

Finish incomplete application

This guide was created to assist applicants with finishing an incomplete application.

Note-The CAP system is set up mainly for building construction permitting. When a permit application is incomplete, the system sends automated notification emails indicating that you need to log in and submit “plans”. The term “plans” means any documentation related to the permit application. Applicants must log into the existing Citizen Access Portal (CAP) account associated with the permit application to complete.

Option #1- Finish an application submittal (upload documentation)
(FAB-XXXXXX record number is created but documentation has not yet been submitted)

Option #2- Resume application submittal
(Incomplete applications- no FAB-XXXXXX record number yet created. These records will show as XXTMP-XXXXXX)

All submittal documents must be in a PDF format in the English language.

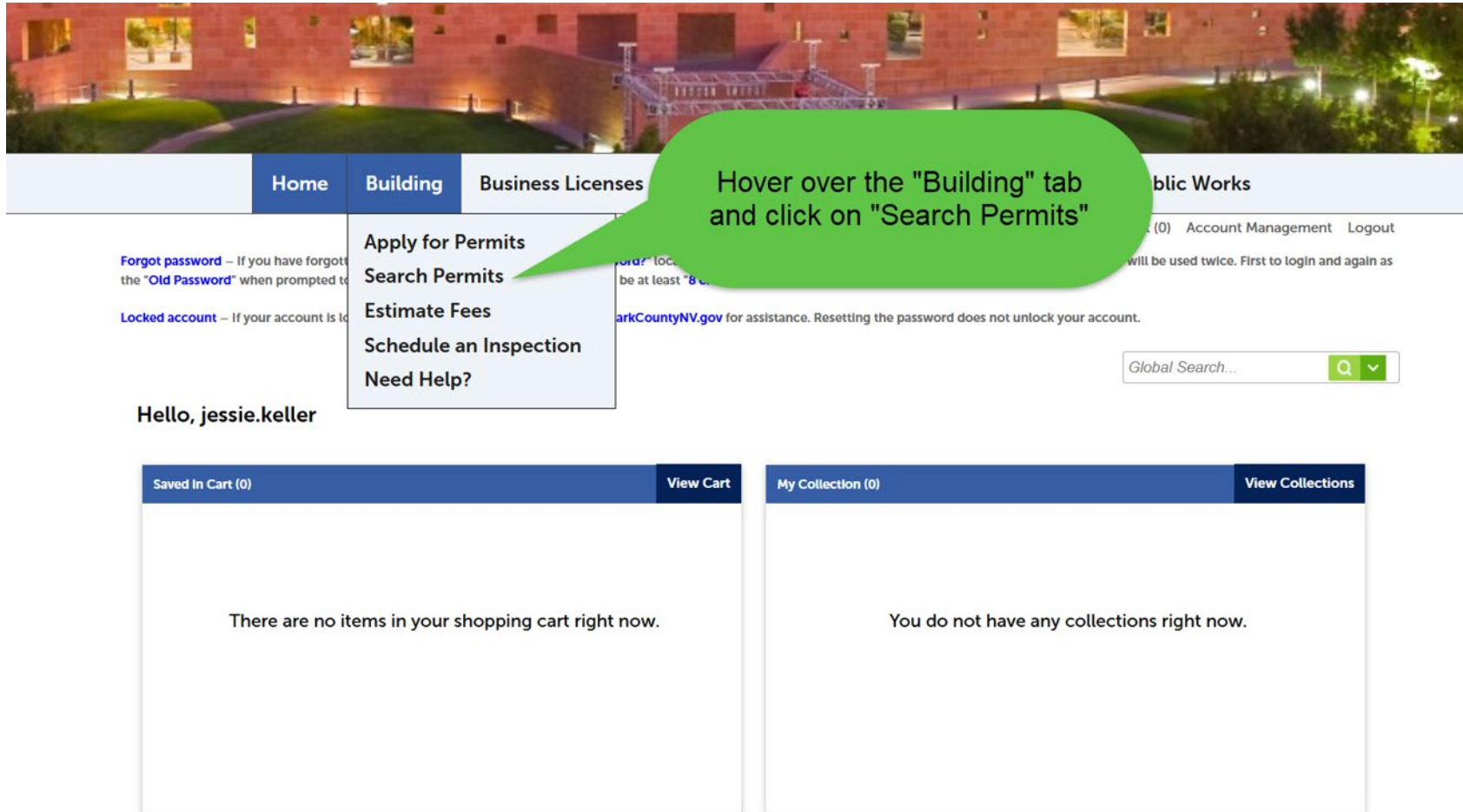
If you have problems with the application process, contact BDFabricatorsGroupDL@ClarkCountyNV.gov

Applicants must have an existing Citizen Access Portal (CAP) account

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 – Finish an application submittal (upload documentation)



