

Fabricator Approval Listing Renewal Application

This guide was created to assist fabricators in creating the annual application for approval listing renewal. Fabricators are eligible to create the approval listing renewal application only after receiving the renewal notification email from Clark County, 45 days before the listed expiration date. The notification emails are automatically sent to the listed **organization** contact email address, not to the log in email address or individual email addresses.

Have you received the renewal notification email from Clark County?

If **No**, wait for the renewal email notification or contact bdfabricatorsgroupdl@clarkcountynv.gov

If **Yes**, continue to create the renewal application.

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

If you do not know the log in information, please contact
bdfabricatorsgroupdl@clarkcountynv.gov

The screenshot shows the Clark County Nevada Citizen Access portal. At the top is a navigation bar with links: Home, Building, Business Licenses, Comprehensive Planning, Fire Prevention, and Public Works. Below this is a search bar and links for Announcements, Register for an Account, and Login. The main content area features a 'Sign In' section with two input fields: 'USERNAME OR EMAIL: *' and 'PASSWORD: *'. A green callout box points to the password field with the text 'In-order to renew, you must use the original Login info used during the account registration process to create the original permit number'. Another green callout box points to the 'SIGN IN' button with the text 'Select Sign-In to proceed to the next screen'. A third green callout box points to the password field with the text 'Same password used when account was created'. Below the input fields is a 'Forgot Password?' link and a 'Remember me on this device' checkbox. At the bottom of the login section is a 'Not Registered? CREATE AN ACCOUNT' link. Below this is a 'Please Login' section with a note about security requirements and a 'New Users' section with a 'Register Now »' button. The footer contains the text 'Accela Citizen Access (1) | Copyright 2026'.

CLARK COUNTY NEVADA

Home Building Business Licenses Comprehensive Planning Fire Prevention Public Works

Announcements Register for an Account Login

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 and have at least "1 special character".

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

Global Search...

Sign In

Same password used when account was created

USERNAME OR EMAIL: *

PASSWORD: *

In-order to renew, you must use the original Login info used during the account registration process to create the original permit number

Forgot Password?

SIGN IN

Select Sign-In to proceed to the next screen

☐ Remember me on this device

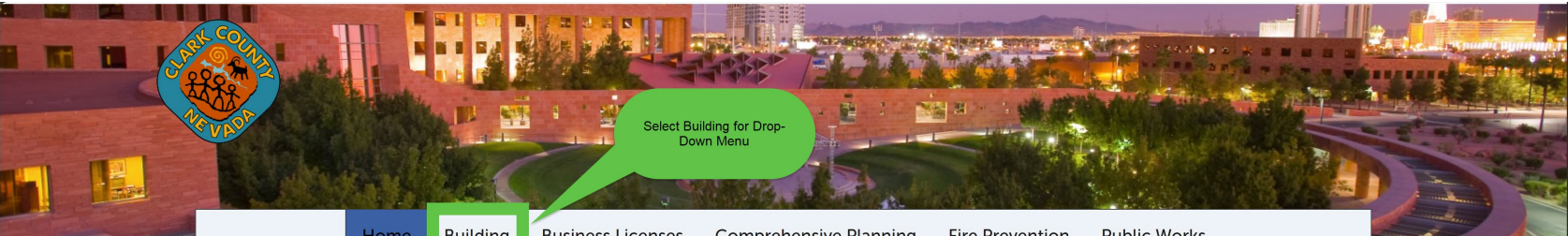
Not Registered?
[CREATE AN ACCOUNT](#)

Please Login
Many online services offered by the County require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

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Select Building for Drop-Down Menu

Home **Building** Business Licenses Comprehensive Planning Fire Prevention Public Works

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

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 and have at least **"1 special character"**.

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

Global Search...

Hello,

Saved in Cart (0) View Cart

There are no items in your shopping cart right now.

My Collection (0) View Collections

You do not have any collections right now.

