

Online Revisions

How do I create/submit a plan revision online?

- Plan revisions may only be submitted after the original plan is fully approved, and permit issued.
- Plan revisions may only be create/submitted by those users who have a Citizen Access account that is linked to the original permit.
- If there is a Building permit associated with the plan, revisions may only be created as Amendments to the Building Permit – Electrical, Plumbing and Mechanical plan revisions must be created by amending the original Building Permit.
- Log into Citizen Access Portal (<https://citizenaccess.clarkcountynv.gov/CitizenAccess>)

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.

ACCREDITED

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

- From the Building screen in Citizen Access Portal, click on **Search Permits/Complaints**.
- Locate the Building Permit or 'Stand Alone' trade permit that requires revision.
- Select the **Amendment** button.

09/07/2018 BD18-45191 Residential Building New

test for res req. inspections Permit Issued **Amendment**

- Select '**Revision**' as the **Amendment Type**

Building

Announcements Logged In as marcustelle - My Folders

Select an Amendment Type

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

- Inspection Agency Revision
- Revision**

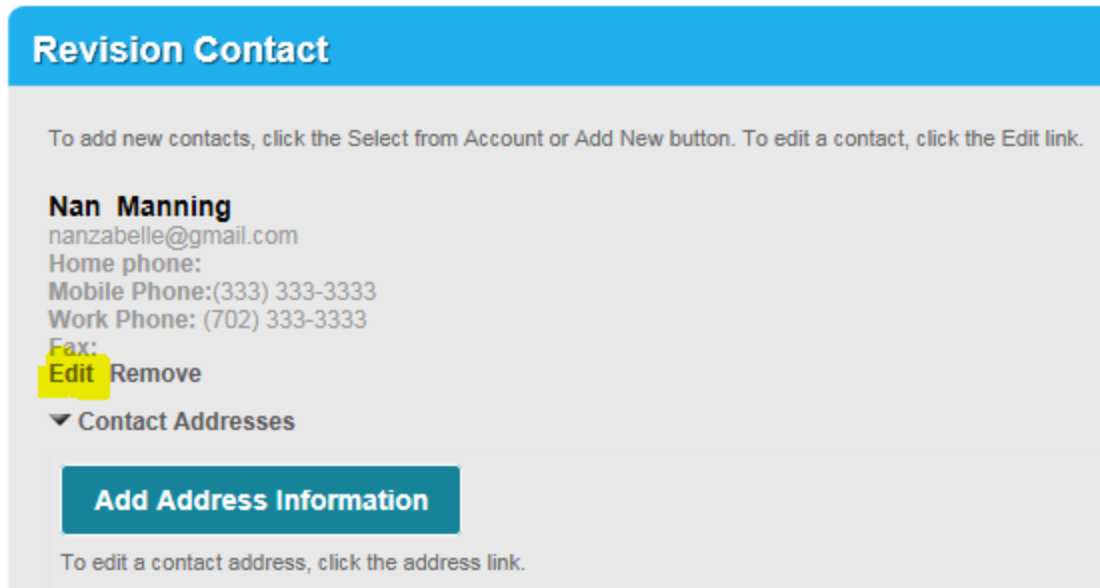
Continue Application >

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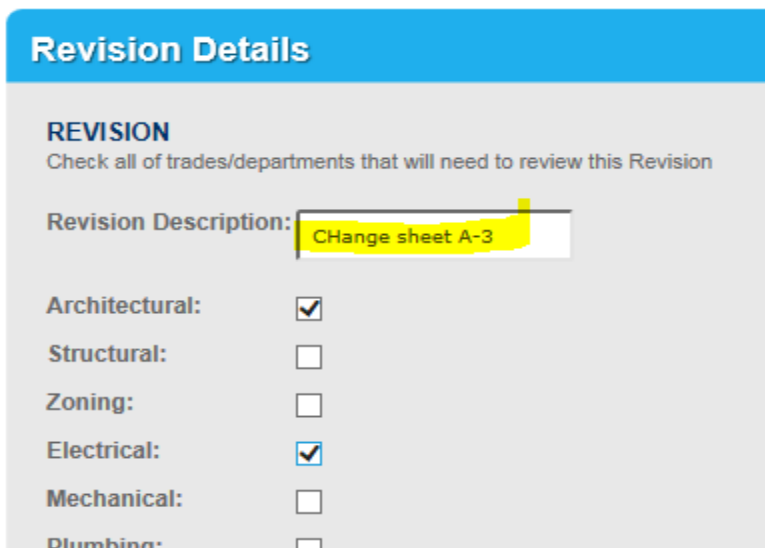
- The address will be copied from the original permit. Click on '**Continue Application**'.



Verify that the **Revision Contact** data copied from the permit is correct. If it is not, click on **Edit** to update the contact information.