The screenshot displays the Clark County NV website interface. At the top, a red banner contains the text "FINISH INCOMPLETE APPLICATION" on the left and "10/01/2026" on the right. Below the banner is a navigation bar with tabs: "Home", "Building", "Business Licenses", and "Public Works". The "Building" tab is selected, and a dropdown menu is open, showing options: "Apply for Permits", "Search Permits", "Estimate Fees", "Schedule an Inspection", and "Need Help?". A green speech bubble points to the "Search Permits" option with the text "Hover over the 'Building' tab and click on 'Search Permits'". Below the navigation bar, there is a section for "Forgot password" and "Locked account" with instructions. To the right, there is a "Global Search..." input field with a magnifying glass icon. Below the search bar, the user is greeted with "Hello, jessie.keller". At the bottom, there are two panels: "Saved In Cart (0)" with a "View Cart" button, and "My Collection (0)" with a "View Collections" button. Both panels contain messages indicating no items or collections are currently present.

Hover over the "Building" tab and click on "Search Permits"

Forgot password – If you have forgotten the "Old Password" when prompted to enter the "New Password" it will be used twice. First to login and again as the "Old Password" when prompted to enter the "New Password". The "New Password" must be at least 8 characters long.

Locked account – If your account is locked, you will need to contact the Clark County NV website for assistance. Resetting the password does not unlock your account.

Global Search...

Hello, jessie.keller

Saved In Cart (0) View Cart

There are no items in your shopping cart right now.

My Collection (0) View Collections

You do not have any collections right now.

Show on Map Cancel

Showing 1-10 of 100+ | [Download results](#)

1. Locate permit number

Status will show as "Submitted" or "Pending" for incomplete applications

2. Click "upload plans" button

☐	Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Notes
☐	09/23/2026	FAB-04393	Fabricator Listing		XX CCBD TEST XX	Submitted	Upload Plans	
☐	09/14/2026		Fabricator Listing Renewal					
☐	09/09/2026		Fabricator Listing					
☐	09/09/2026		Fabricator Listing					
☐	09/03/2026		Fabricator Listing					
☐	08/28/2026		Fabricator Listing					
☐	08/26/2026		Fabricator Listing					
☐	08/24/2026		Fabricator Listing Renewal					
☐	07/07/2026		Fabricator Listing Renewal					
☐	02/20/2026		Fabricator Revision					

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[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

Search... 

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
----------------	---------	---------	--------	------------	-------	----------

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	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

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	
7/16/2026	Review Plan Cycle # 4		New	Resume
1/10/2026	Review Plan Cycle # 3		Accepted	View
1/9/2026	Review Plan Cycle # 2		Accepted	View
1/7/2026	Review Plan Cycle # 1		Accepted	View

Click resume on the
open review cycle

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/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@clarkcountymv.gov

Global Search...

Record: FAB-03155-RN03252026

Status: INTAKE

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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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

Accela Citizen Access (1) | Copyright 2026

[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/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@clarkcountymv.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.

An Example

Example Document.pdf

Drag and drop files here or



Select Document Type from drop-down menu

Certifications

AISC Cert 2026

Description of Document

Upload and Validate

Files 

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-4c07-8d77-48

Select the appropriate document type

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

Certifications	▼	×
Cert. 1		
Fabricator Shop Inspection Letter	▼	×
FSIA application form		
Quality System Manual	▼	×
QSM Rev. 0		
Certifications	▼	×
Cert. 2		

[Upload and Validate](#)

Enter description on all documents

Once all documents are entered, Click Here.

[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/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

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](#)

[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

[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
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Review Plan Cycle # 1

Name: Review Plan Cycle # 1

Description:

Status: Submitted

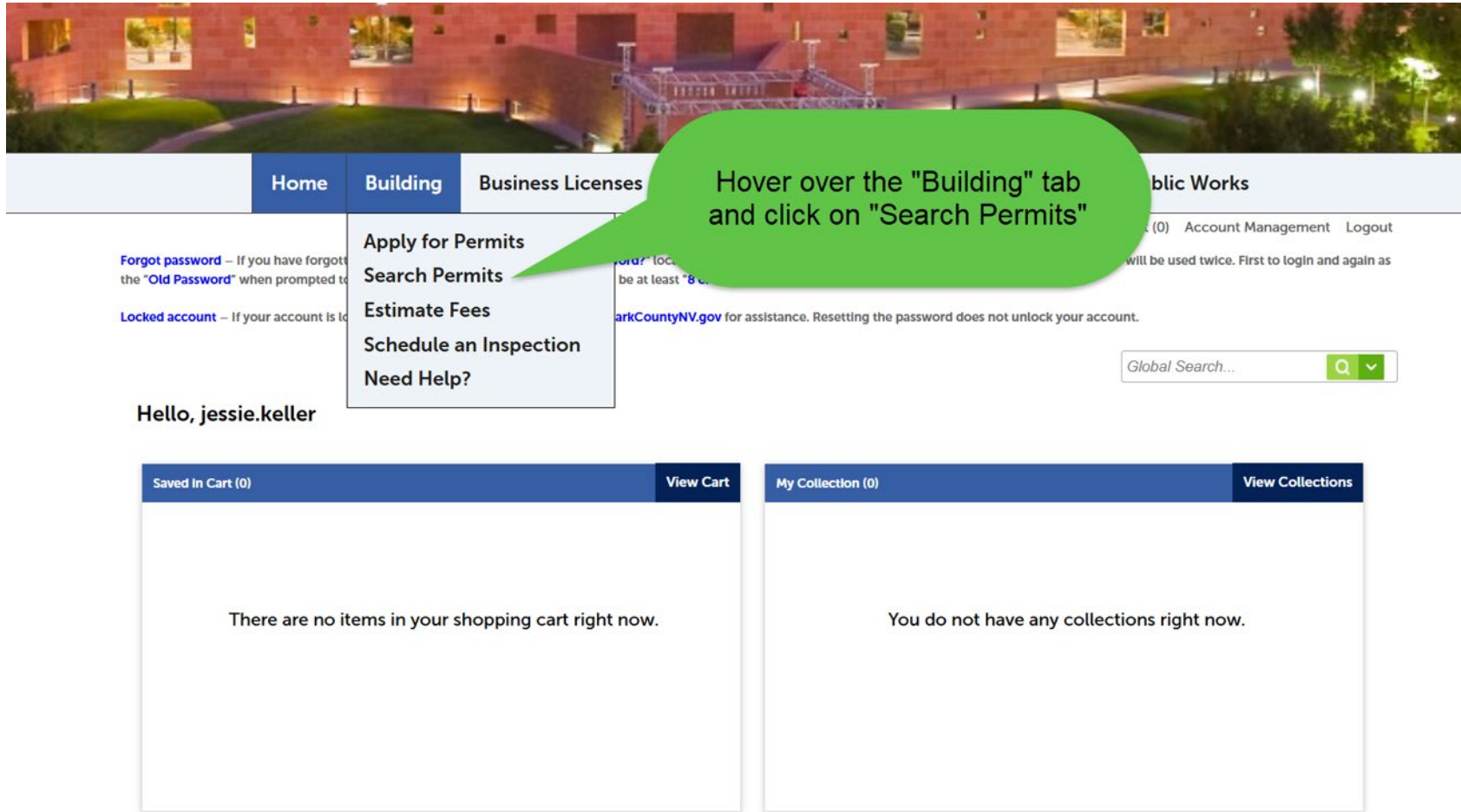
Date created: 3/25/2026, 12:29:11 PM

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	

Option #2 – Resume application submittal



The screenshot displays the Clark County NV website interface. At the top, a red banner contains the text "FINISH INCOMPLETE APPLICATION" on the left and "10/01/2026" on the right. Below the banner is a navigation bar with tabs: "Home", "Building", "Business Licenses", and "Public Works". The "Building" tab is active, and a dropdown menu is open, showing options: "Apply for Permits", "Search Permits", "Estimate Fees", "Schedule an Inspection", and "Need Help?". A green speech bubble points to the "Search Permits" option with the text "Hover over the 'Building' tab and click on 'Search Permits'". Below the navigation bar, there is a section for user account management, including links for "Forgot password", "Locked account", and "Account Management". A "Global Search..." input field is also visible. At the bottom, there are two sections: "Saved In Cart (0)" and "My Collection (0)", both indicating that there are no items or collections currently.

Home Building Business Licenses Public Works

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

Forgot password – If you have forgotten the "Old Password" when prompted to
Locked account – If your account is locked, you will be used twice. First to login and again as
arkCountyNV.gov for assistance. Resetting the password does not unlock your account.

Global Search... Q

Hello, jessie.keller

Saved In Cart (0) View Cart

There are no items in your shopping cart right now.

My Collection (0) View Collections

You do not have any collections right now.

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

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

☐	Date	Permit Number	Permit	Project Name	Status	Action	Site
☐	09/23/2026		Fabricator Listing		Submitted		
☐	09/23/2026	26TMP-088042	Fabricator Listing			Resume Application	
☐	09/14/2026		Fabricator Listing Renewal		Closed - Withdrawn		Las Vegas, NV Facility
☐	09/09/2026		Fabricator Listing		Closed - Remove From Program		Email Events Edits Test
☐	09/09/2026		Fabricator Listing		Closed - Remove From Program		Email Events Edits Test
☐	09/03/2026		Fabricator Listing		Closed - Automatic Revocation		Email Events Edits Test
☐	08/28/2026		Fabricator Listing		Closed - Remove From Program		
☐	08/26/2026		Fabricator Listing		Closed - Automatic Revocation		
☐	08/24/2026		Fabricator Listing Renewal		Closed - Approved		
☐	07/07/2026		Fabricator Listing Renewal		Closed - Approved		Stockton, CA Facility

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

1. Locate temporary record number XXXTMP-XXXXXX

2. Click resume application

Resume application as shown on the applicable How-to guide steps specific to the application type.