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

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The screenshot shows the Accela Citizen Access website interface. The top navigation bar includes links for Home, Building, Business Licenses, Comprehensive Planning, Fire Prevention, and Public Works. The 'Building' menu is expanded, showing options: Apply for Permits, Search Permits (highlighted with a red box), Estimate Fees, Schedule an Inspection, and Need Help?. A green callout bubble points to 'Search Permits' with the text 'Select Search Permits to proceed to the next screen'. Below the navigation bar, the user is logged in as 'Chancey' and greeted with 'Hello, Chancey'. There are sections for 'Saved in Cart (0)' and 'My Collection (0)', both indicating no items or collections are present. At the bottom, there is a 'Work in progress' section with a table header: Record Name, Record ID, Module, Creation Date, and Action. The table currently shows 'No records found'. The footer indicates 'Accela Citizen Access (1) | Copyright 2026'.

Home Building Business Licenses Comprehensive Planning Fire Prevention Public Works

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

Forgot password – If you have forgotten the "Old Password" when prompted to
Locked account – If your account is locked

Apply for Permits
Search Permits
Estimate Fees
Schedule an Inspection
Need Help?

Select Search Permits to proceed to the next screen

Global Search...

Hello, Chancey

Saved in Cart (0) View Cart

There are no items in your shopping cart right now.

My Collection (0) View Collections

You do not have any collections right now.

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

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Scroll down to the accounts associated records under the map. Locate your original FAB record number under the “permit number” column and select “renew application”.

Showing 1-10 of 100+ | [Download results](#) | [Add to My Folder](#) | [Add to cart](#)

Click on the column headers to sort the permit information

☐	Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Show Notes
☐			Fabricator Listing Renewal			Closed - Withdrawn		
☐		FAB-04363	Fabricator Listing			Closed - Remove From Program	Renew Application	
☐			Fabricator Listing			Closed - Remove From Program		
☐			Fabricator Listing			Closed - Automatic Revocation		
☐			Fabricator Listing			Closed - Remove From Program		
☐			Fabricator Listing			Closed - Automatic Revocation		
☐			Fabricator Listing Renewal			Closed - Approved		
☐			Fabricator Listing Renewal			Closed - Approved		
☐			Fabricator Revision			Closed - Approved		
☐			Fabricator Listing Renewal			Closed - Approved		

Click on renew application

Locate the base permit number (original permit) to be renewed annually.

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

Search for Permits / Approved Listings

Enter information below to search for permits.

Fabricator

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

FABRICATOR TEST

jessie.keller@clarkcountynv.gov

Home phone:

Mobile Phone:

Work Phone: (702) 249-4150

Fax:

[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Address Information](#)

To edit a contact address, click the address link.
Required contact address type(s): Facility Address

Showing 1-1 of 1

	Address Type	Recipient	Address	Action
	Facility Address		4701 W. Russell Rd.	Actions ▼

Do not edit facility address or contact info.

Contact
bdfabricatorsgroupdl@clarkcountynv.gov
with any questions

QC Manager

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Jessie Keller

jessie.keller@clarkcountynv.gov

Home phone:

Mobile Phone:

Work Phone: (702) 455-2868

Fax:

Edit Remove

▼ Contact Addresses

Add Address Information

To edit a contact address, click the address link.

Showing 0-0 of 0

	Address Type	Recipient	Address	Action
No records found.				

Edit QC Manager contact info as needed.

Address information is not required

Enter work Description, (i.e., Structural Steel, Wood, or Ready-Mix Concrete...etc.)

Detail Information

* Name:

 Enter description

 * Work Description:

Fabrication Approval Request

Fabricator Information

The applicant must comply with the technical guidelines 1, 2, & 3. Please select the type of fabricator approval from the drop down list and then check the type of material.

*Fabricator Listing:

Scope of Work:

QSM Date:

Fabricator Website:

Remove From
Program: ☐

Light Gauge Steel: ☐

ATS: ☐

Structural Steel: ☐

Signs: ☐

Racks: ☐

Complete Joint
Penetration Welds
Utilized: ☐

ed: ☐

☐

☒

gs: ☐

☐

ponents: ☐

ional Approvals: ☐

DO NOT change application
selections.

