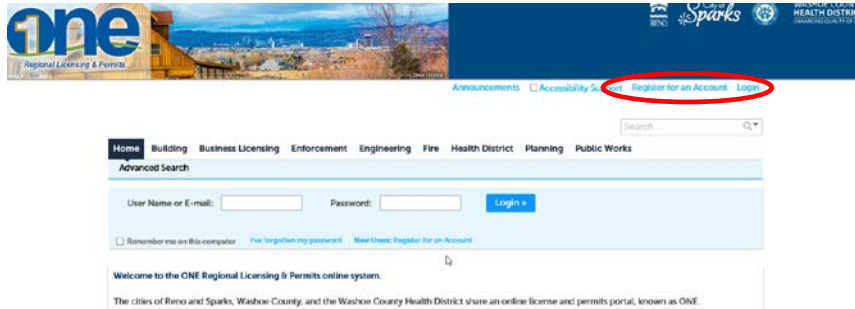


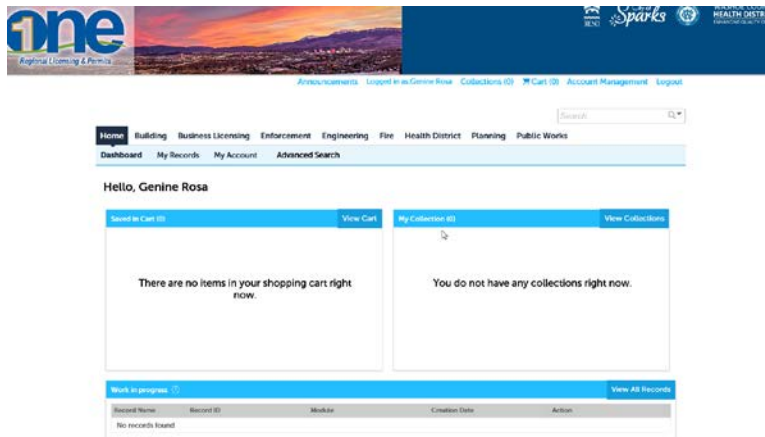
Submitting an Application for an Acknowledgement of Asbestos Assessment (AAA, aka Pink Slip) via Accela Citizen Access:

You must have an account: create an online account here: <https://aca.accela.com/ONE/>.



This account can also be used to access all licenses & permits with the City of Reno, Sparks and Washoe County.

Once your account has been created and you are logged in you will see a screen like this, this is your "Dashboard":



Click on the **Health District** tab, you will then be taken to the following screen: From here you can search for records or create an application. Click on the **Create an Application by Agency**.



Then click on the tab by **Health** and click the button for **Washoe County – Asbestos**. Then **Continue Application**.

Select Services

Search

- ▶ **Building**
- ▶ **Enforcement**
Submit a complaint.
- ▶ **Engineering**
- ▶ **Fire**
- ▶ **Health**
 - Washoe County - Air Quality Pollution Control
 - Washoe County - Asbestos
 - Washoe County - Child Care Facility
 - Washoe County - Cottage Food Operation
 - Washoe County - Farm-to-Fork
 - Washoe County - Food Illness Complaint
 - Washoe County - Food Permit
 - Washoe County - Food Permit Exemption
 - Washoe County - Garbage Exemption
 - Washoe County - Invasive Body Decoration
 - Washoe County - Liquid Waste Trucks
 - Washoe County - Mobile Home & RV Parks
 - Washoe County - Public Accommodations
 - Washoe County - Public Bathing Permit
 - Washoe County - RV Dump Stations
 - Washoe County - Schools Permit
 - Washoe County - Stationary Source
 - Washoe County - Underground Storage Tanks Site Permit
 - Washoe County - Waste Generator Registration
 - Washoe County - Waste Management
 - Washoe County - Well Construction
 - Washoe County - Woodstove
- ▶ **Licenses**
Select all license types that pertain to your business
- ▶ **Planning**

Continue Application

Fill in the address information, just street number and street name should be enough to **search**,

Asbestos

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

Step 1: Step 1 > Page 1 *Indicates a required field.

Address

*Street No.: 1001 Direction: --Select-- Street Name: 9th Street Type: --Select--

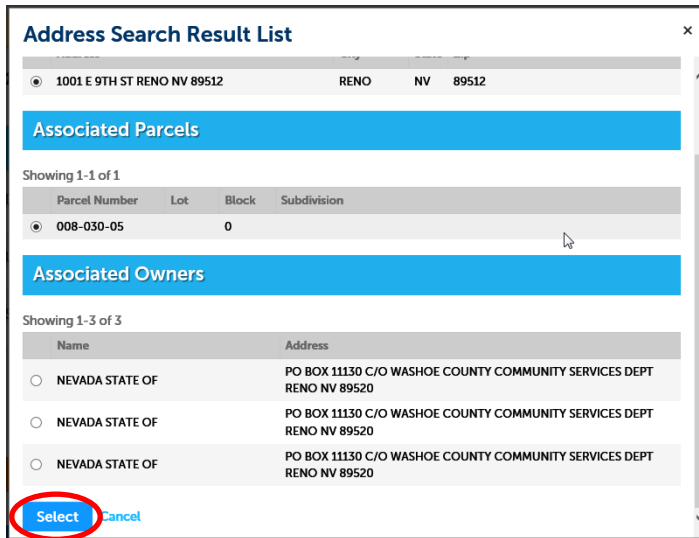
Unit Type: --Select-- Unit No.:

