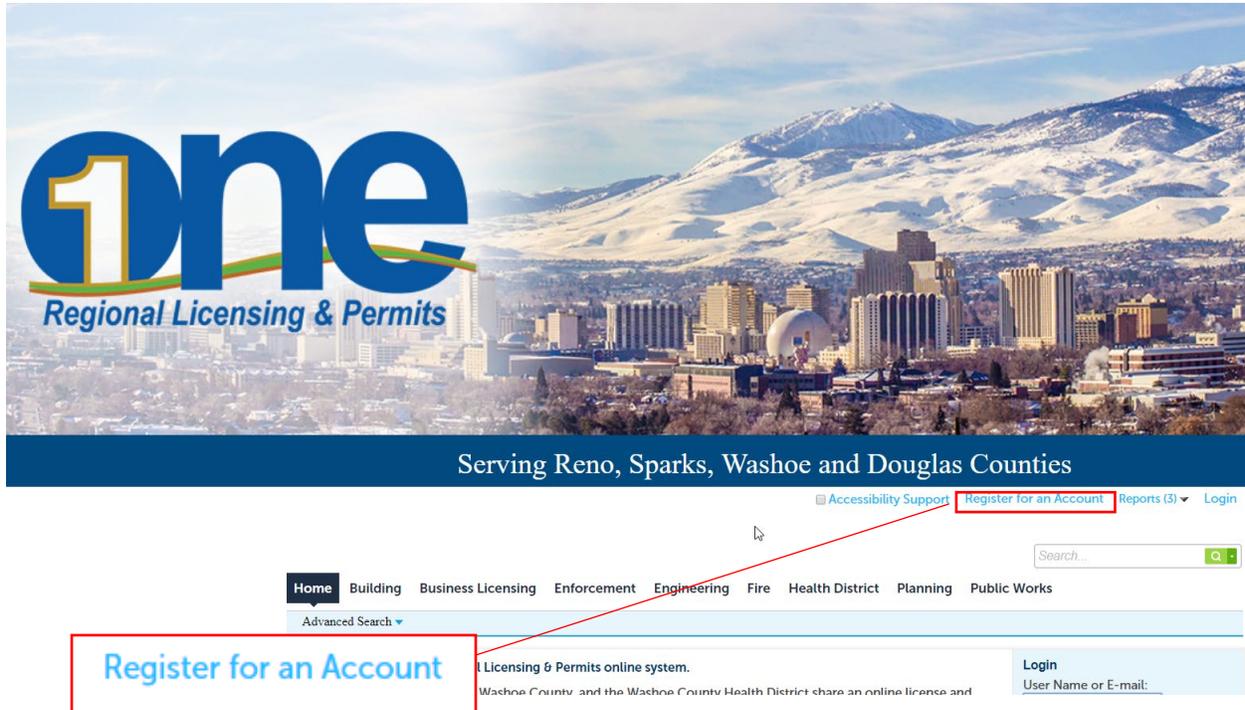


Electronic Permit Submittal

Step-by-Step Process Guide and Business Rules

Accela Citizen Portal Access

In order to upload documents, check the status history and view and print the final approved documents and Building Permit, the applicant will need to set up an account at www.onenv.us.



Electronic Document Review Process:

Step 1: Download and complete the appropriate fillable application from <https://www.washoecounty.us/building/Applications%20-%20Submittal%20Checklists.php>.

To sign the application, either print, sign and scan it back to PDF or use the Fill and Sign feature of Adobe Acrobat Reader. **All documents must be PDF format to be accepted.**

Step 2: Application submittal

Once you have an Accela Citizen Access Account, you are eligible to submit electronic building permit applications. Log on to ACA at <http://www.onenv.us> and select the Building Tab.

Serving Reno, Sparks, Washoe and Douglas Counties

[Accessibility Support](#) [Register for an Account](#) [Reports \(3\)](#) [Login](#)

Search...

Home Building Business Licensing Enforcement Engineering Fire Health District Planning Public Works

Advanced Search

Please Login
Many online services offered on [onenv.us](#) require a login for security reasons. If you are an existing user, please enter your user name and password in the box above.

New Users
If you are a new user you may [register](#) for an account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Login
User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

The Building Tab will display all permits currently associated with your account. To create a new application, select the Create an Application link.

Home **Building** Business Licensing Enforcement Engineering Fire Health District Planning Public Works

[Create an Application](#) Search Applications

Records

[Show on Map](#)

Showing 1-3 of 3 | [Download results](#) | [Add to collection](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Agency	Description	Expiration Date	Short Notes
<input type="checkbox"/>						Received		WASHOE			
<input type="checkbox"/>						Received		WASHOE			
<input type="checkbox"/>						Received		WASHOE			

Search for Building Records
Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search

Enter the work location for the permit and select search. Click the Select link on the right side of the displayed addresses and then check the box next to the permit type. Click on the Continue Application button on the bottom left. **Only one permit type and address can be selected at a time.**

Please search and select one work location to see available services.