A screenshot of a web form titled "Revision Contact" in a blue header. Below the header, there is a grey box containing instructions: "To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link." Below this, contact information for "Nan Manning" is listed: "nanzabelle@gmail.com", "Home phone:", "Mobile Phone:(333) 333-3333", and "Work Phone: (702) 333-3333". There is a "Fax:" label followed by a yellow highlight. Below the contact info are two links: "Edit" (highlighted in yellow) and "Remove". A dropdown menu labeled "Contact Addresses" is visible. At the bottom of the grey box is a teal button labeled "Add Address Information". Below the grey box, there is another instruction: "To edit a contact address, click the address link."

- Scroll down to provide Revision Details.
- At 'Revision Description', provide a brief description of the revised drawings.
- Click on the box adjacent to each plan type that has been modified with this Revision.

A screenshot of a web form titled "Revision Details" in a blue header. Below the header, there is a grey box with the heading "REVISION" and the instruction "Check all of trades/departments that will need to review this Revision". Below this is a text input field for "Revision Description:" containing the text "CHange sheet A-3", which is highlighted in yellow. Below the text field is a list of trades/departments with checkboxes:

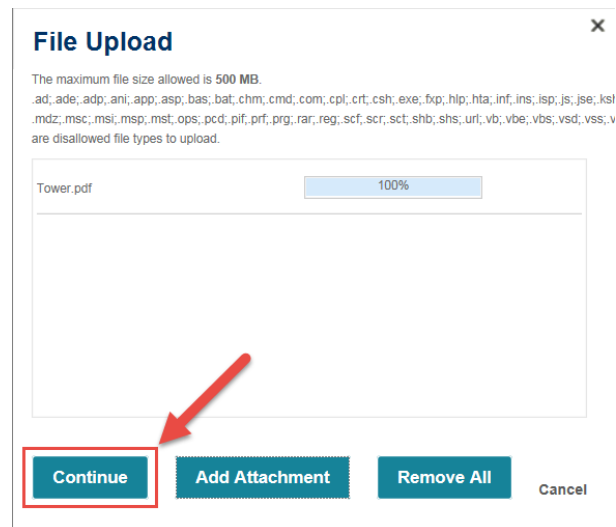
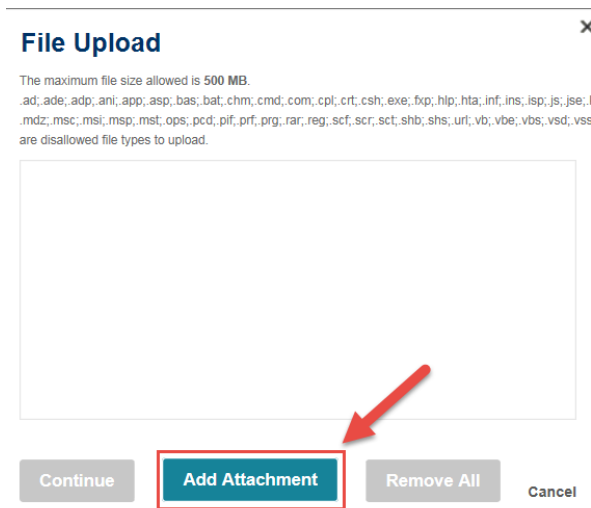
- Architectural:
- Structural:
- Zoning:
- Electrical:
- Mechanical:
- Plumbing:

- Scroll to the bottom of the form and select **Continue Application** when all of the plan types have been selected.



Online Revisions

- Click on **Add Attachment** to revised upload drawings.
- At the **File Upload** prompt, click on **Add Attachment** again to browse and select your files.
 - Separate plans and make a unique upload for every trade/discipline. For example, if Architectural and Electrical are selected above, there should be at least one Electrical Plan and at least one Architectural plan uploaded.
- When all review types have been selected, click on **Continue**.



- Select the appropriate plan type for each file. This selection will indicate which agency will be required to review the revised plan.
- **Save** and then **Continue Application**.

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;.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

Online Revisions

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

Revision

Address

[Edit](#)

350 PILOT RD

Revision Contact

[Edit](#)

Individual
Nan Manning
Business Phone:(702) 333-3333
Mobile Phone:(333) 333-3333
E-mail:nanzabelle@gmail.com
Company Name:THIS IS COMPANY NAME

Revision Details

REVISION

[Edit](#)

Revision Description:CHange sheet A-3

Architectural: Yes
Structural: No
Zoning: No
Electrical: Yes
Mechanical: No
Plumbing: No
Geotechnical: No
Civil: No
Fire Prevention: No
Fire Protection: No

- Review the page for accuracy.
- Click **Edit** to make any changes.
- Select **Continue Application** to complete the revision submission.

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.

350 PILOT RD

BD18-48203

****The number highlighted on the screen above is a TEMPORARY number. Once accepted, the revision number will be the original permit number, with a suffix to indicate the revision sequence. Example: BD18-12345-R001**