Manage Contacts on a Submitted Application/Permit

1. Login and *Search* for the permit number and select the *Amendment* button
NOTE: To add a person to your permit, they MUST first be an existing customer (contact) in the Clark County permit system i.e. they must have an ACA account.

(1) BD20-03264

Permit/Approved Listing BD20-03264:

Add to cart
Add to My Folder

Residential Building New SFR Tract Home

Permit/Complaint Status: Permit Issued

Record Info ▼	Payments ▼	Conditions ⑤

A notice was added to this record on 07/15/2020.
Condition: Water Release   Severity: Notice
Total Conditions: 5 (Notice: 5)

View Condition

Work Location

██████████████████

Details

Contractor

███████████████
███████VADA INC
██████████████
██████████████
██████████████

Owner:
█████████████████
█████████████████
█████████████████

▸ **More Details**

Create Amendment **(2)**

2. The Select an Amendment Type screen is displayed, select Add *People to Application*

Building

Search... 🔍▾

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.
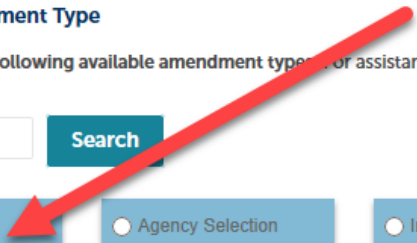
[   ] **Search**

- ⦿ Add People to Application
- ○ Agency Selection Change
- ○ Inspection Item Revision
- ○ Revision

Continue Application »

3. The Information Window is displayed, and you can select which contact you need to update, *Applicant /Contact* or add an *Additional Contact*
4. You can choose *Select from Account* or use *Look Up*

STOP
DO NOT ADD YOURSELF!

IF YOU ARE ABLE TO SEE THIS SCREEN, YOU ARE IN THE "MANAGE CONTACTS" AMENDMENT SECTION.

READ THE TEXT BELOW BEFORE YOU PROCEED

The purpose of this amendment process is to provide Citizen Access user access to the individuals/organizations that are added through this amendment transaction.

In order for an individual or organization to be granted access through this process, they MUST first be an existing customer (contact) in the Clark County permit system.

If the email address provided exists in the permit system but is not associated with an active Citizen Access account, a new Citizen Access account will be created for the email address provided at the completion of this process.

A notification will be sent to the added individual or organization upon submission of this form.

* indicates a required field.

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   **Look Up**

Additional 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   **Look Up**

Continue Application »   **Save and resume later**

5. In this example we have used *Select from Account*
   a. "Contact added successfully" message is displayed and click *Continue*

Applicant/Contact

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

✔ **Contact added successfully.**

Anissa Green-Test
anissa88@hotmail.com
Home phone:
Mobile Phone:(702) 555-5555
Work Phone: (702) 455-5555
Fax:
Edit Remove

▼ Contact Addresses

Add Address Information

To edit a contact address, click the address link.

Showing 1-1 of 1

	Address Type	Recipient	Address	Action
	Mailing Address		4701 W Russell Rd	Actions ▼

Additional 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	Look Up

Continue Application »   **Save and resume later**

6. Step 2 Review is displayed to make any changes to the selected contact

Add People to Application

1 Step 1	2 Review	3 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

Add People to Application

Applicant/Contact   **Edit**

Individual
Anissa Green-Test
Business Phone:(702) 455-5555
Mobile Phone:(702) 555-5555
E-mail:anissa88@hotmail.com
Company Name:Clark County

Additional Contact   **Edit**

Individual
Anissa Green-Test
Business Phone:(702) 455-5555
E-mail:anissa88@hotmail.com
Company Name:Clark County
Preferred Channel:Business Phone

Continue Application »   **Save and resume later**

7. The contact/s are updated message

Building

Search...

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

20CAP-00001414 ⬅

8. Update is also displayed is record list

Announcements   Logged in as:anissa88   My Folders (1) ▾   🛒 Cart (0)   Reports (17) ▾   Account Management   Logout

Building

BD20-16841   🔍 ▾

Records

--Select--

To submit a QAA, select *Amendment* under the **Action** column.

Showing 1-10 of 100+ | Download results | Add to My Folder | Add to cart

☐	Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Notes
☐	07/28/2020	20CAP-00001414	Add People to Application					
☐	07/27/2020	BD20-03534	Residential Building New SFR Tract Home			In Review	Amendment	SIERRA CLIFFS PHASE 2
☐	07/27/2020	BD20-03535	Residential Building New SFR Tract Home			In Review	Amendment	SIERRA CLIFFS PHASE 2
☐	07/27/2020	BD20-03536	Residential Building New SFR			In Review	Amendment	SIERRA CLIFFS