

Fabricator Approval Listing Application

This guide has been created to assist fabricators in making an application for a fabrication approval listing. Individual applications are required for each fabrication facility address and company name.

Applicants must have an existing Citizen Access Portal (CAP) Account

If you have problems with the registration process, contact

BDFabricatorsGroupDL@ClarkCountyNV.gov

If you have problems with an existing account, contact

TechSystemsSupport@ClarkCountyNV.gov

Sign into the Citizen Access Portal (CAP) – <https://aca-prod.accela.com/CLARKCO/Default.aspx>

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Forgot password – If you have forgotten your password, click on the "**Forgot Password?**" located below the sign in fields. The temporary password you receive via email will be used twice.

First to login and again as the "**Old Password**" when prompted to change the password. New passwords must be at least "**8 characters**" long, have at least "**1 special**" character, "**1 capital letter**," and "**1 number**."

Locked account – If your account is locked, please email: TechSystemsSupport@ClarkCountyNV.gov for assistance. Resetting the password does not unlock your account.

Note: If you are experiencing issues with Sub or Trade permits (Mechanical/Plumbing/Electrical) under the parent permit, please search for those Sub or Trade permits separately and schedule inspections. We apologize for the inconvenience and hope to resolve this issue soon.

We have discontinued the use of Job Cards as all inspections related to your record are scheduled automatically through our inspectors and within our system. Thank you for your understanding.



Sign In

Use an Active Company Email,
not personnel work email

Password

Sign-in

[Forgot Password?](#)[SIGN IN](#)

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Select "Building" for
Drop-Down Menu

Announcements(2) Logged in as: 

My Folders (0)

 Cart (1)[Account Management](#)[Logout](#)

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Select "Apply for Permits" to proceed to next page

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Select "Apply for Permits"



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[Building Department](#)

Note: To print any ACA Reports from the drop down such as Job Cards, Approved Listings, etc you must open ACA in Incognito/InPrivate browser window. Ctrl + Shift + N will open the Incognito/InPrivate browser window from Google Chrome or Microsoft Edge.

If you have any questions, please email techsystemssupport@clarkcountynv.gov



Online Application

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.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

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.

☐ I have read and accepted the above terms.

Check Box that you Read & Understand General Disclaimer

[Continue Application »](#)

Select "Continue Application"

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Announcements(2)

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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 at pacenter@clarkcountynv.gov or call 702-455-8972.

[Search](#)

Select Fabricator
Records and then
select Fabricator listing

- ▶ Addressing Request
- ▶ Air Space Only Commercial Subdivision
- ▶ Commercial Building Permits - Plans Required
- ▶ Fabricator Records
- Fabricator Listing
- ▶ 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
- ▶ Simple Online Permits
- ▶ STANDARD PLANS
- ▶ Sub-Trade Permits (Stand alone Plans Required)
- ▶ Subdivisions (Early Models)

Select "Continue Application"

[Continue Application »](#)

Fabricator Listing

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Page 1 * indicates a required field

Fabricator See next page for Fabricator Contact Info after you make selection

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 Look Up

After you Select "Continue" from Fabricator Contact page, you come back to this page, See QC Manager to continue

**In “Fabricator” section, “Select from Account” ONLY.
Do not select “Add New”, this will change your account**

Fabricator Contact

Select Contact from Account

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

	Category	Type	Name
☐	Associated Contact	Individual	
☐	Associated Contact	Organization	

Fabricator Name

Continue

Discard Changes

Check this Circle Only

Fabricator Listing

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

Step 1: Step 1 > Page 1

* indicates a required field

QC Manager

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

Look Up

Custom Fields

QC Manager Contact

Select Contact from Account

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Check this Circle Only

	Category	Type	Name
☒	Associated Contact	Individual	
☐	Associated Contact	Organization	

Continue

Discard Changes

You should have already completed “Fabricator” & “QC Manager Info”, Now Complete the remaining INFO in Green Below

Fabricator
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 Look Up

QC Manager
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 Look Up

Fabrication Approval Request
Fabricator Information
The applicant must comply with the technical guidelines 12.6 3. Please select the type of fabricator approval from the drop down list and then check the type of material.

