

Fabricator Listing (Approval) Application

This is how to create an application for a fabrication facility to be listed as approved.

Individual applications are required for each fabrication facility address location.

Must have an existing Citizen Access Portal (CAP) Account

If you have problems with the registration process, contact

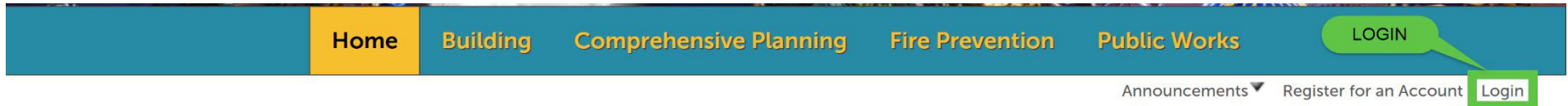
BDFabricatorsGroupDL@ClarkCountyNV.gov

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>

Login with your Account Information



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

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Select “Building” to get the Drop-Down Menu



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.

Select “Apply for Permits” to proceed to next page

Select "Apply for Permits" to proceed to next page

The screenshot displays a web application interface. At the top, a navigation bar contains links: Home, Building, Business Licenses, Comprehensive Planning, Fire Prevention, and Public Works. The 'Building' link is highlighted. Below the navigation bar, a dropdown menu is open, listing: Apply for Permits, Search Permits, Estimate Fees, Schedule an Inspection, and Need Help?. The 'Apply for Permits' link is highlighted with a green box. A green callout box with a hand icon points to this link, containing the text 'Select "Apply for Permits"'. To the right of the dropdown, there are links for Announcements(2), Logged in as, My Folders (0), Cart (1), Account Management, and Logout. Below these, there is a section for password management with text: 'Forgot password? - If you have forgotten your password, click on the "Forgot Password" link located below the sign in fields. The temporary password you receive via email will be used twice. First to login and then to change your password. Passwords must be at least "8 characters" long and have at least "1 special character".' and a link to 'Contact Us' for assistance. At the bottom right, there is a 'Global Search...' input field with a search icon and a dropdown arrow.

Home Building Business Licenses Comprehensive Planning Fire Prevention Public Works

Announcements(2) Logged in as My Folders (0) Cart (1) Account Management Logout

Apply for Permits
Search Permits
Estimate Fees
Schedule an Inspection
Need Help?

Forgot password – If you have forgotten your password, click on the "Forgot Password" link located below the sign in fields. The temporary password you receive via email will be used twice. First to login and then to change your password. Passwords must be at least "8 characters" long and have at least "1 special character".

Locked account – If your account is locked, click on the "Locked Account" link located below the sign in fields. For assistance, please contact the County Clerk's Office at clerk@clarkcountynv.gov or call (702) 799-4300. Resetting the password does not unlock your account.

Global Search...

Review disclaimer, check box and proceed to select “continue”

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

Announcements(2) Logged in as:ZZZZ My Folders (0) Cart (1) 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...

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While Clark County attempts to keep its Web information accurate and timely, Clark County neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from Clark County as a result of updates and corrections.

☐ I have read and accepted the above terms.

Check Box that you Read & Understand General Disclaimer

Continue Application »

Select "Continue Application"

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Click on “Fabricator Records”, then “Fabricator Listing” and click on “Continue Application”

The screenshot shows the Clark County Nevada website interface. At the top is a navigation bar with links: Home, Building, Business Licenses, Comprehensive Planning, Fire Prevention, and Public Works. Below this is a secondary navigation bar with links: Announcements(2), Logged in as: [user], My Folders (0), Cart (1), Account Management, and Logout.

The main content area is titled "Building Department". 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 the note is an email address: techsystemssupport@clarkcountynv.gov.

On the right side, there is a "Global Search..." input field with a search icon and a dropdown arrow.

