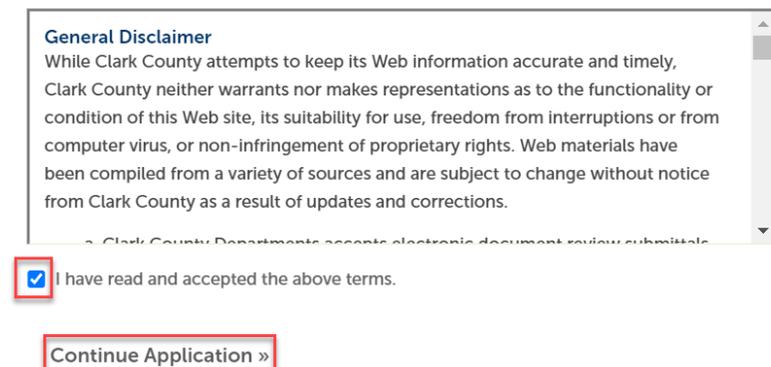


How to apply for a new inspection agency

1. Login to the Citizen Access Portal <https://aca-prod.accela.com/CLARKCO/Default.aspx>
2. Select building > apply for permits



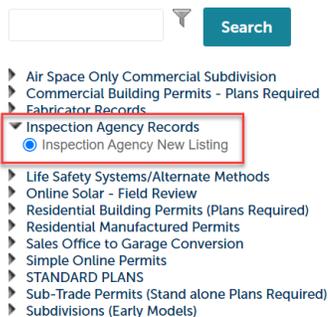
3. Check the box to agree to the terms > continue application



4. Select the permit type inspection agency records > inspection agency new listing

Select a Permit / Approved Listing Type

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



Continue Application »

5. Step 1: Select an inspection agency contact > select an agency type > continue application

Inspection Agency New Listing

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.

Select from Account Add New

Inspection Agency Information

Agency Information

* Agency Type: --Select-- Accreditation Agency: --Select--

Accreditation Expiration Date: MM/DD/YYYY Agency Website:

Inspection Items

Internal Use: Internal Use Special Cases:

Field Listing: Field Listing Agency:

Field Listing Description: Internal Use - Field Listing:

Continue Application > Save and resume later

6. Step 1: Check box for the terms > continue application

Inspection Agency New Listing

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:

Continue Application > Save and resume later

7. Step 2: Review information looks correct > continue application

Inspection Agency New Listing

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

Step 2: Review

[Continue Application >](#)

[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

Inspection Agency New Listing

Inspection Agency

[Edit](#)

Individual
Business Phone (702) 455-8074
E-mail

Inspection Agency Information

Agency Information

Agency Type: Electrical Testing
Multi-Jurisdictional Business License #:
Agency Website:

CC Business License #:
Accreditation Agency: Not Required

[Edit](#)

Inspection Items

FAB Concrete: NO
FAB Wood: NO
Nondestructive Testing: NO
Electrical Testing: YES
Field Listing Agency:
Internal Use - Field Listing: NO

FAB Steel: NO
Internal Use: NO
Internal Use Special Cases: NO
Field Listing: NO
Field Listing Description:

[Edit](#)

Custom Fields

PLAN ROOM ACKNOWLEDGEMENT

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

[Edit](#)

[Continue Application >](#)

[Save and resume later](#)

8. Step 3: Upload plans and documents

- 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

IA-00345

[Upload Plans and Documents](#)

9. Step 1: Enter a description > continue

Digital Plan Room Need help
Record: IA-00345
Address:
Status: INTAKE

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

1 Information 2 File Processing 3 Sheet Versioning 4 Review

Step 1: Information

Review packages are a set of plans and documents submitted for a review cycle.

General

Review Plan Cycle # 1

Description:

Enter a description of the plans or documents you are uploading...

[Continue](#)

10. Select browse > upload and validate



Step 2: Add & Process Files

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 **Process Files** 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

Original Agency Letter.pdf

Select a document type...×

Description...

Upload and Validate

Files						
Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
No results found!						

Process Files

11. After the documents are validated select process files



Step 2: Add & Process Files

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 **Process Files** 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	Uploaded Date	Signature
Original Agency Letter.pdf		Accreditation Documentation	VALIDATED	██████	2/15/2023	 

Process Files

File processing ×

Your files are being processed into sheets and title block information is being extracted. This process can take several minutes to complete. You can navigate away from this page and return if desired.

We will notify you via email when the process is completed and provide a link for you to return and complete the remaining steps to finalize your review package.

Note: Your review package is not complete and will not be routed for review until you complete the remaining steps.

Close

12. Status should say processed > continue

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Original Agency Letter.pdf		Accreditation Documentation	PROCESSED		2/15/2023	

Your files have been processed, you can proceed now to verify your sheets.

Continue

13. Select finish

1 Information 2 File Processing 3 Sheet Versioning **4 Review**

Step 4: 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.

Finish

General

Review Plan Cycle # 1 **Edit**

Files

These are all the files that will be submitted with this package.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Original Agency Letter.pdf		Accreditation Documentation	PROCESSED		2/15/2023	

Finish

14. Success! A message “Your review package has been received” should appear

Success.
Your review package has been received.

Digital Plan Room
Record: IA-00345
Address:
Status: **SUBMITTED**

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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Review Package Details

Name: Review Plan Cycle # 1
Description:
Status: Accepting
Date created: 2/15/2023, 10:42:10 AM
Date submitted: 2/15/2023, 11:03:29 AM

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Original Agency Letter.pdf		Accreditation Documentation	ACCEPTED	epermithub	2/15/2023	