* Fabricator Listing: Fabricator Listing Scope of Work:

QSM Date: MM/DD/YYYY

Fabricator Website:

Wood: ☐

Concrete: ☐

Steel: ☐

Light Gauge Steel: ☐

ATS: ☐

Select what is applicable

Select "Fabricator Listing" for Full Listing Approval in Drop-Down Menu

Custom Fields
3RD PARTY AUDIT AGENCY
Type in the name of the agency that will perform the required 3rd party audit. For active approved agencies go to Clark County Approved Inspection Agency Listing

Inspection Agency:

Select a Clark County Approved Auditing Agency from the Approved Listing (See How to Guide for Selecting an Agency)

Accreditation **Select what Accreditations you have below, if Applicable**
Accreditation Programs
Select the applicable program.
ISO: ☐ ICC-ESR: ☐
TPI: ☐

Inspection / Testing Authorization Request
SHOP INSPECTION AUTHORIZATION
Shop Inspection Authorization letters are for one project. Type in the name of the agency that will perform the required Shop Inspection. For active approved agencies go to Clark County Approved Inspection Agency Listing

Continue Application »

Save and resume later

Select "Continue Application"

Building Department

Note: To print any ACA Reports from the drop down such as Job Cards, Approved Listings, etc you must open ACA in Incognito/InPrivate browser window. Ctrl + Shift + N will open the Incognito/InPrivate browser window from Google Chrome or Microsoft Edge.

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Global Search...  

Fabricator Listing

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

Step 1: Step 1 > Page 2

* indicates a required field.

Custom Fields

PLAN ROOM ACKNOWLEDGEMENT

* I acknowledge that I  will upload plans, supporting documentation, and attachments:

Continue Application »

Save and resume later

Check Box and Select Continue Application

Review this page for correctness, check box and click “Continue”

Home

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Public Works

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Building Department

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Global Search...

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

Fabricator Listing

Fabricator

Edit

Organization
Fabxyz
Business Phone:(702) 123-1212
E-mail:qc@Fabzzz.com

QC Manager

Edit

Individual
Joe Joe
E-mail:joejoe@fab.com
Company Name:Jessie fab
Preferred Channel:Email

Fabrication Approval Request

Fabricator Information

Fabricator Listing: Fabricator Listing

QSM Date:

Wood: No

Concrete: No

Steel: Yes

Metal Buildings: No

Joist: No

Misc Components: No

Additional Approvals: No

Scope of Work:

Fabricator Website:

Light Gauge Steel: No

ATS: No

Structural Steel: Yes

Signs: No

Racks: No

Complete Joint Penetration Welds Utilized: No

Edit

Custom Fields

3RD PARTY AUDIT AGENCY

Inspection Agency:

Edit

Accreditation

Accreditation Programs

ISO: No

TPI: No

AISC: No

CWB: No

SJI: No

ICC-ESR: No

Steel Accreditations: Yes

IAS: No

RFI: No

PTI: No

Edit

Inspection / Testing Authorization Request

SHOP INSPECTION AUTHORIZATION

Edit

Custom Fields

PLAN ROOM ACKNOWLEDGEMENT

I acknowledge that I will upload plans, supporting documentation, and attachments:

Yes

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification.

Check Box

Continue Application »

Select Continue Appliaction

Save and resume later

Date:

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Logged in as:

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[Cart \(0\)](#)[Account Management](#)[Logout](#)[Building Department](#)

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1 Select Item to pay

2 Payment
Information3 Receipt/Record
Issuance**Step 3: Receipt/Record issuance**

Thank You **Disregard this message**

If you made a payment your receipt is being emailed to you.
Please print a copy of the receipt for your records.

