

Fabricator Annual Renewal Application

Fabricators are eligible to create the annual renewal application only after receiving the renewal notification email from Clark County, 45 days before the listed expiration date. The renewal notification email is 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 the 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>

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

The screenshot shows the Clark County Nevada website's login interface. At the top left is the Clark County Nevada logo. The navigation menu includes Home, Building, Business Licenses, Comprehensive Planning, Fire Prevention, and Public Works. On the right, there are links for Announcements, Register for an Account, and Login. Below the navigation, there are instructions for 'Forgot password' and 'Locked account'. A search bar is located on the right side. The main section is titled 'Sign In' and contains two input fields: 'USERNAME OR EMAIL:*' and 'PASSWORD:*'. A 'SIGN IN' button is prominently displayed in a blue bar. Below the button is a 'Remember me on this device' checkbox. At the bottom of the sign-in section, there is a link for 'Not Registered? CREATE AN ACCOUNT'. Further down, there are sections for 'Please Login' and 'New Users', with a 'Register Now »' button. The footer contains the text 'Accela Citizen Access (1) | Copyright 2026'. Green callout boxes provide additional instructions: one points to the password field stating 'Same password used when account was created'; another points to the 'SIGN IN' button stating 'In-order to renew, you must use the original Login info used during the account registration process to create the original permit number'; and a third points to the 'SIGN IN' button stating 'Select Sign-In to proceed to the next screen'.

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?

Remember me on this device

SIGN IN

Select Sign-In to proceed to the next screen

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.

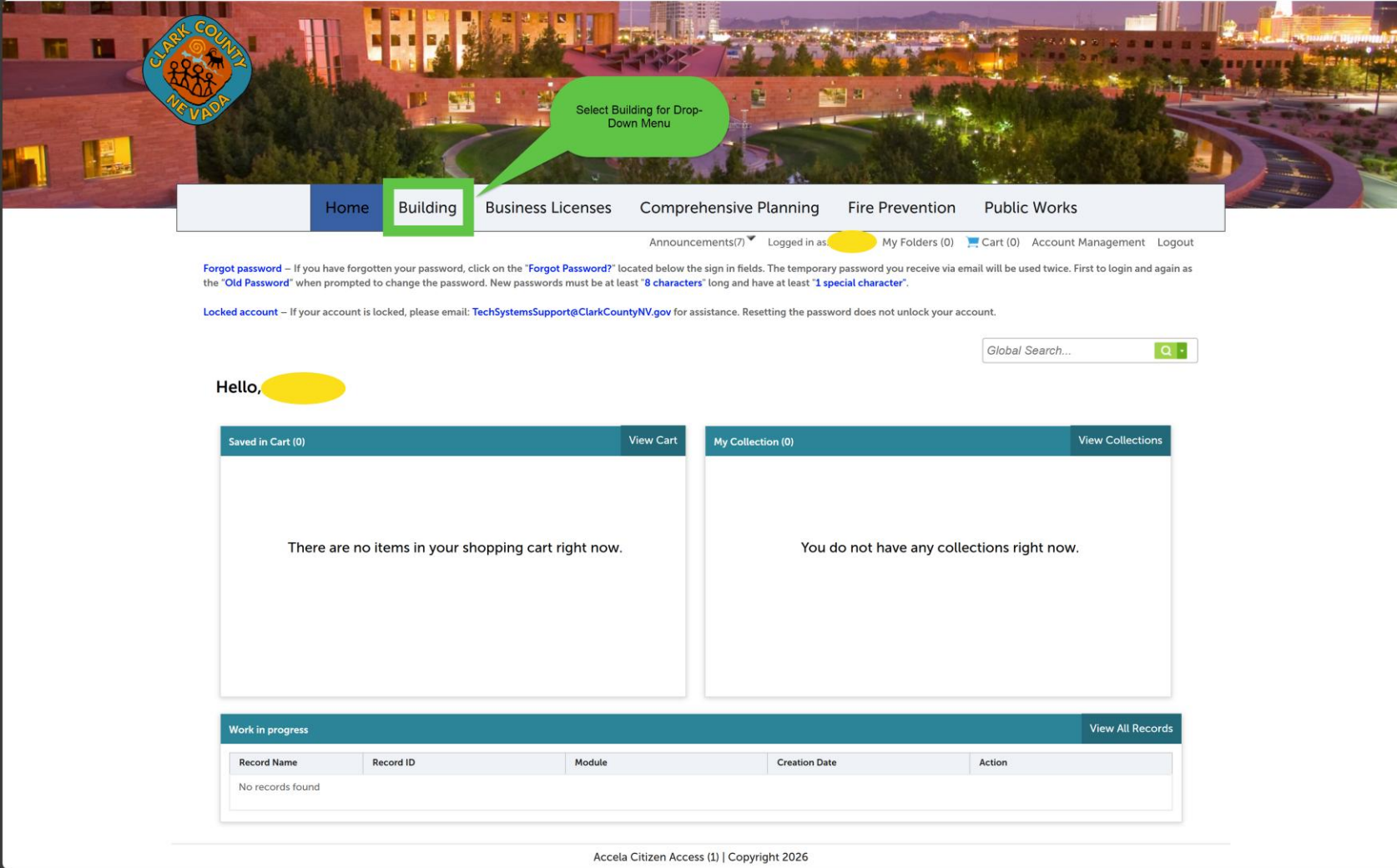
New Users
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

