

Process for Paying Online

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

NOTE: Sign into the account that created the application.

If you have problems with the registration process, contact
BDFabricatorsGroupDL@ClarkCountyNV.gov

If you have problems with an existing account, contact
TechSystemsSupport@ClarkCountyNV.gov

If your Locked-Out or System is not working, contact Tech system support

(2)

Login with the original Login info that was created during the initial registration process

The image shows a web application interface with a navigation bar at the top. The navigation bar includes links for Home, Building, Comprehensive Planning, Fire Prevention, and Public Works. A LOGIN button is highlighted with a green callout. Below the navigation bar, there are links for Announcements, Register for an Account, and a Login button. The main content area contains several paragraphs of text, including instructions for forgotten passwords, locked accounts, and a note about permit issues. A red warning message is also present. At the bottom, there is a search bar and a SIGN IN button. The SIGN IN button is highlighted with a green callout. The login form consists of two input fields: one for USERNAME OR EMAIL and one for PASSWORD. A green callout points to the USERNAME OR EMAIL field with the text "Use an Active Company Email, not personnel work email". Another green callout points to the PASSWORD field with the text "Password". A "Forgot Password?" link is located below the password field. A "Sign-in" button is located to the right of the password field. A search bar is located at the top right of the page.

Home Building Comprehensive Planning Fire Prevention Public Works LOGIN

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, 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.

Search...

Sign In

Use an Active Company Email, not personnel work email

USERNAME OR EMAIL:*

Password

PASSWORD:*

Forgot Password?

Sign-in

SIGN IN

(3)

Click on *"Building"* and then *"Search Permits"* in the drop-down menu

The screenshot displays the Accela Citizen Access website interface. The navigation bar at the top includes links for Home, Building, Business Licenses, Comprehensive Planning, Fire Prevention, and Public Works. The 'Building' link is highlighted with a green box, and a dropdown menu is open, showing options: Apply for Permits, Search Permits, Estimate Fees, Schedule an Inspection, and Need Help?. The 'Search Permits' option is also highlighted with a green box. A green callout bubble points to the 'Building' link with the text 'Select "Building" for Dropdown Menu'. Another green callout bubble points to the 'Search Permits' option with the text 'Select "Search Permits" in the Dropdown Menu'. The main content area shows a 'Hello, [redacted]' greeting, a 'Saved in Cart (0)' section with a 'View Cart' button, and a 'My Collection (0)' section with a 'View Collections' button. Below these are sections for 'Work in progress' and a table with columns for Record Name, Record ID, Module, Creation Date, and Action. The footer of the page shows the URL 'https://aca-test.accela.com/ClarkCo/Cap/CapHome.aspx?module=Building&TabName=Building' and the text 'Accela Citizen Access (1) | Copyright 2026'. The Windows taskbar at the bottom shows the system tray with the date and time '8:25 AM 4/16/2026'.

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Under the "Permit Number" column, click on your "FAB Record" number, then under the "Action" column, click on "Pay Fees Due"

Home Building Business Licenses Comprehensive Planning Fire Prevention Public Works

Announcements(7) Logged in as: [redacted] 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/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... [Search Icon]

Records --Select--

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

Show on Map Cancel

Showing 1-10 of 15 | 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"/>	03/25/2026	FAB-03155-RN03252026	Fabricator Listing	Steel	XYZ Fab	In Review		
<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-RN03242026	Fabricator Listing Renewal	d.	DAC Fab	Waiting on Customer	Pay Fees Due	
<input type="checkbox"/>	01/14/2026	FAB-03170	Fabricator Listing		FABRICATOR TEST	Shop Inspection Authorization		
<input type="checkbox"/>	01/13/2026	FAB-03156-RN01132026	Fabricator Listing Renewal	TEST	DAC Fab	Closed - Approved		
<input type="checkbox"/>	01/13/2026	FAB-03156	Fabricator Listing		DAC Fab	Active	Pay Fee Due for Renewal 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	

< Prev 1 2 Next >

(5)

This page displays the amount owed, additional fees will apply for Credit Card payment, see next page

Home Building Business Licenses Comprehensive Planning Fire Prevention Public Works

Announcements(2) Logged in as: [redacted] My Folders (0) Cart (1) 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...

Cart

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address
1 Application(s) | \$575.00
▶ Fabricator Listing Renewal FAB-03185-RN04162026 Total due: \$575.00

Total amount to be paid: \$575.00
Note: This does not include any additional fees which may be assessed later. Additional Plan Review fees may apply upon plan review completion.

Checkout » Edit Cart » Continue Shopping »

Click on Checkout

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(6)

This page shows the additional fees for Credit Card payments

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 links for Announcements (2), Logged in as [redacted], My Folders (0), Cart (1), Account Management, and Logout. A "Forgot password" link is provided with instructions. A "Locked account" link is also present with an email address: TechSystemsSupport@ClarkCountyNV.gov. A "Global Search..." box is located on the right. A progress bar indicates three steps: 1. Select item to pay, 2. Payment information (current step), and 3. Receipt/Record issuance. The "Step 2: Payment information" section includes a "Select your payment type below, then click Submit." instruction. A red-bordered box highlights the text: "Credit Card payments will be assessed an additional 2.65% Service Fee." A green callout bubble points to this text, stating: "This is the additional Credit Card service Fees." Below this, a note states: "The Shipping information is now required on the payment form. Please insert ONLY the Permit or Job Site ADDRESS! DO NOT use your physical address." The "Payment Options" section shows "Amount to be charged: \$575.00" and two radio button options: "Pay with Credit Card" (selected) and "Pay with Bank Account". A green callout bubble points to the "Pay with Credit Card" option, stating: "Select One". Below the options is a "Submit Payment »" button, with a green callout bubble pointing to it, stating: "Select 'Submit Payment'". A small asterisk note indicates "* indicates a required field." The footer contains the text "Accela Citizen Access (1) | Copyright 2026".

Home Building Business Licenses Comprehensive Planning Fire Prevention Public Works

Announcements(2) Logged in as [redacted] My Folders (0) Cart (1) 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...

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 2: Payment information

Select your payment type below, then click Submit.

Credit Card payments will be assessed an additional 2.65% Service Fee.

This is the additional Credit Card service Fees

The Shipping information is now required on the payment form. Please insert ONLY the Permit or Job Site ADDRESS! DO NOT use your physical address.

* indicates a required field.

Payment Options

Amount to be charged: \$575.00

Select One

Pay with Credit Card
 Pay with Bank Account

Select "Submit Payment"

Submit Payment »

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(7)

This page and the following pages are for Billing Information and is Self-Explanatory. Once payment has been made, you should receive a receipt

Billing Information

* Required field

First Name *

Last Name *

Company Name

Address Line 1 *

City *

Country/Region *

State/Province *

Zip/Postal Code *

Ship order to my billing address

Email *

Next

[Cancel Order](#)

Your Order

Total amount

\$575.00

The rest is pretty much Self-Explanatory from here