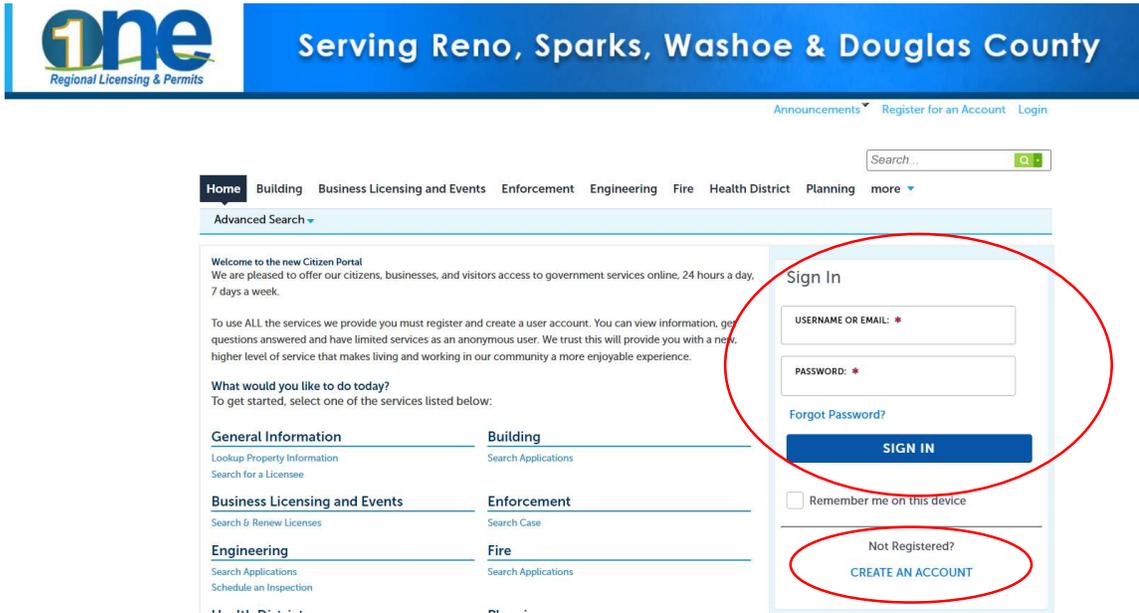


Apply for an Acknowledgement of Asbestos Assessment through Accela One

1. Login to Accela One. You will have the option to create a new account if you do not already have one.

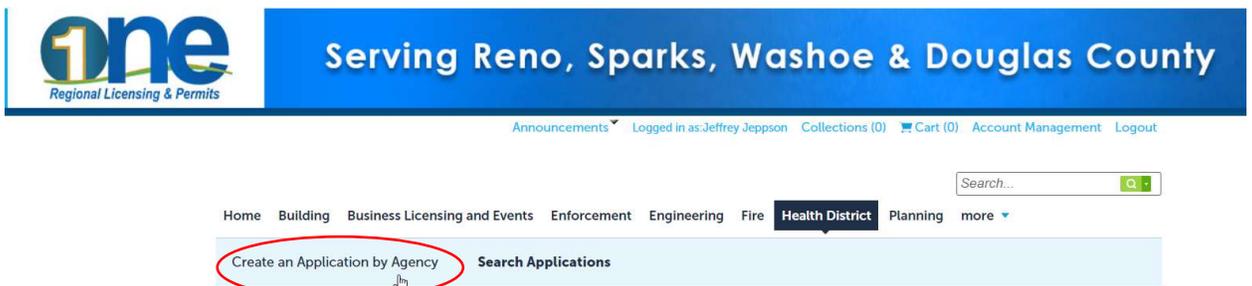
Accela One: <https://aca-prod.accela.com/ONE/Default.aspx>



2. The Accela One – Dashboard will open after login. Click on the **Health District** tab.



3. Click **Create an Application by Agency**.



4. Under Select Services, select **Health**. The selection will expand.

Create an Application by Agency Search Application

### Select Services

Search

- ▶ Douglas County - Engineering - General  
Douglas County Engineering General permits
- ▶ Douglas County - Planning
- ▶ Douglas County - Vacation Home Rentals
- ▶ Douglas County Building OTC
- ▶ Douglas County Commercial
- ▶ Douglas County Residential
- ▶ Short Term Rentals
- ▶ Pre-Planning Application
- ▶ Building EZ - Commercial
- ▶ Building EZ - Residential  
One- and Two- Family Dwelling Units Only
- ▶ Building
- ▶ Damage Assessment
- ▶ Engineering
- ▶ Fire
- ▶ **Health**  
Expand license types that pertain to your business
- ▶ Specialty Permits
- ▶ Planning
- ▶ Other