City: State: --Select-- Zip:

Search **Clear**

Save and resume later **Continue Application**

The results will show up in a pop up box like this:



Address Search Result List [Close]

1001 E 9TH ST RENO NV 89512 RENO NV 89512

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
008-030-05		0	

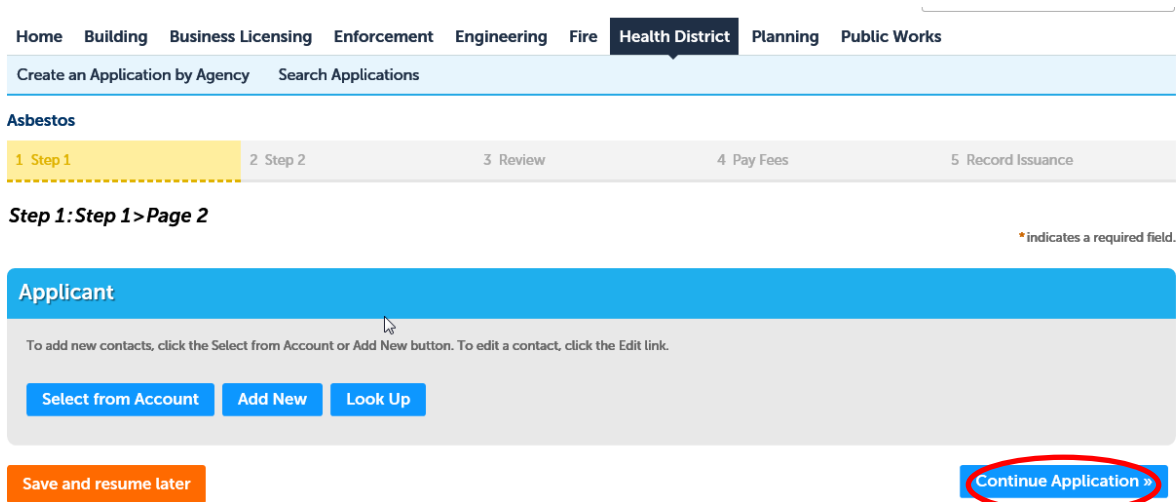
Associated Owners

Showing 1-3 of 3

Name	Address
<input type="radio"/> NEVADA STATE OF	PO BOX 11130 C/O WASHOE COUNTY COMMUNITY SERVICES DEPT RENO NV 89520
<input type="radio"/> NEVADA STATE OF	PO BOX 11130 C/O WASHOE COUNTY COMMUNITY SERVICES DEPT RENO NV 89520
<input type="radio"/> NEVADA STATE OF	PO BOX 11130 C/O WASHOE COUNTY COMMUNITY SERVICES DEPT RENO NV 89520

Select Cancel

Select the correct address if there is more than one option, then click **Select** to return to the address screen and select **Continue Application**.



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

Create an Application by Agency Search Applications

Asbestos

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

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.

Select from Account **Add New** **Look Up**

Save and resume later **Continue Application >**

If you choose **Select from Account** all of your account information will automatically show up here, like this: (otherwise select **Add New** or **Look Up** to find another), then click **Continue Application**

The screenshot shows a navigation bar with tabs: Home, Building, Business Licensing, Enforcement, Engineering, Fire, **Health District**, Planning, and Public Works. Below the navigation bar is a search bar with the text "Create an Application by Agency" and "Search Applications". Underneath is a progress bar for "Asbestos" with five steps: 1 Step 1, 2 Step 2, 3 Review, 4 Pay Fees, and 5 Record Issuance. Below the progress bar, it says "Step 1: Step 1 > Page 2" and "Applicant". A note indicates that an asterisk indicates a required field. Below this are three buttons: "Select from Account", "Add New", and "Look Up". A red circle highlights the "Continue Application »" button. To the right is a "Save and resume later" button.

The screenshot shows the "Applicant" form. It includes a message: "To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link." A green checkmark indicates "Contact added successfully." The contact information for Genine Rosa is displayed: "Genine Rosa", "grosse@washcoecounty.us", "Home phone:", "Mobile Phone:", "Work Phone: (775) 784-7204", and "Fax:". There are "Edit" and "Remove" links. Below this is a section for "Contact Addresses" with an "Add Additional Contact Address" button. A note says "To edit a contact address, click the address link." Below that, it says "Showing 0-0 of 0" and shows a table with columns "Address Type", "Recipient", "Address", and "Action". The table is empty with the message "No records found." At the bottom, there is a "Save and resume later" button and a "Continue Application »" button, which is circled in red.

