

Appendix C

(TG-17)

Citizen Access Portal New Personnel Instructions

New Personnel

Log into the [Accela Citizen Access Portal](#) and select **Building**, then **Search for Permits**.



Welcome to Clark County's Accela Citizen Access Portal

We are pleased to offer our citizens, businesses, and visitors conducting business in Clark County access to government services online, 24 hours a day, 7 days a week.

To use all the services we provide you must register and create a user account. You can view information, find answers to questions and have limited services as an anonymous user.

We currently offer the below services online:

- Land Use Application Submittal
- Schedule or Request Inspections
- Check Status on Submitted Requests
- Pay Fees
- Report a Concern/Complaint
- Online Permitting
- Submit Plans for Review



You can also visit [Clark County's Main Website](#) for more information.

Home

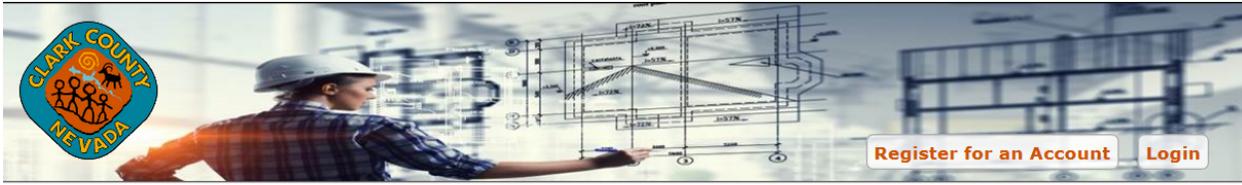
Building ¹

Comprehensive Planning

Fire Prevention

Public Response Office

Public Works



Building Department

Clark County Building Department is dedicated to providing our construction and development customers with state-of-the-art permit management, plan review, and inspection services to enhance the built environment.



The Clark County Department of Building is an IAS accredited building department. IAS accreditation provides a trusted, independent assessment and verification that the Clark County Department of Building is operating at the highest legal, ethical, and technical standards.

Fire Permit Applicants - 3rd Party Checks - Effective January 1, 2017

The Clark County Department of Building & Fire Prevention will no longer accept 3rd party checks. The check must be issued by the submitting company as listed on the Fire Prevention application form(s). There will be no exceptions. Thank you for your cooperation.

Services

Apply for Permits / Approved Listings

Search Permits / Complaints ²

Schedule an Inspection

Locate the agency record, and select **Amendment**.

Announcements Logged in as: Gur Inspections and Testi... My Folders (0) Cart (0)

[Building](#)

Home
Building
Comprehensive Planning
Fire Prevention
Public Response Office
Public Works

Server: 1

Records

Showing 1-1 of 1 | 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"/>	10/03/2017	IA-00086	Inspection Agency New Listing		Gur Inspections and Testing	Waiting on Customer	Amendment	

< >

[Search for Permits / Approved Listings](#)

Choose the amendment type of **Inspection Agency** and choose **Inspection Agency Personnel**

Announcements Logged in as: Gur Inspections and Testi... My Folder

[Building](#)

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

--Select a Category--

Continue Application »

[Building](#)

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Inspection Agency

Agency Selection

Agency Selection Change

Inspection Agency New Listing

Inspection Agency Permit

Inspection Agency Personnel

Inspection Agency Personnel Update

Inspection Agency Renewal

Inspection Agency Update

Continue Application »

This will open up an application for the new personnel. Enter in the **First, Middle, and Last Name**.



Announcements Logged in as: Gur Inspections and Test... My Folders (0) Cart (0) Account Management Logout

[Building](#)

Search...

Inspection Agency Personnel

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Page 1 * indicates a required field

Inspection Agency

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

Gur Inspections and Testing
AgencyAccela@gmail.com
Home phone:
Mobile Phone:
Work Phone: (702) 555-5555
Fax:
Edit Remove

▼ Contact Addresses

Add Address Information

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

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Business Address		4701 West Russell Road	Actions ▼

Inspector Information

INSPECTOR INFORMATION
Enter the name of the inspector and any professional license they hold. Select the Inspection Agency type; it will show only the items that are applicable to the agency type.

* First Name: * Middle Name: **6**

* Last Name: Professional License (State, Type, and Number):

Continue Application > **Save and resume later**

Clark County Accela Citizen Access | Copyright 2016

If the inspector is in the system you will be notified to use **Inspection Agency Personnel Update**.

Choose the agency type. This will remove inspection items that do not pertain to your agency.