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(3)

Select “Building” for drop-down menu



The screenshot shows the Clark County Nevada website interface. At the top left is the Clark County Nevada logo. The navigation menu includes: Home, Building (highlighted with a green box), Business Licenses, Comprehensive Planning, Fire Prevention, and Public Works. A green callout bubble points to the 'Building' menu item with the text "Select Building for Drop-Down Menu".

Announcements(7) Logged in as [User] 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... [Search Icon]

Hello, [User]

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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Select “Search Permits” in the drop-down menu

The screenshot displays a web application interface with a navigation menu at the top. The menu items are: Home, Building, Business Licenses, Comprehensive Planning, Fire Prevention, and Public Works. The 'Building' menu is expanded, showing a drop-down list with the following 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 the 'Search Permits' option with the text: "Select Search Permits to proceed to the next screen".

Below the navigation menu, there is a user greeting: "Hello, Chancey". To the right of the greeting, there is a search bar labeled "Global Search..." with a magnifying glass icon.

Below the search bar, there are two panels:

- Saved in Cart (0)**: View Cart. The panel contains the text: "There are no items in your shopping cart right now."
- My Collection (0)**: View Collections. The panel contains the text: "You do not have any collections right now."

Below these panels, there is a section titled "Work in progress" with a "View All Records" link. Below this link is a table with the following columns: Record Name, Record ID, Module, Creation Date, and Action. The table contains the text: "No records found".

At the bottom of the page, there is a footer: "Acela Citizen Access (1) | Copyright 2026".

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Click on your FAB record number under the “*permit number*” column and Select “*renew application*” under the action column

CLARK COUNTY NEVADA

Home Building Business Licenses Comprehensive Planning Fire Prevention Public Works

Announcements(7) Logged in as: Chancey My Folders (0) Cart (0) Reports (14) 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

Global Search... [Q]

Records [Select--]

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

Show on Map Cancel

Showing 1-10 of 14 | Download results | Add to My Folder | Add to cart

<input type="checkbox"/>	Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Notes
<input type="checkbox"/>	03/24/2026	FAB-03182	Fabricator Listing			Waiting on Customer		
<input type="checkbox"/>	03/24/2026	FAB-03183	Fabricator Listing			Submitted	Upload Plans	
<input type="checkbox"/>	03/24/2026	FAB-03156 RNO3242026	Fabricator Listing Renewal	d.	DAC Fab	Pending	Upload Plans	
<input type="checkbox"/>	01/14/2026	FAB-03170	Fabricator Listing		FABRICATOR TEST	Shop Inspection Authorization		
<input type="checkbox"/>	01/13/2026	FAB-03156 RNO1332026	Fabricator Listing Renewal	TEST	DAC Fab	Closed - Approved		
<input type="checkbox"/>	01/13/2026	FAB-03156	Fabricator Listing		DAC Fab	Active Renewal: Deferred Payment	Amendment	
<input type="checkbox"/>	01/13/2026	FAB-03162	Fabricator Listing		IT Meeting Test- PSA	Project Specific Approval		
<input type="checkbox"/>	01/13/2026	FAB-03157	Fabricator Listing		Jessie fab	Active Renewal: Deferred Payment	Amendment	
<input type="checkbox"/>	01/13/2026	FAB-03158	Fabricator Listing		IT Meeting Test- Initial	Active	Amendment	
<input type="checkbox"/>	01/12/2026	FAB-03155	Fabricator Listing		XYZ Fab	In Review	Renew Application Amendment	

< Prev 1 2 Next >

Select Renew Application

Should not need to edit the facility address, if you have questions, contact BDFabricatorsGroupDL@ClarkCountyNV.gov

➤ Review the next 6 screens for correctness and complete all areas where there is an asterisk symbol.

