

How to Upload a Document for different options

Ways to upload a document:

Option #1 – Finish an application process

Option #2 –Resume application process

Option #3 – Responding to correction comments

Documents must be in a PDF format.

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>

Option #1 – How-to upload documents during the application process

The screenshot shows the 'Building Department' section of the Accela Citizen Access website. The navigation bar includes links for Home, Building, Business Licenses, Comprehensive Planning, Fire Prevention, and Public Works. Below the navigation bar, there are links for Announcements(7), Logged in as: Chancey, My Folders (0), Cart (0), Account Management, and Logout. A note states: '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.' Below this, there is a link to 'techsystemssupport@clarkcountynv.gov'.

Global Search...

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.

No Address

FAB-03155-RN03252026

Upload Plans and Documents

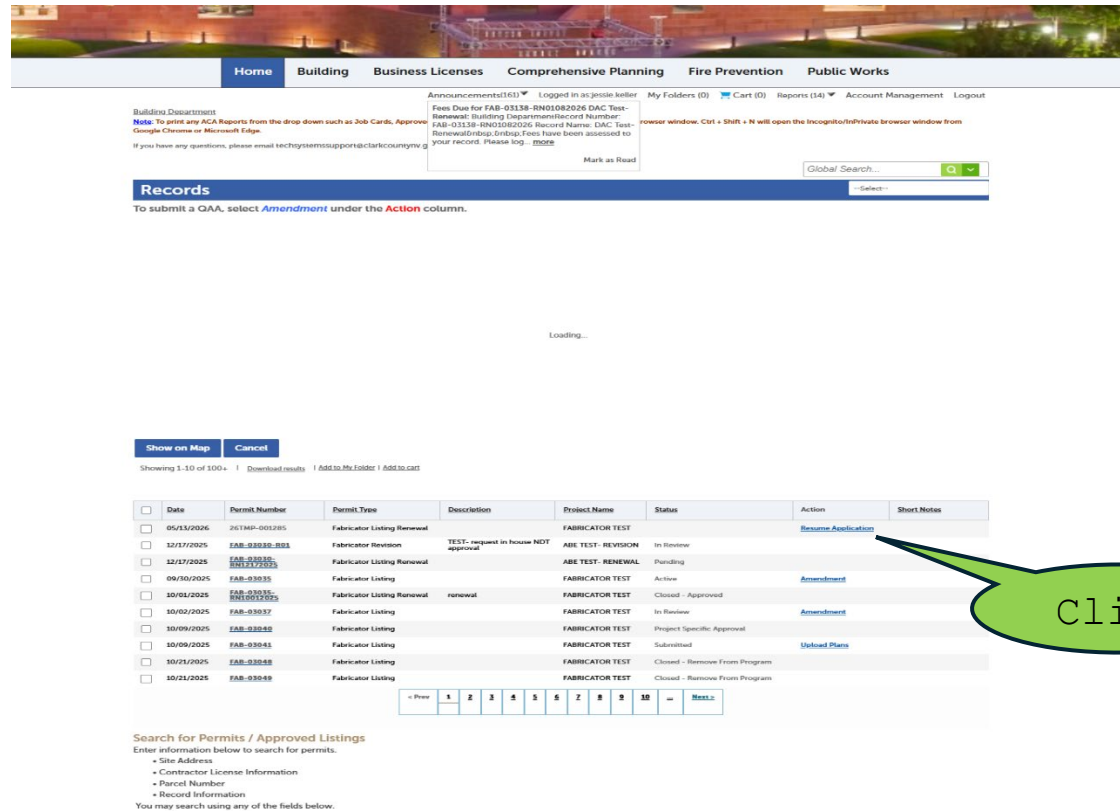
Select Upload Plans & Documents to upload any required documents for renewal

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

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Skip to Page 11 “Browse to select...document” step – complete all the steps

Option #2 – How-to resume application and upload documents:



Building Department
Note: To print any ACA Reports from the drop down such as Job Cards, Approve Google Chrome or Microsoft Edge.
 If you have any questions, please email techsystems@support@clarkcountynv.gov

Announcements(163) Logged in as: jessie.keller
 Fees Due for FAB-03138-RN01082026 DAC Test-Renewal: Building Department Record Number: FAB-03138-RN01082026 Record Name: DAC Test-Renewal Online Linkup: Fees have been assessed to your record. Please log in. [R006](#)

My Folders (0) Cart (0) Reports (14) Account Management Logout

Power window. Ctrl + Shift + N will open the Incognito/Private browser window from

Mark as Read

Global Search:

Records
 To submit a GAA, select [Amendment](#) under the **Action** column.

