

DEVELOPMENT SERVICES DEPARTMENT
BUILDING & SAFETY
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Building Permit Submittal City of Reno



Development Services

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Overview

All building permit submittals for the City of Reno can be submitted through our online permitting portal at www.onenv.us.

This guide is intended to assist the public user through the submittal and resubmittal process of required documents and files associated with the building permit application.

Online Permitting Portal

Login to the online permitting portal at www.onenv.us. If you don't already have an account, select Create an Account.

one
Regional Licensing & Permits

Serving Reno, Sparks, Washoe & Douglas County

Announcements Register for an Account Login

Search...

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

Advanced Search

Welcome to the new Citizen Portal
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?
To get started, select one of the services listed below:

General Information Lookup Property Information Search for a Licensee	Building Search Applications
Business Licensing and Events Search & Renew Licenses	Enforcement Search Case
Engineering Search Applications Schedule an Inspection	Fire Search Applications
Health District Search Applications	Planning Search Applications

Sign In

USERNAME OR EMAIL:
montelrod

PASSWORD:

Forgot Password?

SIGN IN

☐ Remember me on this device

Not Registered?
CREATE AN ACCOUNT

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Application Submittal

To start your Building Permit application, choose Create an Application by Address from the Building tab. Simply enter the project's Street Number and Street Name, then **search**. Select the correct address from the list of results.

The screenshot shows the 'one' Regional Licensing & Permits website. The header includes the logo and navigation links. The main content area is titled 'Enter Work Location' and contains a search form. The form has three search options: 'Search Option 1' (Street No., Dir., Street Name, Street Type, Unit), 'Search Option 2' (City, Zip), and 'Search Option 3' (Map). The 'Search Option 1' fields are highlighted with red boxes. A red arrow points to the 'Search' button.

one
Regional Licensing & Permits

Serving Reno, Sparks, Washoe & Douglas County

Announcements Logged in as: Daniela Monteiro Collections (1) Cart (0) Account Management Logout

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

Create an Application by Address Search Applications

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

Enter Work Location

To search, use only one of the three search options below. Please note that they work independently, and you cannot use a combination of search options.

Search Option 1 is the preferred method and works best using only the street number and the street name, leaving the rest of the search fields empty. If too many results are returned, careful use of additional search fields will help reduce the result list.

Hide Map Use map to select work location

Search Option 1

Street No.: From To Dir.: --Select-- Street Name: Street Type: --Select-- Unit: --Select--

City: Not Required Zip: Not Required

Once the address has been validated, select the appropriate application type by first expanding the permit category by clicking the arrow.

The screenshot shows the address selection and service selection interface. It includes a table of addresses and a list of services. A red arrow points to the 'Search' button.

Select one address(1 items):

Showing 1-1 of 1

Address	Description	City	State	Zip	Parcel	Owner	Action
1220 CROSSWATER DR RENO NV 89523		RENO	NV	89523	208-351-12	HEBEL, MICHAEL M	Select

Search

Select one service at a time(95 services found):

- Building EZ - Commercial
- Building EZ - Residential
- One- and Two- Family Dwelling Units Only
- Building - Commercial
- Building - Residential
- Damage Assessment
- Building - Masters
- Building - Other
- Other

Continue Application

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Select the Permit Type and press Continue Application.

Note: Only one application can be created at a time

Select one service at a time(95 services found):