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

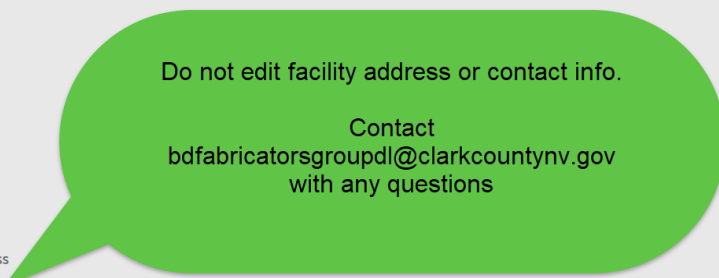
▼ Contact Addresses

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

(7)

Edit QC Manager contact as needed, address info not required

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

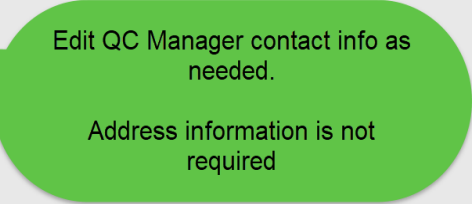
▼ Contact Addresses

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.			





(8)

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

Detail Information

*Name:

 Enter description

 *Work Description:


(9)

During the renewal process, do not change previous selections unless you apply for a revision application. If you have questions, please contact: BDFabricatorsGroupDL@ClarkCountyNV.gov

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:

Additional options (partially visible):

DO NOT change application selections.
If you need to add or remove approval items, a revision application is required.

If you're applying for renewal these should not change

Accreditation

Check if you have any of these accreditations

Accreditation Programs
Select the applicable program.

ISO:	<input type="checkbox"/>	ICC-ESR:	<input type="checkbox"/>
TPI:	<input type="checkbox"/>	Steel Accreditations:	<input checked="" type="checkbox"/>
AISC:	<input type="checkbox"/>	IAS:	<input type="checkbox"/>
CWB:	<input type="checkbox"/>	Sunsetted	
SJI:	<input type="checkbox"/>	RMI:	<input type="checkbox"/>
		PTI:	<input type="checkbox"/>

Go to the Clark County website for approved agency listings (see applicable how to guide).

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](#)

Plan Room Acknowledgement: *Check box and select “continue application”*

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, check box and 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/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 [Q]

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: jaa@clarkcountynv.gov

QC Manager

Edit

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

Detail Information

Edit

Name: XYZ Fab
Work Description: Structural Steel

Fabrication Approval Request

Fabricator Information

Fabricator Listing: Fabricator Listing
OSM Date: 01/09/2026
Remove From Program: No
Light Gauge Steel: Yes
AIS: 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
TPI: No
ANSI: No
CWB: No
SIS: No

ICC-ESR: No
Steel Accreditation: Yes
IMS: No
RAM: No
PTI: No

Edit

Agency Name

SRU PARTY AUTH | AGENCY
Inspection Agency:

Edit

Custom Fields

PLAN ROOM ACINOWI PROGRAM

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

Yes

Edit

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

Renewal Application number. Select *“Upload Plans & Documents”*”

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Building, Business Licenses, Comprehensive Planning, Fire Prevention, and Public Works. Below the navigation bar, there are utility links for Announcements(7), Logged in as: Chancey, My Folders (0), Cart (0), Account Management, and Logout. A section titled "Building Department" contains a note about printing ACA Reports and an email address for questions. A search bar is located on the right. A progress bar at the bottom of the page shows three steps: "1 Select item to pay", "2 Payment information", and "3 Receipt/Record issuance", with the third step being the active one.

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.

No Address

FAB-03155-RN03252026

Upload Plans and Documents

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

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

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Drag & drop or browse to upload files

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.

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
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Review Plan Cycle # 1

1 Upload	2 Sheets	3 Review
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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

Select this to upload documents from your files

Files						
Name	Description	Type	Status	Uploaded By	Date	Signature

Select “Type of Document” in drop-down menu and indicate description

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/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