Loading...

[Show on Map](#) [Cancel](#)

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

☐	Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Notes
☐	05/13/2026	26TMD-001285	Fabricator Listing Renewal		FABRICATOR TEST		Resume Application	
☐	12/17/2025	FAB-03030-BB1	Fabricator Revision	TEST- request in house NOT approval	ABE TEST- REVISION	In Routine		
☐	12/17/2025	FAB-03030-BB1	Fabricator Listing Renewal		ABE TEST- RENEWAL	Pending		
☐	09/10/2025	FAB-03035	Fabricator Listing		FABRICATOR TEST	Active	Amendment	
☐	10/01/2025	FAB-03035	Fabricator Listing Renewal	renewal	FABRICATOR TEST	Closed - Approved	Amendment	
☐	10/01/2025	FAB-03037	Fabricator Listing		FABRICATOR TEST	In Routine	Amendment	
☐	10/09/2025	FAB-03040	Fabricator Listing		FABRICATOR TEST	Project Specific Approval		
☐	10/09/2025	FAB-03041	Fabricator Listing		FABRICATOR TEST	Submitted	Upload Photo	
☐	10/21/2025	FAB-03048	Fabricator Listing		FABRICATOR TEST	Closed - Remove From Program		
☐	10/21/2025	FAB-03049	Fabricator Listing		FABRICATOR TEST	Closed - Remove From Program		

[Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next](#)

Search for Permits / Approved Listings
 Enter information below to search for permits.
 • Site Address
 • Contractor License Information
 • Parcel Number
 • Record Information
 You may search using any of the fields below.

Skip to Page 11 “Browse to select...document” step – complete all the steps

Option #3 – How-to respond to correction comments and upload documents:

Locate the application of interest and click the “Upload Plans” link to submit documents.
Note: Required documents may not be plans/drawings.

Show on Map Cancel

Showing 1-10 of 12 | [Download results](#) | [Add to My Folder](#) | [Add to cart](#)

☐	Date	Permit Number	Permit Type	Description	Project Name	Status	Action
☐	05/06/2026	FAB-03189-RN05062026	Fabricator Listing Renewal	Fabrication	FABRICATOR TEST	Closed - Approved	Pay Fees Due
☐	01/23/2026	FAB-03177	Fabricator Listing		CCBD	Closed - Remove From Program	
☐	01/08/2026	FAB-03135	Fabricator Listing		Abe Test	Active	Amendment
☐	01/08/2026	FAB-03135-RN01082026	Fabricator Listing Renewal	TEST	FABRICATOR TEST	Closed - Approved	
☐	01/08/2026	FAB-03135-R01	Fabricator Revision	TEST- ADD APPROVAL ITEM	FABRICATOR TEST	Closed - Remove From Program	
☐	01/07/2026	FAB-03131	Fabricator Listing		FABRICATOR TEST	Waiting on Customer	Upload Plans
☐	12/17/2025	FAB-03086	Fabricator Listing		FABRICATOR TEST	Submitted	
☐	12/17/2025	FAB-03085	Fabricator Listing		ABE TEST- PSA	Submitted	
☐	12/17/2025	FAB-03030-RN12172025	Fabricator Listing Renewal		ABE TEST- RENEWAL	Pending	
☐	12/17/2025	FAB-03030-R01	Fabricator Revision	TEST- request in house NDT approval	ABE TEST- REVISION	In Review	
< Prev 1 2 Next >							

Click

[Home](#)[Building](#)[Comprehensive Planning](#)[Fire Prevention](#)[Public Works](#)[Announcements](#)

Logged in as:

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



click on issues

Record:

Status: **NOT APPROVED**[Record Details](#)[Summary](#)[Uploads](#)[Issues](#)[Conditions](#)[Notes](#)[Approved](#)

Digital files required for application and plan review are submitted within a review package. Below is a list containing submitted and in progress packages for this application. Plan files may only be submitted at the start of a review cycle. For review cycles that are in progress, click the Resume action to upload files and/or submit responses.