Enter Work Location

Use map to select work location

*Street No.: - To Direction: --Select--
*Street Name: Street Type:
Unit Type: --Select-- Unit No.:
City: State: --Select-- Zip:

Search **Clear**

Select one address(1 items):
Showing 1-1 of 1

Address	Description	City	State	Zip	Parcel	Owner	Action
							Select

Search

Select one service at at time(49 services found):

- ▶ **Building**
 - Washoe County - Utility Permit
- ▶ **Enforcement**
 - Submit a complaint.
 - Complaint
- ▶ **Health**
 - Washoe County - Air Quality Pollution Control
 - Washoe County - Asbestos
 - Washoe County - Child Care Facility

Verify the Address, Parcel, and Owner Information and if everything is correct, click the Continue Application button on the bottom left.

Utility Permit

1 Location & People	2 Permit Details	3 Attach Documents
---------------------	------------------	--------------------

Step 1: Location & People > Location Information

Show Map

Address

*Street No.:	Direction:	*Street Name:	Street Type:
<input type="text"/>	--Select--	<input type="text"/>	WAY
Unit Type:	Unit No.:		
--Select--	<input type="text"/>		
City:	State:	*Zip:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Parcel

*Parcel Number:			
<input type="text"/>			
Lot:	Block:	Subdivision:	
<input type="text"/>	<input type="text"/>	--Select--	
Book:	Page:		
<input type="text"/>	<input type="text"/>		

Enter all the applicant information as well as any other additional contacts related to the permit. This should include contractors, licensed professionals, design professionals and any other relevant contacts. Use the Lookup button to search for a contact. If a contact does not exist, click on the Add New button to create a new entry for them. When all the required contacts have been added, click the Continue Application button in the lower left of the window.

The Applicant must have a valid email address and phone number. Any application submitted without a valid email and phone number will delay the application process.

Home **Building** Business Licensing Enforcement Engineering Fire Health District F

Create an Application Search Applications

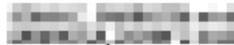
Utility Permit

1 Location & People 2 Permit Details 3 Attach Documents 4 Review

Step 1: Location & People > Contact Information

Applicant

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



Home phone:
Mobile Phone:
Work Phone:
Fax:

[Edit](#) [Remove](#)

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Additional Contacts

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

Look Up

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
[blurred]		Contractor			[blurred]	Edit Delete

Continue Application »

In the Permit Details screen, enter the Application Name in the following format: Project Name – Last Name of the Applicant. Please refer to the example in the image below. Enter a detailed description of the project in the Detailed Description box. When you are done, click the Continue Application button.

[Home](#) **Building** [Business Licensing](#) [Enforcement](#) [Eng](#)

[Create an Application](#) [Search Applications](#)

Utility Permit

1 Location & People	2 Permit Details	3
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Step 2: Permit Details > Description of Work

Detail Information

Application Name:

WATER HEATER - Smith X

General Description:

Detailed Description:

REMOVE AND REPLACE 75 GALLON GAS WATER HEATER / NO NEW GAS LINE

[Continue Application »](#)

Step 3: Document Upload

Once the project description is completed, you will now be able to begin uploading all the required documents.

- **A completed and signed copy of the permit application must be submitted with this application.**
- **Plans will need to be submitted as one single file.**
- **All documents must be submitted in PDF file format.**

Electronic forms of all Washoe County building permit applications are available at <https://www.washoecounty.us/building/Applications%20-%20Submittal%20Checklists.php>.

Please review the File Standards and File Naming sections prior to uploading any documents to avoid any delays due to incomplete or deficient submittals

To begin uploading documents, select the Add button.

Home **Building** Business Licensing Enforcement Engineering Fire Health District Planning Public W

Create an Application Search Applications

Utility Permit

1 Location & People	2 Permit Details	3 Attach Documents	4 Review
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Step 3: Attach Documents > Attached Documents

Attachment

Please include a scanned copy of the utility permit application along with your plans.

