



# Clark County Digital Plan Room Submitting Plan Amendment to Active Permit

Last Updated: 03/03/2021

# Submitting Plan Amendment to an Active Permit

- Option 1:** Locate the Active Permit from the Citizen Access record list and click “*Create Amendment*” under the Action column of the record.

|                          |            |                 |                         |                      |                      |                     |                        |
|--------------------------|------------|-----------------|-------------------------|----------------------|----------------------|---------------------|------------------------|
| <input type="checkbox"/> | 02/05/2021 | BD21-00003-R011 | Revision                | testtes              | Awaiting Plans       | Upload Plans        |                        |
| <input type="checkbox"/> | 02/03/2021 | BD21-00142      | Commercial Building New | Client Tutorial Demo | Client Tutorial Demo | Waiting on Customer | Upload Plans Amendment |
| <input type="checkbox"/> | 02/01/2021 | BD43-00024      | SFR Model Plan          |                      | Awaiting Plans       | Upload Plans        |                        |

< Prev 1 2 3 4 5 6 7 8 9 Next >

- Option 2:** Click on a Record from the “*Record Number*” column shown in Option 1 above and then click the “*Create Amendment*” button at the bottom of the Record Details page.

Record Info ▾ Plan Room ▾

Details

Processing Status

Related Records

Attachments

Inspections

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▸ **More Details**

Copy Record

Create Amendment

- Complete the Amendment application as you would the initial Permit application. Once you are at Step 3 of the Amendment application, proceed with the same instructions found in the [Uploading Plans and Docs](#) as described above.