Review Packages

Date	Name	Description	Status	Last Updated By	Comments	
7/29/2026	Review Plan Cycle # 3		New			Resume
2/5/2026	Review Plan Cycle # 2		Accepted	epermithub SERVICE ACCOUNT		View
2/5/2026	Review Plan Cycle # 1		Accepted	epermithub SERVICE ACCOUNT		View

Search...



Record:

Status: NOT APPROVED

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

Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

Issues



Filter ▾

No.	Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
3	REVIEW	Fabricator Facility Audit	OPEN				
2		Fabricator Information Required	ACCEPTED				
1	REVIEW	Accreditation Information	ACCEPTED				

Click on each "open" issue to review and respond

Issue

3 | Fabricator Facility Audit

Created by: [redacted]

Reference:

Description:

[redacted]

* Requires modifications to be submitted

OPEN

Applicants Response:

[redacted]

Click to enter response

[redacted]

Changed issue to OPEN status.

Close

[Building Department](#)

Note: To print any ACA Reports from the
Google Chrome or Microsoft Edge.

If you have any questions, please email

Record: FAB-04032

Status: NOT APPROVED

Record Details

Below you will see a complete
mark-ups and respond before

Issues

No.	Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
3	Fabricator	Fabricator Facility Audit	OPEN		Jessie Keller	7/29/2026, 3:30:49 PM	Jessie Keller
2	Fabricator	Fabricator Information Required	ACCEPTED		Jessie Keller	7/29/2026, 2:08:01 PM	Jessie Keller
1	Fabricator	Accreditation Information	ACCEPTED		Jessie Keller	7/29/2026, 1:57:38 PM	Jessie Keller

Issue



3 | Fabricator Facility Audit

Created by:

Reference:

Description:

* Requires modifications to be submitted

OPEN

Applicants Response:

Save Cancel

1. Type
response
information

2. Click save

3. Click close

Close

Fabricator Information Required

ACCEPTED

Jessie Keller

7/29/2026, 2:08:01 PM

Accreditation Information

ACCEPTED

Jessie Keller

7/29/2026, 1:57:38 PM

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

Notice:

All issues have been answered. Click the Uploads tab to submit responses and upload any corrected plans and documents.

2. Click on uploads

Record:

Status: **NOT APPROVED**

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

Issues

No.	Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
3	REVIEW	Fabricator Facility Audit	ANSWERED				
2		Fabricator Information Required	ACCEPTED				
1	REVIEW	Accreditation Information	ACCEPTED				

1. ensure all open comments were answered

Record: FAB-03131

Status: **NOT APPROVED**

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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Digital files required for application and plan review are submitted within a review package. Below is a list containing submitted and in progress packages for this application. Plan files may only be submitted at the start of a review cycle. For review cycles that are in progress, click the Resume action to upload files and/or submit responses.

Review Packages

Date	Name	Description	Status	Last Updated By	Comments	
7/16/2026	Review Plan Cycle # 4		New	[REDACTED]		Resume
1/10/2026	Review Plan Cycle # 3		Accepted	epermithub SERVICE ACCOUNT		View
1/9/2026	Review Plan Cycle # 2		Accepted	epermithub SERVICE ACCOUNT		View
1/7/2026	Review Plan Cycle # 1		Accepted	epermithub SERVICE ACCOUNT		View

Click
Resume

Click on “*Browse*” to select document from your 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.

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Global Search... Q

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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Click on “Document Type” in drop-down menu and description of document

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

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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

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

Select the type of document in drop-down menu

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

Enter the description of the type of documents

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

	Certifications	✕
Enter description on all documents	Cert. 1	
	Fabricator Shop Inspection Letter	✕
	FSIA application form	
	Quality System Manual	✕
	QSM Rev. 0	
Once all documents are entered, Click Here.	Certifications	✕
	Cert. 2	

[Upload and Validate](#)

Select “Continue”

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Announcements(7)

Logged in as: Chancey

My Folders (0)

Cart (0)

Account Management

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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.

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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

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

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

You have completed the submittal process, Clark County staff will review

Home

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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

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	