



Clark County Water Reclamation District

Mission: To manage reclaimed water as a resource.

August 9, 2007

ACCESSING HTE (BOND RELEASE) SYSTEM VIA COUNTY WEB ACCESS

CCWRD, in an effort to better serve our customers, is providing information regarding public access to the Clark County Development Services HTE system. Using the HTE number given to each individual project allows all interested parties the ability to view and track CCWRD (Sanitation) bond release status through final bond release. The following steps will walk you through the process

- ◆ Access to HTE can be gained by going to www.accessclarkcounty.com.
- ◆ Once on the website notice the information boxes along the left side of the page, go down to the box labeled **COUNTY SERVICES (Departments A – D)**. By placing the cursor on this box a series of smaller boxes will open along the right side of this box. Slide the cursor over and down to the one labeled **Development Services** and click on it.
- ◆ A new window opens, which now reads **Development Services**. Directly below the Development Services page title is a tab labeled **ON-LINE SERVICES**, place the cursor on this tab and a series of boxes will open, slide the cursor down to the one labeled **PERMIT TRACKING** and click on it.
- ◆ A new window will open with a welcome statement and a small blue box in the upper left corner of the page. Place the cursor on the words **SELECT PERMIT** and click on it.
- ◆ A new window will open asking for an **Application Number**. This is where the HTE number is entered, then click **Submit**.
- ◆ A new window will open reading **Status Detail**, in the blue box to the left click on **INSPECTION STATUS**.
- ◆ This will open a new window reading **INSPECTION STATUS**, near the middle of the page will be a series of boxes usually reading PLAN REVISION FEE, INSPECTION FEE, and FULL OFFSITES. Click on **FULL OFFSITES** to check the status of the Sanitation portion of the permit.
- ◆ A new window will open listing all inspections in reverse chronological order, click **Next** until the most current **SIGN OFF-SANITATION** inspection date appears, and then click on it.
- ◆ A new window will open showing the status of the permit and list any discrepancies that need attention in order to satisfy the bond permit for release.

CCWRD Developer Inspections substantial completion letters/occupancy permit agreements do not signify release of bonds. Thank you.

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