The Applicant will be able to upload documents on records creation into the Citizen Access Portal.
The Applicant will be select the type of drawing. The plan type options are based on the record type. The plan type will dictate who will receive the plans. The example below is for Structural Calculations which will be sent the Structural Plan Review’s Sub Task.
## Attachment

The maximum file size allowed is **500 MB**.

### Table: Attachment Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records found.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Type:

- Select:
  - Architectural Plans
  - Electrical Load Calculation
  - Electrical Plans
  - Energy Calculations
  - Final Map
  - Fire Prevention
  - Fire Protection Report
  - Grading Plans
  - Inspection Document
  - Land Use Documents
  - Landscaping Plans
  - Mechanical Plans
  - Model Home Spec Sheet
  - Parcel Map
  - Plot Plan
  - Plumbing Plans
  - Site Plan
  - Soils Report
  - Storm Water Documents
  - Structural Calculations
  - Structural Observation
  - Structural Plans
  - Temporary Certificate of Occupancy
  - Tentative Map
  - Tortoise Mitigation
  - Truss Calculations
  - Utility Plans
  - Zoning Plans

[Remove All]
Step 1: Apply > Page 2

Attachment

The maximum file size allowed is 500 MB.

Name | Type | Size | Latest Update | Action
--- | --- | --- | --- | ---
No records found.

* Type:
  - Structural Calculations

File:
  Correspondence.pdf

* Description:
  Structural Calculations

- Structural

Save | Add Attachment | Remove All

Continue Application »
Prior to continuing application, the applicant will see the plans and the type that they have uploaded.

**Step 1: Apply > Page 2**

### Attachment

The maximum file size allowed is 500 MB.

- ad, adb, adp, ah, app, asp, bar, bat, ccm, cct, cml, com, cpl, crl, scta, exe, h3p, h6p, h8a, ins, insp, ja, jpec, km, lnk, mda, mdb, mdc, mdt, mdw,
- mdcz, mnc, mnt, msp, mtd, ope, pdf, ps, prg, rar, res, scr, sct, shb, shs, url, vdi, vdes, xod, vde, vc, vnr, ws, wd, wdt, wew, zep are disallowed file types to upload.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence.pdf</td>
<td>Structural Calculations</td>
<td>25.60 KB</td>
<td>11/13/2017</td>
<td>Actions</td>
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<tr>
<td>Equipment lst.pdf</td>
<td>Structural Plans</td>
<td>25.61 KB</td>
<td>11/13/2017</td>
<td>Actions</td>
</tr>
<tr>
<td>Calibration.pdf</td>
<td>Architectural Plans</td>
<td>25.61 KB</td>
<td>11/13/2017</td>
<td>Actions</td>
</tr>
</tbody>
</table>

**Add Attachment**

**Continue Application >**

**Save and resume later**
Files that are corrupted or do not comply with the Clark County IT protocols will be rejected on save.

**System Message:**
There was a problem when uploading the files. This may be due to a corrupted file or problems with your network connection.

1 of 1 files failed to upload:

Amphitheater wChairs La Original Banda Limón July2017_as.pdf

Please try again or contact the administrator if problem persists.
The customer will see the original file listed in documents. The redline document is listed with the name that the plan examiner used. Select the name of the file to see the comments that are on the document.

The customer cannot upload new drawings when the record status is in review. They can only upload when a file has been checked **To-be Resubmitted**. To resubmit or respond back to the plan examiner, please select **Resubmit**.
Follow the same steps used to upload the first version of the document.
The plan examiner will be notified that corrections are submitted.