Continue Application

5. Under Health, select the radio button **Washoe County - Air Quality Asbestos**.

- ▶ Fire
- ▼ **Health**
  - Washoe County - Air Quality Asbestos**
  - Washoe County - Air Quality Dust Control
  - Washoe County - Child Care Facility
  - Washoe County - Cottage Food Operation
  - Washoe County - Farm-to-Fork

6. Click **Continue Application**.

Continue Application

7. Enter the **Address** or **Parcel Number**. Click **Search**.

**Step 1: Step 1 > Page 1**

Use either street name and number or parcel to search, not both. The alternate will auto-populate once selected either as the only option or from a list of options.

\* indicates a required field.

**Address**

\*Street No.:  Direction:  \*Street Name:  Street Type:

Unit Type:  Unit No.:

City:  State:  \*Zip:



Note: If an Address search is unsuccessful, search by Parcel. Select the appropriate address from the results.

8. Click **Continue Application**.



9. Enter the Applicant details.

You have the option to **Select from Account**, **Add New**, or **Look Up**.

Home Building Business Licensing and Events Enforcement Engineering Fire **Health District** Planning more ▾

Create an Application by Agency Search Applications

**Asbestos**

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
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**Step 1: Step 1 > Page 2**

\* indicates a required field.

**Applicant**

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



✔ Contact removed successfully

Save and resume later



10. Click **Continue Application**.



11. Enter the Detail Information.

**Application Name** can be the name of the project, business name, location, or address.

**Detailed Description** should include a description of the project, areas of demolition, materials to be removed, existing condition of the site, and other pertinent information. If no materials will be removed or disturbed, note it in this section.

**Step 1: Step 1 > Page 3**

For detailed description, please provide details of the work to be done including all demo/renovation plans, build-back information and, if applicable, identify any asbestos containing materials (ACM) and plans for how the ACM will be handled.

\* indicates a required field.

**Detail Information**

Please provide project name for general description. For detailed description, please provide a detailed inventory of the work to be done.

\*Application Name:

Renovation of Office #96

\*Detailed Description:

Tenant Improvement - The project consists of removal of a partition wall between office #96 and 96A. Vinyl tile, base cove, and grid ceiling will all be removed. Build back consists of 4 new offices in renovated space.

[Save and resume later](#)

[Continue Application »](#)

12. Click **Continue Application**.



13. In Custom Fields, enter the **Building Permit Number** (if available).

**Step 1: Step 1 > Page 4**

NOTE: If you currently have building plans in review/on hold with Reno, Sparks or Washoe please provide building permit number.

\* indicates a required field.

**Custom Fields**

**GENERAL INFORMATION**

Bldg Dept Permit#:

BLD24-0013898

[Save and resume later](#)

[Continue Application »](#)

Note: If a building permit number is not available, leave the field blank.

14. Click **Continue Application**.



15. Attachment - Please attach all the required documents. Failure to include the required documents will delay review and processing.

The following documents are required for most projects:

a. **Building Plans**

i. Demolition sheet from the plans at a minimum.

b. **Sampling and Lab Results**

i. Consultant report – a summary of the sampling and findings.

ii. Lab results – results from an accredited laboratory.

iii. Sample map – a map with a floor plan showing where samples were taken.

iv. Chain of Custody – a document showing the chain of custody from initial sampling to laboratory results.

c. **Additional Information**

i. Please include any additional information pertinent to the scope of the project which may expedite the review process. Additional information may include photos of the current site conditions, abatement clearance reports, phased abatement plans, etc.

Note: Building plans are not required for roofing projects or complete demolitions. The scope of the project should be noted in the Detail Information section.

16. To add an attachment, click **Add**. A File Upload screen should pop up.

Step 2: Step 2 > Page 1

Please attach a copy of the following if applicable: demo sheet from plans, renovation floorplan, and sampling report with lab results.

\* indicates a required field.

Attachment

Please attach all required documentation based on type of project.