Inspection Agency Personnel

1 Step 1	2 Review	3 Pay Fees
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Step 1: Step 1 > Page 2

Inspection Agency Type

AGENCY TYPE

Inspection Agency:

Fabricator Program:

Electrical Testing:

IECC Agency:

Storm Water Inspection:

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Select the item, the item approval type, and enter their certification information.

Inspection Item Request

Inspection Items
Select the inspection items that the inspector will be performing. Enter the certification type, number, and expiration date. For the allowed certifications please refer to TG-17.

Concrete: <input type="checkbox"/>	Internal Use - Concrete: <input type="checkbox"/>
Concrete Approval Type: <input type="text" value="--Select--"/>	Concrete Certification: <input type="text"/>
Masonry: <input type="checkbox"/>	Masonry Certification: <input type="text"/>
Grading: <input type="checkbox"/>	Internal Use - Grading: <input type="checkbox"/>
Grading Approval Type: <input type="text" value="--Select--"/>	Grading Certification: <input type="text"/>
Steel: <input type="checkbox"/>	Internal Use - Steel: <input type="checkbox"/>
Steel Approval Type: <input type="text" value="--Select--"/>	Steel Certification: <input type="text"/>
Fireproofing: <input type="checkbox"/>	Fireproofing Certification: <input type="text"/>
Wood: <input type="checkbox"/>	Wood Certification: <input type="text"/>
>5/12 Roof Pitch: <input type="checkbox"/>	>5/12 Roof Pitch Certification: <input type="text"/>
Exterior Wall System: <input type="checkbox"/>	Exterior Wall System Certification: <input type="text"/>

Fire Penetration and Joint:	<input type="checkbox"/>	Fire Penetration and Joint Certification:	<input type="text"/>
Special Case Anchors:	<input type="checkbox"/>	Internal Use - Special Case Anchors:	<input type="checkbox"/>
Special Case Anchors Approval Type:	<input type="text" value="--Select--"/>	Special Case Anchors Certification:	<input type="text"/>
Cast-In-Place Deep Foundation:	<input type="checkbox"/>	Cast-In-Place Deep Foundation Certification:	<input type="text"/>
Helical Pile Foundation:	<input type="checkbox"/>	Helical Pile Foundation Certification:	<input type="text"/>
Driven Deep Foundation:	<input type="checkbox"/>	Driven Deep Foundation Certification:	<input type="text"/>
Smoke Control:	<input type="checkbox"/>	Smoke Control Certification:	<input type="text"/>
Garage Ventilation:	<input type="checkbox"/>	Garage Ventilation Certification:	<input type="text"/>
Test and Air Balance:	<input type="checkbox"/>	Test and Air Balance Certification:	<input type="text"/>
System Commissioning:	<input type="checkbox"/>	System Commissioning Certification:	<input type="text"/>
Energy Efficiency Testing:	<input type="checkbox"/>	Energy Efficiency Testing Certification:	<input type="text"/>

ATS:	<input type="checkbox"/>	Internal Use - ATS:	<input type="checkbox"/>
ATS Approval Type:	<input type="text" value="--Select--"/>	ATS Certification:	<input type="text"/>
FAB Steel:	<input type="checkbox"/>	FAB Steel Internal Use:	<input type="checkbox"/>
FAB Steel Approval Type:	<input type="text" value="--Select--"/>	FAB Steel Certification:	<input type="text"/>
FAB Concrete:	<input type="checkbox"/>	FAB Concrete Internal Use:	<input type="checkbox"/>
FAB Concrete Approval Type:	<input type="text" value="--Select--"/>	FAB Concrete Certification:	<input type="text"/>
FAB Wood:	<input type="checkbox"/>	FAB Wood Internal Use:	<input type="checkbox"/>
FAB Wood Approval Type:	<input type="text" value="--Select--"/>	FAB Wood Certification:	<input type="text"/>
Ultrasonic Testing:	<input type="checkbox"/>	Ultrasonic Certification:	<input type="text"/>
Ultrasonic - Seismic:	<input type="checkbox"/>	Ultrasonic - Seismic Certification:	<input type="text"/>
Penetrant Testing:	<input type="checkbox"/>	Penetrant Certification:	<input type="text"/>
Magnetic Particle Testing:	<input type="checkbox"/>	Magnetic Particle Certification:	<input type="text"/>
Radiographic Testing:	<input type="checkbox"/>	Radiographic Certification:	<input type="text"/>
Electrical Testing:	<input type="checkbox"/>	Electrical Testing Certification:	<input type="text"/>

Electrical Testing: <input type="checkbox"/>	Electrical Testing Certification: <input type="text"/>
Special Cases Other: <input type="checkbox"/>	Special Cases Other Description: <input type="text"/>
Storm Water: <input type="checkbox"/>	Storm Water Certification: <input type="text"/>
Laboratory Items: <input type="text"/>	Electronic Submittal: <input type="radio"/> Yes <input type="radio"/> No

Agency Management Information

Agency Management

Engineering Manager: <input type="checkbox"/>	Engineering Manager Certification: <input type="text"/>
Quality Manager: <input type="checkbox"/>	Quality Manager Certification: <input type="text"/>
NDT Level III: <input type="checkbox"/>	NDT Level III Certification: <input type="text"/>

[Continue Application »](#)

[Save and resume later](#)

After clicking on **Continue Application**, the process will proceed to page 3. Upload PDF's of the inspector's certifications, TG acknowledgement forms, and any other information required to review the application.