The main section is titled "Select a Permit / Approved Listing Type". Below this is a text prompt: "Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us at pacenter@clarkcountynv.gov or call 702-455-8972." Below the prompt is a search input field and a "Search" button.

A list of record types is displayed, including: Addressing Request, Air Space Only Commercial Subdivision, Commercial Building Permits - Plans Required, Fabricator Records, Fabricator Listing, Inspection Agency Records, Life Safety Systems/Alternate Methods, Online Solar - Field Review, Residential Building Permits (Plans Required), Residential Manufactured Permits, Sales Office to Garage Conversion, Simple Online Permits, STANDARD PLANS, Sub-Trade Permits (Stand alone Plans Required), and Subdivisions (Early Models).

A green box on the left contains the text: "Select Fabricator Records and then select Fabricator listing". Two green arrows point from this box to the "Fabricator Records" and "Fabricator Listing" items in the list.

A green speech bubble contains the text: "Select 'Continue Application'". A green box highlights the "Continue Application »" button at the bottom of the list.

At the bottom of the page, it says: "Accela Citizen Access (1) | Copyright 2026".

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*In “Fabricator” section, “Select from Account” ONLY.
Do not select “Add New”, this will change your account*

Fabricator Listing

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Page 1

Fabricator See next page for Fabricator Contact Info after you make selection

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 Look Up

After you Select "Continue" from Fabricator Contact page, you come back to this page, See QC Manager to continue



*Check circle for “Organization” row,
enter “Fabricator Name”, & select “Continue”*

Fabricator Contact

Select Contact from Account

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

	Category	Type	Name
☐	Associated Contact	Individual	
☐	Associated Contact	Organization	Fabricator Name

Check this Circle Only

*In “QC Manager” section, click on “Select from Account” ONLY.
Do not select “Add New”, this will change your account*

The screenshot displays the 'Fabricator Listing' page, which is part of a multi-step process. The steps are: 1 Step 1 (highlighted in yellow), 2 Review, 3 Pay Fees, and 4 Record Issuance. Below the steps, it says 'Step 1: Step 1 > Page 1'. A note indicates that an asterisk (*) denotes a required field. The main section is titled 'QC Manager' and contains instructions: 'To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.' Below this, there are three buttons: 'Select from Account' (highlighted with a green box), 'Add New', and 'Look Up'. The bottom section is labeled 'Custom Fields'.

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*Check circle for “Individual” row,
enter “Fabricator Name” & select “Continue”*

QC Manager Contact

Select Contact from Account

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Check this Circle Only

	Category	Type	Name
☒	Associated Contact	Individual	Fabricator Name
☐	Associated Contact	Organization	

Continue Discard Changes

You should have already completed “Fabricator” & “QC Manager Info”, Now Complete the remaining INFO in Green Below

Fabricator

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

Look Up

QC Manager

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

Look Up

Fabrication Approval Request

Fabricator Information

The applicant must comply with the technical guidelines 2, 6 & 3. Please select the type of fabricator approval from the drop down list and then check the type of material.

* Fabricator Listing:

Fabricator Listing

QSM Date:

MM/DD/YYYY

Wood:

☐

Concrete:

☐

Steel:

☐

Scope of Work:

Fabricator Website:

Light Gauge Steel:

☐

ATS:

☐

Select "Fabricator Listing" for Full Listing Approval in Drop-Down Menu

Select what is applicable

Custom Fields

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:

Select a Clark County Approved Auditing Agency from the Approved Listing (See How to Guide for Selecting an Agency)

Accreditation

Select what Accreditations you have below, if Applicable

Accreditation Programs

Select the applicable program.