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 Remove

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

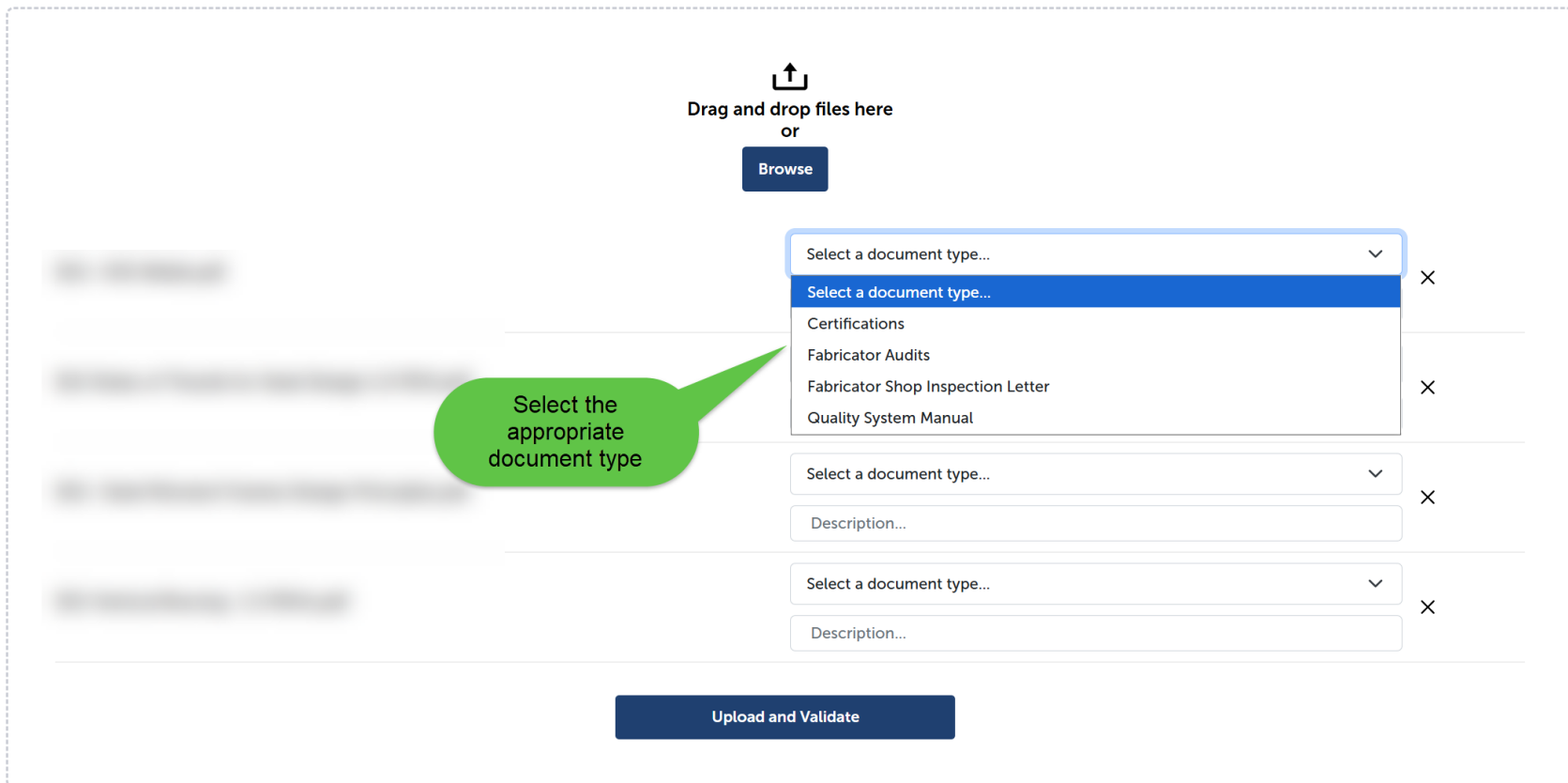
Continue

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

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Examples of Type of Documents in drop-down menu. Upload & validate

➤ Select “*Type of Document*” in drop-menu and indicate description



The screenshot shows a document upload interface. At the top, there is a text prompt "Drag and drop files here or" with an upward arrow icon, and a "Browse" button below it. Below this, there are three rows of input fields. Each row starts with a dropdown menu labeled "Select a document type...". The first dropdown menu is open, showing a list of document types: "Select a document type...", "Certifications", "Fabricator Audits", "Fabricator Shop Inspection Letter", and "Quality System Manual". A green callout bubble points to the first dropdown menu with the text "Select the appropriate document type". To the right of each dropdown menu is a small "X" icon. Below each dropdown menu is a text input field labeled "Description...". At the bottom of the interface is a large "Upload and Validate" button.

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

Examples of type of document. Upload & 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		

[Upload and Validate](#)

Enter description on all documents

Once all documents are entered, Click Here.

Select “Continue”

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.

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
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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

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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Select “Finish”

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.

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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Renewal process is complete, Clark County staff will continue process from here

Renewal process is complete; Clark County staff will continue to process from here. Verify you receive the success message.

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.

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

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	

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