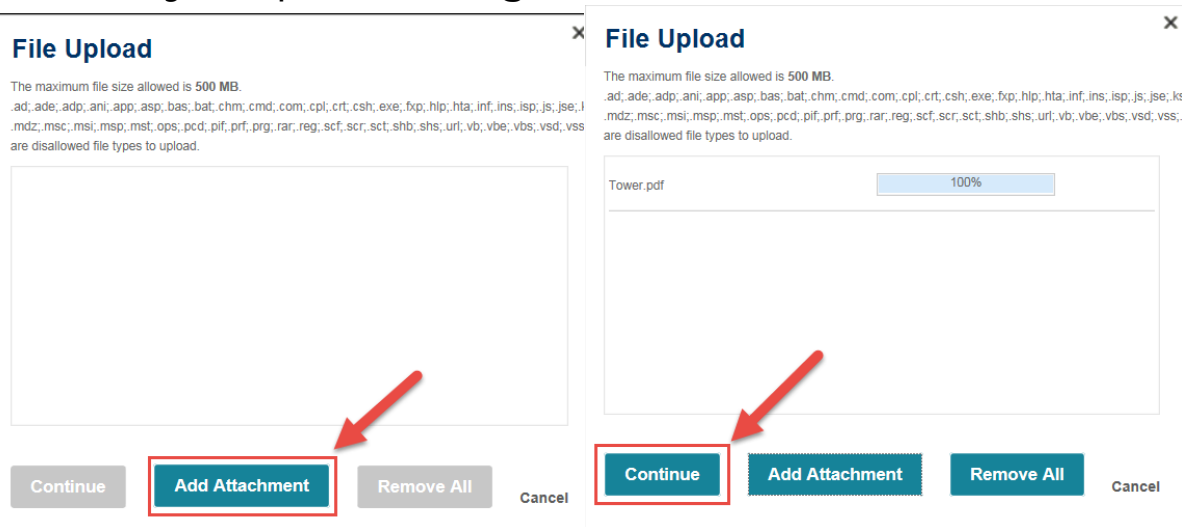
Name	Type	Size	Latest Update	Action
No records found.				

< [Progress Bar] >

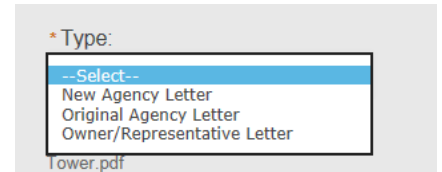
**Add Attachment** ←



# 3<sup>rd</sup> Party Inspection Agreements / QAA



Three documents are required to change the agency for a permit. This process requires a document review period to evaluate compliance with our administrative and technical codes.



# 3<sup>rd</sup> Party Inspection Agreements / QAA

Agency Selection Change

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

Step 1: Step 1 > Page 2

\* indicates a required field.

## Attachment

The maximum file size allowed is 500 MB

ad, ade, adp, ani, app, asp, bas, bat, chm, cmd, com, cpl, crt, csh, exe, fpx, hlp,hta, inf, ins, isp, js, jse, ksh, lnk, mda, mdb, mde, mdt, mdw, mdz, msc, msi, msp, mst, ops, pcd, pif, prf, prg, rar, reg, scf, scr, sct, shb, shs, url, vb, vbe, vbs, vsd, vss, vst, vsw, ws, wsc, wsf, wsh; zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

\* Type:



Remove

File:

Tower.pdf  
100%

\* Description:

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

[Continue Application »](#)

[Save and resume later](#)

# 3<sup>rd</sup> Party Inspection Agreements / QAA

○ Review the page for accuracy. Scroll to the bottom and check the acknowledgments box. Select **Continue Application** and your part of the process is complete.

○ When the inspection agency change has been completed by Clark County staff you will be notified that fees are due.

○ An agreement will not be created until fees will be paid.

○ After fee payment the agreement will be created and saved to the record. Emails containing the agreement will be sent to each agency selected. Inspection Agency Permits will be created, BDIA18-XXXXX.