This will be your record

FAB-

[Upload Plans and Documents](#)

Click here to submit
documentation for review

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Announcements(7)

Logged in as: Chancey

My Folders (0)

Cart (0)

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Global Search...



Record: FAB-03155-RN03252026

Status: INTAKE

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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Review Plan Cycle # 1

1 Upload

2 Sheets

3 Review

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 **Continue** 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](#)

Select this to upload documents
from your files

Files

Name	Description	Type	Status	Uploaded By	Date ▼	Signature		
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[Continue](#)

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Announcements(7) Logged in as: Chancey My Folders (0) Cart (0) Account Management Logout

Building Department

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An Example

Example Document.pdf

Drag and drop files here or Browse

Select Document Type from drop-down menu

Certifications

AISC Cert 2026

Description of Document

Upload and Validate

Files

Remove

Name	Description	Type	Status	Uploaded By	Date	Signature		
------	-------------	------	--------	-------------	------	-----------	--	--

Continue

ARKCO/Customization/CLARKCO/Dpr/Component/PlanRoom.aspx?page=wizard&Module=Building&TabName=Building&recordId=CLARKCO-REC26-00000-0024W&submittalId=366d0ff1-6aec-4c07-8d77-48f

Drag and drop files here
or

Browse

Select a document type...

Select a document type...

Certifications

Fabricator Audits

Fabricator Shop Inspection Letter

Quality System Manual

×

Select a document type...

Description...

×

Select a document type...

Description...

×

Upload and Validate

Select the appropriate document type



Drag and drop files here
or

Browse

Certifications



Cert. 1

Enter description
on all documents

Fabricator Shop Inspection Letter



FSIA application form

Quality System Manual



QSM Rev. 0

Certifications



Cert. 2

Once all documents
are entered,
Click Here.

Upload and Validate

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Logged in as: Chancey

[My Folders \(0\)](#)[Cart \(0\)](#)[Account Management](#)[Logout](#)[Building Department](#)

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Global Search...



Record: FAB-03155-RN03252026

Status: INTAKE

Record Details

Summary

Uploads

Issues

Conditions

Notes

Approved

Review Plan Cycle # 1

1 Upload

2 Sheets

3 Review

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Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here
or

Browse

Files

Name	Description	Type	Status	Uploaded By	Date ▼	Signature		
Example Document.pdf	AISC Cert 2026	Certifications	VALIDATED	Chancey	3/25/2026			

Select to Continue

Continue

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[My Folders \(0\)](#)[Cart \(0\)](#)[Account Management](#)[Logout](#)[Building Department](#)

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Record: FAB-03155-RN03252026

Status: INTAKE

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

Review Plan Cycle # 1

1 Upload	2 Sheets	3 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.

Description

[Save](#)

Files

[Edit](#)

These are all the files that will be submitted with this package.

Name	Description	Type	Status	Updated By	Updated Date	Signature
Example Document.pdf	AISC Cert 2026	Certifications	PROCESSED	Chancey	3/25/2026	

[Finish](#)

Select Finish

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Logged in as: Chancey

[My Folders \(0\)](#)[Cart \(0\)](#)[Account Management](#)[Logout](#)[Building Department](#)

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Your Done

Global Search...

**Success.**

Your review package has been submitted.

Record: FAB-03155-RN03252026

Status: **SUBMITTED**

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

Review Plan Cycle # 1

Name: Review Plan Cycle # 1
Description:

Status: Submitted
Date created: 3/25/2026, 12:29:11 PM
Date submitted: 3/25/2026, 12:36:45 PM

Files

Name	Description	Type	Updated By	Updated Date	Pages	Signature
Example Document.pdf	AISC Cert 2026	Certifications	Chancey	3/25/2026	1	

Application is complete. Monitor the organization email's inbox for system email updates regarding application status, review results, and invoices.