* **A completed and signed copy of the permit application is required for the permit to be accepted. A digital version of the application is available [here](#).**

** **Plans will need to be submitted as a single file, and all files must be PDF format.**

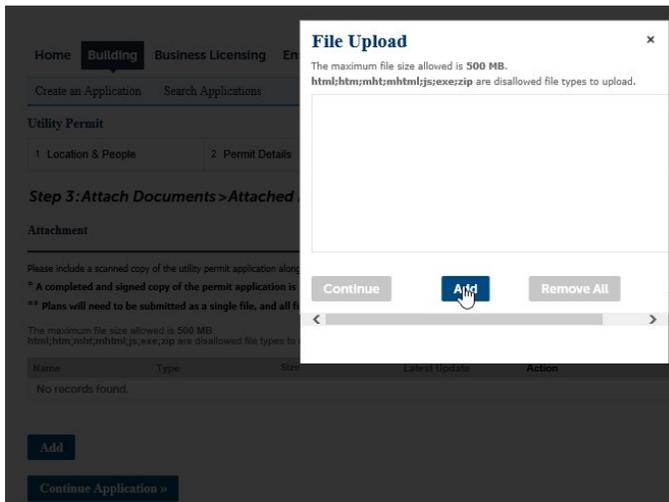
The maximum file size allowed is 500 MB.
html;htm;mht;mhtml;js;exe;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

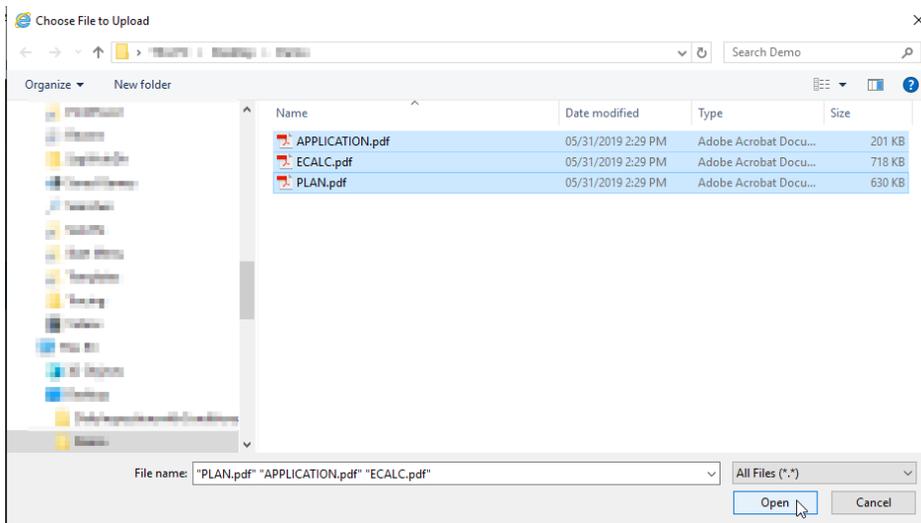
Add

Continue Application »

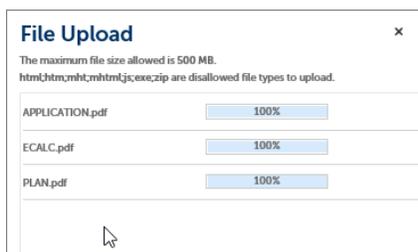
In the pop-up window that opens, select the Add button.



Find and select the files you would like to upload and click the Open button.



A progress bar will appear for each of the selected files, please wait for all of them to complete before clicking the Continue button.



You will see the files now displayed on the attachments page with a description field under each one. Please enter a brief description of each of the documents. When all documents have been added and given a description click the Save button.

Name	Type	Size	Latest Update	Action
No records found.				

File: APPLICATION.pdf
100%

Description:
Building Utility Permit Application - 1234 Main Street Reno , NV

Remove

File: ECALC.pdf
100%

Description:
E-CALC Document

Remove

File: PLAN.pdf
100%

Description:
PLANS

Remove

Save **Add** **Remove All**

Continue Application » **Save and resume later**

The screen will update and show a notice at the top of the page indicating that the documents have been successfully uploaded. Click Continue Application to proceed.

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Step 4: Application Review

Review the information supplied in the application. Update any missing information by selecting the Edit button to the right of each section. If all the information is correct and complete, select the Continue Application button.

Step 4: 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.

Record Type

Utility Permit

Address

[Edit](#)

[Redacted Address]

Parcel

[Edit](#)

Parcel Number: [Redacted]
Lot: [Redacted]
Block: [Redacted]
Book: [Redacted]
Page: [Redacted]
Tract: [Redacted]
Legal Description: [Redacted]
Parcel Area: [Redacted]
Land Value: [Redacted]
Improved Value: [Redacted]
Exemption Value: [Redacted]

Owner

[Edit](#)

[Redacted Owner Information]

Applicant

[Edit](#)

[Redacted Applicant Information]

Additional Contacts

[Edit](#)

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
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