ISO:

☐

TPI:

☐

ICC-ESR:

☐

Inspection / Testing Authorization Request

SHOP INSPECTION AUTHORIZATION

Shop Inspection Authorization letters are for one project. Type in the name of the agency that will perform the required Shop Inspection. For active approved agencies go to Clark County Approved Inspection Agency Listing

Continue Application »

Save and resume later

Select "Continue Application"

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Check Box for Plan Room Acknowledgement & Continue Application

Home

Building

Business Licenses

Comprehensive Planning

Fire Prevention

Public Works

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

Fabricator Listing

1 Step 12 Review3 Pay Fees4 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:

Check Box and Select Continue Application

Continue Application »

Save and resume later

Review this page for correctness, check box and click “Continue”

Home
Building
Business Licenses
Comprehensive Planning
Fire Prevention
Public Works

Announcements(2)
Logged in as:ZZZZ
My Folders (0)
Cart (1)
Account Management
Logout

Building Department

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

Global Search...

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

Fabricator Listing

Fabricator

Organization
Fabxyz
Business Phone:(702) 123-1212
E-mail:qc@Fabzzz.com

QC Manager

Individual
Joe Joe
E-mail:joefab@fab.com
Company Name:Jessie fab
Preferred Channel:Email

Fabrication Approval Request

Fabricator Information
Fabricator Listing: Fabricator Listing
QSM Date:
Wood: No
Concrete: No
Steel: Yes
Metal Buildings: No
Joint: No
Misc Components: No
Additional Approvals: No

Scope of Work:
Fabricator Website:
Light Gauge Steel: No
ATS: No
Structural Steel: Yes
Signs: No
Racks: No
Complete Joint Penetration Welds Utilized: No

Custom Fields

3RD PARTY AUDIT AGENCY
Inspection Agency:

Accreditation

Accreditation Programs
ISO: No
TPI: No
AISC: No
CWB: No
SJI: No

ICC-ESR: No
Steel Accreditations: Yes
IAS: No
RMI: No
PTI: No

Inspection / Testing Authorization Request

SHOP INSPECTION AUTHORIZATION

Custom Fields

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

☐ By checking this box, I agree to the above certification.

Continue Application »
Save and resume later

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If you have documents to upload, select “Upload Plans & Documents” to proceed to the next page. This is where you will upload documents, such as Accreditations, Quality System Manual & etc.

If you have No Documents to Upload, you have completed the Registration. You will receive an Invoice once we process application on our end.

Home
Building
Business Licenses
Comprehensive Planning
Fire Prevention
Public Works

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

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

Step 3: Receipt/Record issuance Disregard Step 3 for Receipt/Record Issuance. You will receive an invoice once we complete the process on our end.

Thank You

If you made a payment your receipt is being emailed to you. Please print a copy of the receipt for your records.

This will be your Permanent Record

Select Upload Plans & Documents to upload your Accreditation Certificates, such as (AISC, IAS, CWB and etc..)

No Address
FAB-03196
Upload Plans and Documents

Click on “Browse” to select 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.

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.

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

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

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

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.

Example Document.pdf

An Example

Drag and drop files here
or
Browse

Certifications
AISC Cert 2026

Select Document Type from drop-down menu

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

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Select the type of document in the drop-down menu

The image shows a web interface for uploading documents. At the top, there is a dashed box with an upward arrow icon and the text "Drag and drop files here or". Below this is a dark blue button labeled "Browse".

Below the "Browse" button, there are three rows of form fields. Each row consists of a dropdown menu, a text input field, and a close button (X). The first dropdown menu is open, showing a list of document types: "Select a document type...", "Select a document type..." (highlighted in blue), "Certifications", "Fabricator Audits", "Fabricator Shop Inspection Letter", and "Quality System Manual".

A green callout bubble with a pointer to the first dropdown menu contains the text: "Select the appropriate document type".

At the bottom of the form is a dark blue button labeled "Upload and Validate".

Enter the description of the documents

Drag and drop files here
or

Browse

Enter description
on all documents

Certifications



Cert. 1

Fabricator Shop Inspection Letter



FSIA application form

Quality System Manual



QSM Rev. 0

Certifications



Cert. 2

Once all documents
are entered,
Click Here.

Upload and Validate

Select “Continue” after the document is validated

[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

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

[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

**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	