Inspection Agency Personnel

1 Step 1 | 2 Review | 3 Pay Fees | 4 Record Issuance

Step 1: Step 1 > Page 3

* indicates a required field.

Required Documents

Attached the certifications and documentation as required per TG-17

The maximum file size allowed is **500 MB**.
 ad, ade, adp, ani, app, asp, bas, bat, chm, cmd, com, cpl, crt, csh, exe, fpx, hlp, hta, inf, ins, isp, js, jse, ksh, lnk, mda, mdb, mde, mdt, mdw, mdr, msc, msi, msp, mst, ops, pcd, pif, prf, prg, rar, reg, scf, scr, sct, shb, shs, url, vb, vbe, vbs, vsd, vss, vsst, vsw, ws, wsc, wsf, wsh, zip are disallowed file types to upload

Name	Type	Size	Latest Update	Action
No records found.				

[Add Attachment](#)

[Continue Application »](#)

[Save and resume later](#)

File Upload



The maximum file size allowed is 500 MB.

.ad;.ade;.adp;.ani;.app;.asp;.bas;.bat;.chm;.cmd;.com;.cpl;.crt;.csh;.exe;.fxp;.hlp;.hta;.inf;.ins;.isp;.js;.jse;.ksf;.mdz;.msc;.msi;.msp;.mst;.ops;.pcd;.pif;.prf;.prg;.rar;.reg;.scf;.scr;.sct;.shb;.shs;.url;.vb;.vbe;.vbs;.vsd;.vss;.v

are disallowed file types to upload.

Continue

Add Attachment

Remove All

Cancel

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File Upload



The maximum file size allowed is 500 MB.

.ad;.ade;.adp;.ani;.app;.asp;.bas;.bat;.chm;.cmd;.com;.cpl;.crt;.csh;.exe;.fxp;.hlp;.hta;.inf;.ins;.isp;.js;.jse;.ksf;.mdz;.msc;.msi;.msp;.mst;.ops;.pcd;.pif;.prf;.prg;.rar;.reg;.scf;.scr;.sct;.shb;.shs;.url;.vb;.vbe;.vbs;.vsd;.vss;.v

are disallowed file types to upload.

Accreditation.pdf	100%
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Continue

Add Attachment

Remove All

Cancel

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Choose the document type, enter a description, and then click on save.

Required Documents

Attached the certifications and documentation as required per TG-17

The maximum file size allowed is 500 MB.
ad, ade, adp, ani, app, asp, bas, bat, chm, cmd, com, cpl, crt, csh, exe, fpx, hlp, hta, inf, ins, isp, js, jse, ksh, lnk, mda, mdb, mde, mdt, mdw, mdz, msc, msi, msp, mst, ops, pcd, pif, prf, prg, rar, reg, scf, scr, sct, shb, shs, url, vb, vbe, vbs, vsd, vss, vst, vsw, ws, wsc, wsf, wsh, zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

* Type: 11 Remove

File:
Accreditation.pdf
100%

* Description: 12

Review 13

Click on **Continue Application** when you have uploaded all of the files.

Inspection Agency Personnel

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Page 3 * indicates a required field.

Required Documents

Attached the certifications and documentation as required per TG-17

The maximum file size allowed is 500 MB.
ad, ade, adp, ani, app, asp, bas, bat, chm, cmd, com, cpl, crt, csh, exe, fpx, hlp, hta, inf, ins, isp, js, jse, ksh, lnk, mda, mdb, mde, mdt, mdw, mdz, msc, msi, msp, mst, ops, pcd, pif, prf, prg, rar, reg, scf, scr, sct, shb, shs, url, vb, vbe, vbs, vsd, vss, vst, vsw, ws, wsc, wsf, wsh, zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Accreditation.pdf	Certifications	25 63 KB	10/24/2017	<u>Actions</u> ▼

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- | | | |
|----------------------|-----------------------|---------------------------|
| 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

Clark County staff will review the application, assess fees, and be in contact with your agency.