

Clark County Department of Building & Fire Prevention

HOW TO APPLY FOR A PERMIT ONLINE

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

1) Permit Application forms and How-To Guides

A. <https://www.clarkcountynv.gov/building>

2) Register for an Account

A. Visit our website: <https://aca-prod.accela.com/CLARKCO/Default.aspx>

B. Create an account: on [Citizen Access Portal](#) to apply for your permit, login to our website below.



3) Agree to.

A. Acceptance of Terms and Conditions.

Purpose

Acceptance of Terms and Conditions

Carefully review these terms and conditions. By accessing and using this website, you agree to follow and be bound by these terms and conditions. You acknowledge (i) that you have read and understood these terms and conditions and (ii) that these terms and conditions have the same force and effect as a signed

☒ I have read and accepted the above terms.

Continue Registration >

4) Your Input.

- A. Username (Choose a username)
- B. Email (Primary Email Address)
- C. Password (Minimum of 8 characters)
- D. Security Question (Used to recover your password)
- E. Answer to the security question (Case sensitive)

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:
Example: What city were you born in?

* Answer:
Example: Las Vegas

5) Contact.

A. Add Contact info

Contact Information

Choose how to fill in your contact information.

Add New

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6) Select Type.

- A. **INDIVIDUAL:** Owner Builder.
- B. **ORGANIZATION:** Contractors, Architects, etc.

Select Contact Type

Individual: Use First and Last Name fields
Organization: For Companies and Businesses, please fill out the Organization Name and Organization Contact Name fields

*Type:

--Select--
--Select--
Individual
Organization

Continue

Discard Changes

7) Contact.

- A. Completed Personal Contact Information fields.

Contact Information

Contact Info

*First: Middle: *Last: Suffix:

Company Name (30 Character Limit)

*Business Phone: Mobile Phone: Home Phone: Preferred Channel:
***** --Select--

*E-mail:

Organization Name:

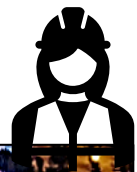
Organization Contact Name

*Individual/Organization:

--Select--

8) LOGIN TO YOUR ACCOUNT.

- A. Input the information you have created.



Home Building Comprehensive Planning Fire Prevention Public Response Office Public Works

Announcements ☐ Accessibility Support Register for an Account **Login**

Clark County Citizen Access

Need help? Click below for the latest process and department updates as well as many helpful guides for using our online functions.

[Citizen Access Knowledge Base \(Building & Fire Prevention\)](#)

[Citizen Access Knowledge Base \(Comprehensive Planning\)](#)

2 3 4

User Name or E-mail: Password: Login »

☐ Remember me on this computer I've forgotten my password New Users: Register for an Account

1

Search...

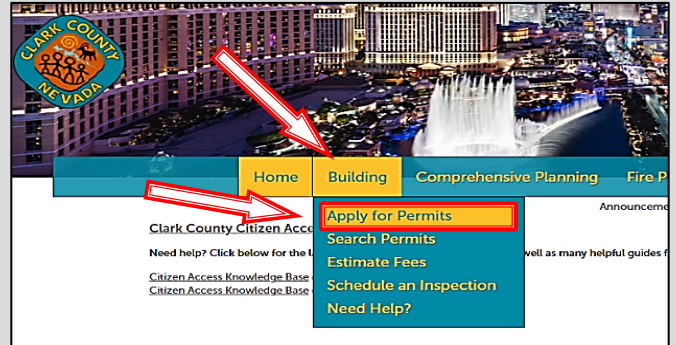
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9) APPLY FOR PERMIT.

- Hover mouse cursor over **"Building"** tab.
- Click on **"Apply for Permits"**



10) Agree to Terms and Conditions.

11) A Permit type / Approved Listing Type.

