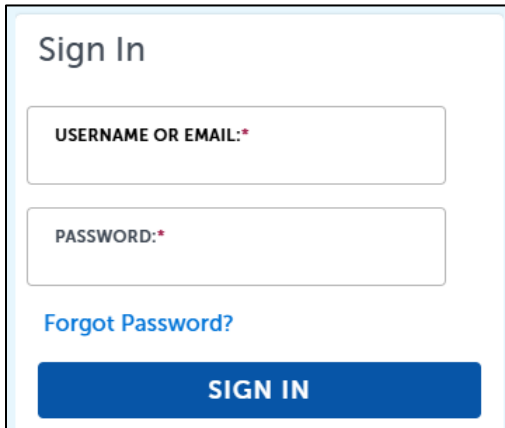


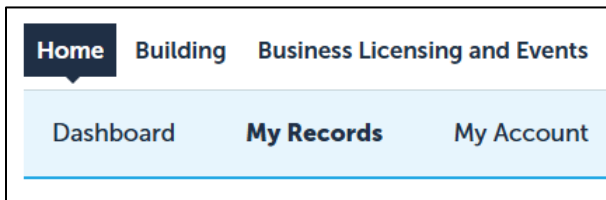
## **STR 4<sup>th</sup> Year Building Inspection – Scheduling Instructions**

- Log into your onenv.us account.



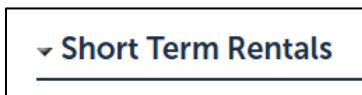
A sign-in form with the title "Sign In". It contains two input fields: "USERNAME OR EMAIL: \*" and "PASSWORD: \*". Below the password field is a link "Forgot Password?". At the bottom is a blue button labeled "SIGN IN".

- Click on **My Records**.



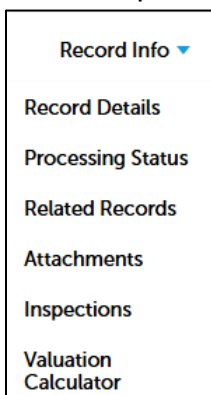
A navigation menu with three main items: "Home", "Building", and "Business Licensing and Events". Below these is a sub-menu with three items: "Dashboard", "My Records", and "My Account".

- Click the arrow to the left of **Short Term Rentals**.



A dropdown menu with a blue arrow pointing down to the left of the text "Short Term Rentals".

- Click on your **blue permit number**, which will be listed in the **Record Number** column.
- Click on the drop-down arrow to the right of **Record Info**. Click on **Inspections** in the drop-down menu.



A dropdown menu with the title "Record Info" and a blue arrow pointing down. The menu contains the following items: "Record Details", "Processing Status", "Related Records", "Attachments", "Inspections", "Valuation", and "Calculator".

- Click on the blue wording to **Schedule or Request an Inspection**.

### Inspections

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**Upcoming**

[Schedule or Request an Inspection](#)

*You have not added any inspections.  
Click the link above to schedule or request one.*

- Select **STR-4th Year Building Inspection** from the inspection options. Then click on the blue **Continue** button.

### Schedule/Request an Inspection

Available Inspection Types (3)

☒ Show optional inspections

☐ STR-Building - Incline Area (optional)  
☐ STR-Building - Reno, Sparks, Washoe (optional)  
☒ STR-4th Year Building Inspection (optional)

- Click on one of the blue appointment dates (Monday or Tuesday) on the calendar to schedule your 4<sup>th</sup>-year building inspection. Click on the button to the left of **All Day (08:00 AM – 03:30 PM)**. Then click on the blue **Continue** button.

### Schedule/Request an Inspection

Inspection type: STR-4th Year Building Inspection

*To continue, select an appointment date and time range by clicking a link on the calendar below:*

Apr 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jun 2025

Su	Mo	Tu	We	Th	F
1	2	3	4	5	6
8	9	10	11	12	1
15	16	17	18	19	2
22	23	24	25	26	2
29	30				

« Prev

☒ All Day (08:00 AM - 03:30 PM)

- If you are interested in scheduling your inspection for a month that is not immediately visible on the inspection calendar, then use the scroll bar at the bottom of the **Schedule/Request an Inspection** window. Scroll to the right and then click on the blue **Next >>** option. This will bring up the scheduling calendar for the next month. (See image on next page.)

## Schedule/Request an Inspection

×

ion type: STR-4th Year Building Inspection

tinue, select an appointment date and time range by clicking a link on the ar below:

May 2025

o	Tu	We	Th	Fr	Sa
			1	2	3
4	5	6	7	8	9
10	11	12	13	14	15
16	17	18	19	20	21
22	23	24	25	26	27
28	29	30	31		

Jun 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Jul 2025

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Next »

tinue

Back

Cancel

- After you have selected your inspection date/time and clicked **Continue**, then verify the location and contact on the following screen. Click **Continue**.
- On the final screen, once again review your inspection date, property address, and contact information. If all the information is correct, then click the blue **Finish** button.
- **On your inspection day:** Once your STR 4<sup>th</sup>-year building inspection is scheduled, you may call (775) 328-2020, the main front desk number for the Washoe County Building Department, **on the morning of the scheduled building inspection any time after 8:00 a.m.** to verify the **approximate** inspection time for the property. You will likely be given a time window during which the inspector(s) will arrive. Please be aware that your phone call will initially be routed to voicemail. Leave a voicemail message for staff. You will typically receive a return phone call within an hour. **Please plan on being at your property location from 8:00 a.m. to 4:00 p.m. on the day of the inspection**, unless otherwise confirmed by the building department.