

HOW TO: Scheduling a Building Inspection for your Short Term Rental

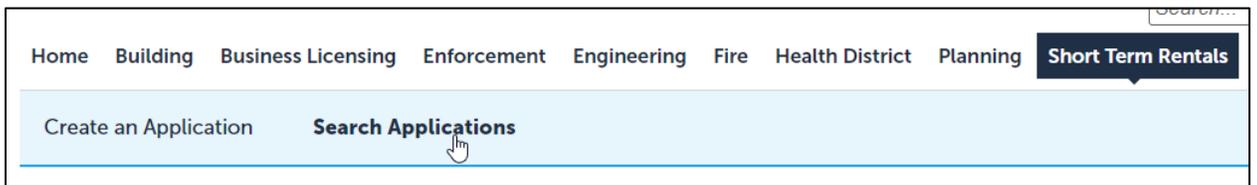
These step-by-step instructions will walk you through how to schedule a building inspection for your Short Term Rental. You will need to have an active www.OneNv.us account to schedule an inspection.

Scheduling an Inspection

1. To schedule a building inspection for your Short Term Rental property, please go to www.OneNv.us and click the **Login** button.



2. After logging in, click the **Short Term Rentals** tab on the horizontal menu bar.
3. Click on **Search Applications**. This will display any existing Short Term Rental applications or permits for your OneNv.us account.



4. Find your application in the list and click on the **blue Record Number / Application Number** to open the record.



5. Click on **Record Info** to open the drop down menu; then click on **Inspections** to open the inspection page for your application.



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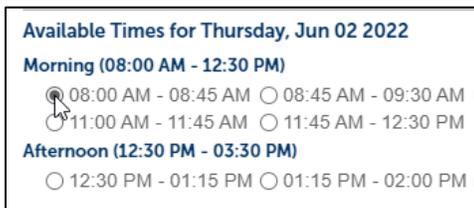
6. Click on the **Schedule or Request an Inspection** button.

Schedule or Request an Inspection

7. A pop-up window will open displaying a calendar.
Note: If a window does not pop-up, please check to make sure that your pop-up blocker is disabled and then try again.
8. On the calendar, click to **select your preferred day**.



9. Once you select a day, another window will open with time options.
Select your preferred time, then click Continue.



Verify Contact Information

The next page of the inspection scheduling process is to verify the contact information.

Note: Make sure that the contact for the inspection is for the person who will meet the inspector when they arrive.

10. If the contact listed is not the person who will meet the inspector, please click **Change Contact**.



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11. Under “Change Contact,” you can either **Select an Existing Contact** on the record or **Specify Another Person** who will be associated specifically with this inspection.
12. After choosing the appropriate contact, click **Submit**.

Change Contact ▾

Select an existing contact

Vance Franzen ((775) 328-2388) ▾

Specify another person (for this inspection only)

*First Name Middle Name *Last Name

Phone Number

Submit Cancel

Specify another person (for this inspection only)

*First Name Middle Name *Last Name

Joe Smith

*Phone Number

775 555-2222

Submit Cancel

13. After clicking Submit, click the **Continue** button to go to the summary page.

Schedule/Request an Ins

Inspection type: STR-Building

Location and Contact

Verify whether the location and contact per

Location

980 INCLINE WAY, INCLINE VILLAGE, NV 89451

Contact

Vance Franzen
(775) 328-2388

Change Contact ▾

Continue Back Cancel

14. Verify the information on summary page is correct and then click the **Finish** button.

Schedule/Reques

Confirm Your Selection

Please confirm the details below

Inspection Type: STR
Date and Time: 6/2
Location: 980
Contact: Van

Include Additional Notes

Finish Back Can

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15. The newly scheduled inspection will display under “Upcoming”.

Inspections

Upcoming (1)

Click the link above to schedule or request one.

06/02/2022 at 08:00 AM Scheduled STR-Building (19265123) Actions ▾

Inspector: Christopher McMillan

Canceling or Rescheduling Inspections

16. If you need to cancel or reschedule your inspections, you can do so by clicking the **Actions** drop down and selecting one of the options on that menu.

****Disclaimer****

Scheduled times may be changed by the Washoe County Building program, depending on availability. If this occurs, you will be notified with the updated date and time of the rescheduled inspection or asked to reschedule the inspection through the www.OneNv.us in the event of a cancellation.

If you have questions or need assistance, please contact the Washoe County Planning Division at Planning@washoecounty.gov or by phone at 775-328-6100.