- Permits are grouped into categories. Each of the categories are subdivided to get to the correct permit type. Choosing the correct **Permit Type** is essential. If the wrong permit type is selected The Application will need to be **Voided** and replaced and redirected as example with correction. The process will have to be restarted.
- For this Guide we will select a **Residential Building New** permit type.
- "Detached or Freestanding"** structures are categorized as **"New"**.
- "Attached to the Structure"** structures are categorized as **"Addition"**.
- "Simple Permits" ARE NOT RENEWABLE OR REVISABLE, NEED TO REAPPLY.**

I. Electrical (Residential Commercial)

- Test and Tag
- Same size panel replacement ONLY

II. Mechanical (Commercial)

- Furnace Replacement less than 100k
- A/C Furnace Replacement less than 5 tons
- Condenser Pump Combo Replace

III. Mechanical (Residential)

- A/C Furnace Replacement less than 5 tons
- Condenser Pump Combo Replace
- Furnace Replacement less than 100k
- Furnace Replacement greater than 100k

IV. Plumbing (Residential & Commercial)

- Gas Re-Tag
- Water Heater
- Reverse Osmosis
- Water Softener
- Re-Pipe (Residential only)

▼ Simple Online Permits

- ☐ Commercial Simple Electrical
- ☐ Commercial Simple Mechanical
- ☐ Commercial Simple Plumbing
- ☐ Residential Simple Electrical
- ☐ Residential Simple Mechanical
- ☐ Residential Simple Plumbing

▼ Sub-Trade Permits (Stand alone Plans Required)

- ☐ 30 Day Temporary Well Electric
- ☐ Commercial Electric
- ☐ Commercial Low Voltage
- ☐ Commercial Mechanical
- ☐ Commercial Plumbing
- ☐ Residential Electric
- ☐ Residential Mechanical
- ☐ Residential Plumbing



▼ STANDARD PLANS

- ☐ SFR Model Plan
- ☐ Standard Condo Apartment Complexes Plan
- ☐ Standard Plan Other

- ▶ Air Space Only Commercial Subdivision
- ▼ Commercial Building Permits - Plans Required
 - ☐ Amusement Transportation Systems New
 - ☐ Annual Facility Permit
 - ☐ Change of Occupancy
 - ☐ Commercial Building Addition
 - ☐ Commercial Building New
 - ☐ Commercial Building Remodel/Repair
 - ☐ Commercial Demolition Implosion
 - ☐ Commercial Demolition Permit
 - ☐ Commercial Fence
 - ☐ Commercial Grading
 - ☐ Commercial Pool
 - ☐ Commercial Sign
 - ☐ Commercial Solar
 - ☐ Commercial Spa
 - ☐ Commercial Temporary Signs
 - ☐ Commercial Water Features
- ▶ Fabricator Records
- ▶ Inspection Agency Records
- ▶ Life Safety Systems/Alternate Methods
- ▶ Online Solar - Field Review
- ▼ Residential Building Permits (Plans Required)
 - ☐ Residential Building Addition
 - ☒ Residential Building New
 - ☐ Residential Building Remodel Repair
 - ☐ Residential Demolition
 - ☐ Residential Fence
 - ☐ Residential Grading
 - ☐ Residential Pools Spas Water Features
 - ☐ Residential Solar Building
- ▶ Residential Manufactured Permits
- ▶ Sales Office to Garage Conversion
- ▶ Simple Online Permits
- ▶ STANDARD PLANS
- ▶ Sub-Trade Permits (Stand alone Plans Required)
- ▶ Subdivisions (Early Models)

▼ Residential Manufactured Permits

- ☐ Residential Manufactured Building Conversion
- ☐ Residential Manufactured Building Install

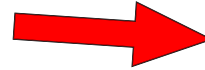
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12) DISCLAIMER

- A. For **Owner Builders** Check the Box and select Continue.
- B. For "Professionals", select your license number.



Disclaimer

DISCLAIMER

* Owner Builder:

☒ Yes ☐ No

I, as owner of the property upon which said structure or transfer ownership of liability to criminal prosecution under 62

Continue Application »

13) Address / Parcel Number / Owner

- A. Enter your **Address or Parcel Number (APN)** (Do Not enter Both)
- B. Click **Search**
- C. This will auto populate all the necessary fields from assessors database (If your searched property is located within Clark County Limits)



Address

If another individual will be responsible for payment or plan download, they can be added here as an additional contact. Only individuals or organizations that are existing contacts in the Clark County permitting system may be added.

* Street No.:	Direction:	* Street Name:	Street Type:
4701	--Select--	russell	--Select--
Unit Type:	Unit No.:		
--Select--			

Search

Clear



- D. If your property is **NOT** located in the Clark County Limits, the system will **NOT** auto populate all the open fields and it will **NOT** find your address.
- E. To verify if your property is located within Clark County... Refer to Website.