The maximum file size allowed is 600 MB.

ade;adp;bat;chm;cmd;com;epb;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				



Save and resume later



17. From the File Upload screen, click **Add** and select each of the required documents.



18. Click **Continue**.

19. Specify the file **Type** from the dropdown menus and add a short **Description**.

Step 2: Step 2 > Page 1

Please attach a copy of the following if applicable: demo sheet from plans, renovation floorplan, and sampling report with lab results.

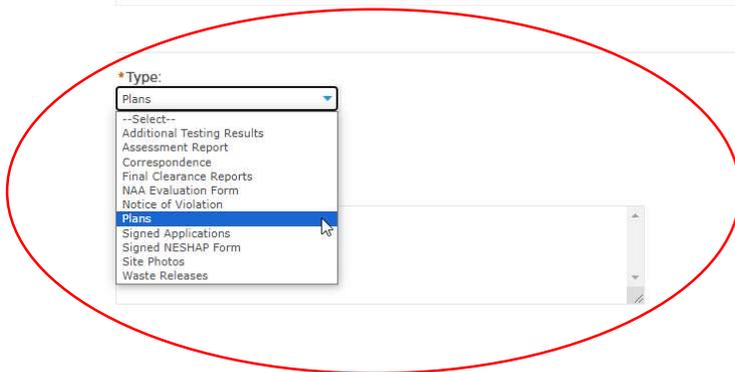
\* indicates a required field.

### Attachment

Please attach all required documentation based on type of project.

The maximum file size allowed is 600 MB. ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				



Remove

20. Click **Save**.

\*Type: Remove  
Site Photos

File:  
Photos.pdf  
100%

\*Description:

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

[Save and resume later](#)

**Continue Application »**

21. Click **Continue Application**.

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

**Asbestos**

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
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**Step 2: Step 2 > Page 1**  
Please attach a copy of the following if applicable: demo sheet from plans, renovation floorplan, and sampling report with lab results. \* indicates a required field.

**Attachment**

**Please attach all required documentation based on type of project.**

The maximum file size allowed is 600 MB.  
ade;adj;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scrt;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Asbestos Sampling.pdf	Assessment Report	4.54 MB	03/20/2024	Actions ▼
Photos.pdf	Site Photos	4.54 MB	03/20/2024	Actions ▼
Plans.pdf	Plans	4.54 MB	03/20/2024	Actions ▼

**Add**

[Save and resume later](#)

**Continue Application »**

22. Review – Review all information for accuracy.

**Asbestos**

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
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**Step 3: Review**

23. **Certify** that the application information is accurate. Click **Continue Application**.

By checking this box, I agree to the above and accept responsibility for the project as described and certify that the information is accurate and current. I acknowledge that any changes to the project from how it is presented on the date of acknowledgement require AQMD notification. Submitting project information that is NOT accurate and current or failure to notify AQMD of changes to the project will result in a notice of violation with associated fines assessed.

Date: 03/20/2024

[Save and resume later](#)

**Continue Application »**

24. Confirmation - A confirmation should appear noting your application was successfully submitted. Please print the confirmation for your records. The application record starts with the prefix 'ASB'. Please reference this record number when contacting the Air Quality Management Division (AQMD).

Home Building Business Licensing and Events Enforcement Engineering Fire **Health District** Planning more ▾

Create an Application by Agency Search Applications

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

**Step 3: Receipt/Record issuance**

Confirmation

 Your application(s) and/or complaint(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

3101 LONGLEY LN RENO NV 89502

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 **WASHOE**  
ASB24-0179 Asbestos

25. The AQMD will review the Application and respond to the applicant via email or phone if there are any questions or concerns.

26. Once the AQMD review is complete, the fee will be invoiced. The invoice will be sent to the email address listed on the application. Please monitor your email for the invoice.

27. Once the invoice is paid, the Acknowledgement of Asbestos Assessment will be sent to the email address listed on the application.

28. The Acknowledgement of Asbestos Assessment must then be submitted or forwarded to the appropriate building department (Reno, Sparks, or Washoe County) to facilitate the issuance of your building permit.

29. If you have any questions or concerns, please contact the AQMD at [AQMDAsbestos@nnph.org](mailto:AQMDAsbestos@nnph.org) or call 775-784-7200. Please have the **ASB-** record number available.