Fill in the following information:

Application Name: This should be the name of the Business or building name if vacant.

General Description: This should be a short name for the project, ex. Smith Condo Remodel or 123 West St., LLC TI etc.

Detailed Description: please be specific about the entire scope of the project (what materials if any, and how much will be disturbed/removed, does it include build-back? Etc.), provide plans as a pdf, we do not need a large stamped set.

Select **Continue Application** once completed.

Asbestos

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

Step 1: Step 1 > Page 3

* 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:

General Description:

Detailed Description:

Save and resume later

Continue Application »

Here you can attach any required information such as sampling results, consultant reports, plans, etc. You must click **Save** once documents have finished loading before clicking **Continue Application**.

Asbestos

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

Step 2: Step 2 > Page 1

* indicates a required field.

Attachment

Please attach completed asbestos acknowledgment or EPA NESHAP application, a current asbestos survey including a drawing of the sampling locations and a demo plan.

The maximum file size allowed is 600 MB.
html,htm,xml,txt,html,jps,exe,zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue Application »

Review all information for accuracy, edit if needed, then click the check box acknowledging your understanding and responsibility of the project, this acts as your signature and puts a time stamp on date/time of submittal (a signed application is no longer required to be attached). Click **Continue Application** once complete and correct:

Signature on this asbestos assessment document does NOT constitute full Health Department approval for this project. Any additional Health permits such as are required for bar or restaurant operations, underground storage tanks, hazardous material disposal or air pollution sources must be obtained separately.

Signature by the Washoe County Health District does not warrant, nor should this report be taken to warrant, that asbestos was or was not present on stated property. Exposure to even small amounts of airborne asbestos fibers may cause cancer. For this reason the District Health Department recommends that all asbestos handling and abatement work be performed by certified asbestos contractors.

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.

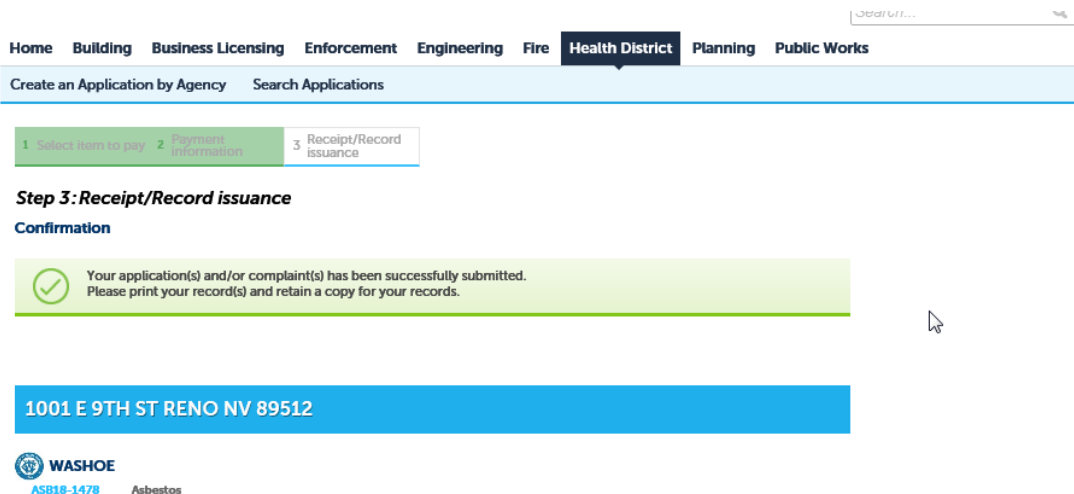
Date: 02/10/2020

Continue Application »

Save and resume later

You will then see a conformation screen that your application was submitted. We will then process the application, assuming we have all the correct information, and then e-mail you to let you know it is ready for payment. **Please be sure you provide a correct e-mail address.** If we need more information we will contact you via e-mail prior to finalizing the Acknowledgement. Applications will be processed no later than the following morning.

Once the payment is made (see instructions **ACA Online Payment Instructions**), reply to our e-mail to let us know you have done so. We will then e-mail you the Acknowledgement of Asbestos Assessment, you will need this for the building department.



The screenshot shows a navigation menu with the following items: Home, Building, Business Licensing, Enforcement, Engineering, Fire, Health District (highlighted), Planning, and Public Works. Below the menu is a search bar with the text "Create an Application by Agency" and "Search Applications". A progress indicator shows three steps: 1. Select item to pay, 2. Payment information, and 3. Receipt/Record issuance (the current step). The main content area is titled "Step 3: Receipt/Record issuance" and "Confirmation". A green message box contains a checkmark icon and the text: "Your application(s) and/or complaint(s) has been successfully submitted. Please print your record(s) and retain a copy for your records." Below this is a blue banner with the address "1001 E 9TH ST RENO NV 89512". At the bottom left is the Washoe County logo with the text "WASHOE ASB18-147B Asbestos".


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

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.

1001 E 9TH ST RENO NV 89512

 **WASHOE**
ASB18-147B Asbestos