If you need to add or remove
approval items, a revision
application is required.

Accreditation

Check if you have any of these accreditations

Accreditation Programs

Select the applicable program.

ISO: ☐
TPI: ☐
AISC: ☐
CWB: ☐
SJI: ☐

ICC-ESR: ☐
Steel Accreditations: ☒
IAS: ☐
Sunsetted
RMI: ☐
PTI: ☐

Agency Name**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:

Click here

Enter audit agency information from the Clark County approved listing if an annual facility audit is required.

[Continue Application »](#)

[Save and resume later](#)

Fabricator Listing Renewal

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:

Click here

Click here

Continue Application »

Save and resume later

Review this page and make sure everything is correct.

10/07/2026

Home Building Business Licenses Comprehensive Planning Fire Prevention Public Works

Announcements(1) Logged in as: Chancey My Holders (0) Cart (0) Account Management Logout

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/Private browser window. Ctrl + Shift + N will open the Incognito/Private browser window from Google Chrome or Microsoft Edge.

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

Global Search

Fabricator Listing Renewal

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 2: Review

Continue Application >

Check Box below if everything is correct

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 Renewal

Fabricator

Edit

XYZ Fab
Business Phone: 7022222222
E-mail: info@clarkcountynv.gov

QC Manager

Edit

Organization
XYZ Fab
John John
Business Phone: 7022222222
E-mail: info@clarkcountynv.gov
Preferred Channel:

Detail Information

Edit

Name: XYZ Fab
Work Description: Structural Steel

Fabrication Approval Request

Fabricator Information

Fabricator Listing: Fabricator Listing
OSHA Date: 01/06/2026
Remote From Program: No
Light Garage Steel: Yes
AISI: No
Structural Steel: No
Signs: No
Rails: No
Complete Joint Penetration Welds Utilized: No

Scope of Work:
Fabricator Website:
Wood: No
Concrete: No
Steel: Yes
Metal Buildings: No
Joist: No
Misc Components: No
Additional Approvals: No

Edit

Accreditation

Accreditation Programs

ISO: No
TRI: No
ASQC: No
CWB: No
SIS: No

ICC-ESR: No
Steel Accreditation: Yes
IAS: No
RAE: No
RTE: No

Edit

Agency Name

SHU PARTIAL AUDIT AGENCY
Inspection Agency:

Edit

Custom Fields

PLAN ROOM ACKNOWLEDGMENT

Edit

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.

Check Box

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

Date:

Continue Application >

Continue Application

Save and resume later

[Home](#)[Building](#)[Business Licenses](#)[Comprehensive Planning](#)[Fire Prevention](#)[Public Works](#)[Announcements\(7\)](#)[Logged in as:Chancey](#)[My Folders \(0\)](#)[Cart \(0\)](#)[Account Management](#)[Logout](#)[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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1 Select item to pay

2 Payment
information3 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.

This is an example of a completed renewal permit number. The FAB-0XXXX will always be the permanent permit number.

No Address

FAB-03155-
RN03252026

Upload Plans and Documents

Select Upload Plans &
Documents to upload any
required documents for renewal

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Home

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Announcements(7) 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

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
------	-------------	------	--------	-------------	------	-----------

Continue

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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

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.

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 

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-4c07-8d77-48

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

X

Select a document type...

▼

Description...

X

Select a document type...

▼

Description...

X

Upload and Validate

Drag and drop files here
or
[Browse](#)

Certifications	▼	×
Cert. 1		
Fabricator Shop Inspection Letter	▼	×
FSIA application form		
Quality System Manual	▼	×
QSM Rev. 0		
Certifications	▼	×
Cert. 2		

Enter description on all documents

Once all documents are entered, Click Here.

[Upload and Validate](#)

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Announcements(7) 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

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

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

[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

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

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

Please enter a description of the plans and documents you are uploading here...

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

[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/Private browser window. Ctrl + Shift + N will open the Incognito/Private browser window from Google Chrome or Microsoft Edge.

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

Success.
Your review package has been submitted.

Your Done

Global Search...

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.