14) Contractor (This section is only available and applies to **Contractors**)

- A. If submitting as a **Contractor**, populate this field with your information. License needs to be linked to account, refer to guide on website.
- B. If submitting as an **Architect/Design Professional** and a contractor has not been selected. *This filed is not required.*
- C. If submitting as an **Owner/Builder**, this filed is not required and owner builder will be a selection.



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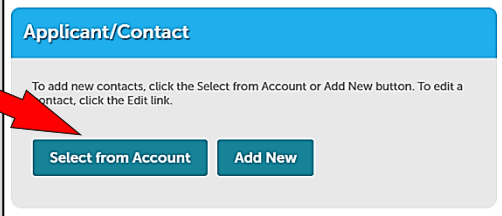
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15) Applicant/Contact

- A. Select the Applicant/Contact in charge of submitting and receiving notifications regarding the application prior to *Issuance* of the permit.

Note: after issuance of the permit, the main contact will need to be the Owner if pulling the permit as Owner/Builder or the Contractor if pulling the permit as a Contractor

- B. Additional contact (if there is another party that is to have access upload to submit corrections or other tasks.)



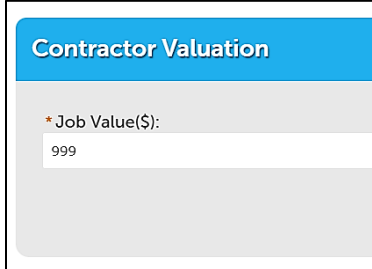
Applicant/Contact

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](#)

16) Construction Valuation

- A. Enter the "Job Value"/ Contract Cost
- B. *This is defined in the 2018 Clark County Building Administrative Code Section 22.02.345 (A)*



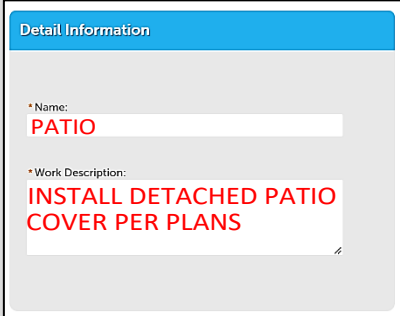
Contractor Valuation

* Job Value(\$):

999

17) Project name and Scope of Work

- A. Name your Project- Ex: Desert Springs (Name of development) or Ex: Patio (Residential only)
- B. Work Description – Ex: *INSTALL PATIO COVER PER PLANS.*



Detail Information

* Name:

PATIO

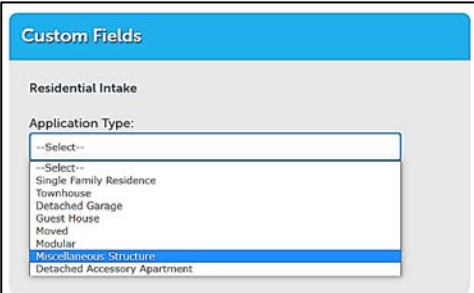
* Work Description:

INSTALL DETACHED PATIO COVER PER PLANS

18) Custom Fields

- A. For this demonstration, select "**Miscellaneous Structure**" for detached patios structure.

[Continue Application »](#)



Custom Fields

Residential Intake

Application Type:

--Select--

--Select--

Single Family Residence

Townhouse

Detached Garage

Guest House

Mixed

Modular

Miscellaneous Structure

Detached Accessory Apartment

19) Electronic Plan Review

- A. Checkmark Acknowledgment.

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20) Review your Application Information.

- A. Continue Application.



Continue Application »

21) Click on Upload Plans and Documents to continue.

4701 W RUSSELL RD

BD21-28508

Upload Plans and Documents

22) General

- o Include description of work.

Continue Application »



General

Review Plan Cycle # 1

Description: (?)

INSTALL PATIO COVERING ON EXISTING CONCRETE SLAB

23) Uploading Files

- A. Drag and Drop files in the perforated area.
- B. Make sure your files are in **PDF** format or they will not be accepted.
- C. PDF files must NOT be encrypted.
- D. Some PDF files, such as engineering, may need [Digital Signature](#). For Plan submittal checklist refer to website.

Step 2: Add & Process Files

Click to view the requirements checklist for this review package. Requirements

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
No results found						

Continue

Continue

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24) Select the appropriate categories from the Drop-Down Menu.

A. Type the appropriate titles on the right side

Upload and Validate

The screenshot shows a web interface for uploading files. At the top, there is a cloud icon with an upward arrow and the text "Drag and drop files here or" followed by a blue "Browse" button. Below this is a table with four rows of uploaded files. Red arrows point from the text instructions to the dropdown menus and the title input fields in the table.

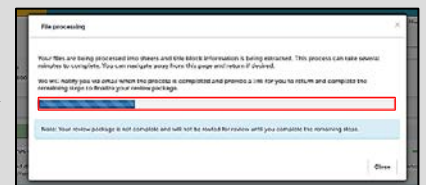
Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
2 FenceWall Permit Application Form BPA005.pdf	Completed Application Form	Completed Application Form	VALIDATED		6/14/2021	
3 Site Plan.pdf	Site Plan	Site Plan	VALIDATED		6/14/2021	
6 Owner Builder Affidavit.pdf	Owner Builder Affidavit	Documents	VALIDATED		6/14/2021	
4 Standard Structural Calculations.pdf	Structural Calculations	Structural Calculations	VALIDATED		6/14/2021	

25) After validation you will see your Status Icons highlighted in Green.

Files						
Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
2 FenceWall Permit Application Form BPA005.pdf	Completed Application Form	Completed Application Form	VALIDATED		6/14/2021	
3 Site Plan.pdf	Site Plan	Site Plan	VALIDATED		6/14/2021	
6 Owner Builder Affidavit.pdf	Owner Builder Affidavit	Documents	VALIDATED		6/14/2021	
4 Standard Structural Calculations.pdf	Structural Calculations	Structural Calculations	VALIDATED		6/14/2021	

26) "Processing Files" may take several minutes.

Process Files



27) After processing you will see your files on the bottom of the page with processed status.

A. This is also where you can delete any files by clicking on the "Trash Can" icon.

Files						
Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
2 FenceWall Permit Application Form BPA005.pdf	Completed Application Form	Completed Application Form	PROCESSED		6/14/2021	
6 Owner Builder Affidavit.pdf	Owner Builder Affidavit	Documents	PROCESSED		6/14/2021	
4 Standard Structural Calculations.pdf	Structural Calculations	Structural Calculations	PROCESSED		6/14/2021	
taliobne siter X3.pdf	Document	Documents	PROCESSED		8/2/2021	
Talone hoa.pdf	Document	Documents	PROCESSED		8/2/2021	

Continue

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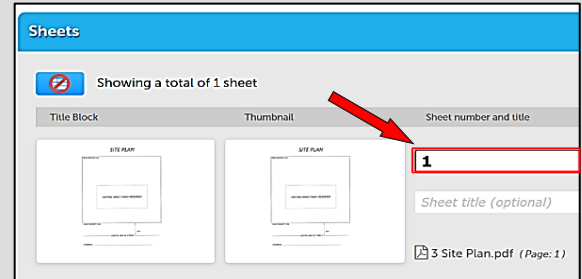
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28) When prompted with “**Sheets**” section, add appropriate sheet numbers.

A. Example: **1, 2, 3**. Etc.

Note: When Submitting corrections use the same original sheet numbers so its replaced with the corrected.



29) **Review and FINISH**



Finish

If you do NOT click, your plans will NOT be submitted.

30) **CONFIRMATION and PERMIT RECORD NUMBER**

Success.
Your review package has been received.

“SUCCESS” message is your confirmation that your files have been received.

Digital Plan Room

Record: BD22-12391

Your **Permit Record Number** will be displayed in this section.

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

Review Package Details

Name: Review Plan Cycle # 1
Description: application
Status: Submitted
Date created: 3/10/2022, 6:44:19 PM
Date submitted: 4/6/2022, 11:42:21 AM

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
APPLICATION FORM.pdf	COMPLETED APPLICATION FORM	Completed Application Form	PROCESSED		4/6/2022	
OWNER BUILDER.pdf	OWNER BUILDER AFFIDAVIT	Documents	PROCESSED		4/6/2022	
SITE PLAN.pdf	SITE PLAN	Site Plan	PROCESSED		4/6/2022	
STRUCTURAL CALCULATIONS.pdf	STRUCTURAL CALCULATIONS	Structural Calculations	PROCESSED		4/6/2022	

31) The plans submittal or plans examination team will review your application for acceptance.

32) You can track the process of your permit under records section of your Citizen Access Portal.