- ▶ **Building EZ - Commercial**
- ▶ **Building EZ - Residential**
One- and Two- Family Dwelling Units Only
- ▼ **Building - Commercial**
 - ☐ City of Reno - Com - Demolition - Interior Only
 - ☐ City of Reno - Com - Demolition - Structure
 - ☐ City of Reno - Com - Fence
 - ☐ City of Reno - Com - Fire Alarm
 - ☐ City of Reno - Com - Fire Sprinkler
 - ☐ City of Reno - Com - Fire Suppression
 - ☐ City of Reno - Com - Grading & Site Improvements
 - ☐ City of Reno - Com - HVAC
 - ☐ City of Reno - Com - Mass Grading
 - ☐ City of Reno - Com - Modular Building Set Up
 - ☐ City of Reno - Com - New Construction (New Structures Only. Not to be used for interior remodels.)
 - ☐ City of Reno - Com - Pallet & Storage Racking
 - ☒ City of Reno - Com - Pool & Spa
 - ☐ City of Reno - Com - Remodel & Addition (Tenant Improvements, Interior Buildouts, Plumbing, Electrical, Mechanical)
 - ☐ City of Reno - Com - Rockery & Retaining Walls
 - ☐ City of Reno - Com - Solar & EV Chargers
 - ☐ City of Reno - Com - Structure Damage - Demo
 - ☐ City of Reno - Com - Structure Damage - Repair
 - ☐ City of Reno - Com - Telecommunications Equipment
 - ☐ City of Reno - Sign
- ▶ **Building - Residential**
- ▶ **Damage Assessment**
- ▶ **Building - Masters**
- ▶ **Building - Other**
- ▶ **Other**

Continue Application

Application

Note: The Save and Resume Later feature lets you save your progress in the application at any point. Your application will be assigned a TMP number. When you're ready to continue, go to Building and select **Resume Application** on the TMP record to pick up where you left off. Temporary applications remain active for 30 days; after that period, you'll need to start the process from the beginning.

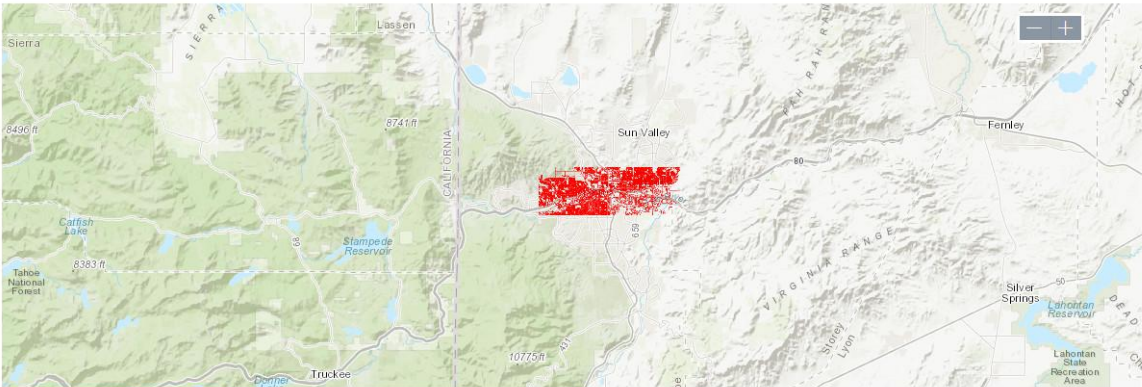
Home **Building** Business Licensing and Events Enforcement Engineering Fire Health District Planning more ▾

Create an Application by Address Search Applications

✔

Your partial application (26TMP-000657) has been successfully saved.
To resume the application(s), go to the Records section and click the Resume Application link.

Records



Show on Map Cancel

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

☐ Date	Record Number	Record Type	Project	Note	Address	Status	Action	Agency	Description	Expiration Date
☐ 06/24/2026	26TMP-000657	Commercial Pool & Spa			200 BOOTH ST RENO NV 89509		Resume Application	RENO		

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Step 1 – Location

No action is needed on this page. Simply verify the information and select **Continue Application** to proceed to Step 2.

If the address/parcel information is not correct and needs to be changed, restart the application and revalidate the correct address.

Step 1: Location >>
Show Map

* indicates a required field.

Address

*If the address below is not correct, a new application will need to be started.

*Street No.:

Direction:

*Street Name:

Street Type:

Unit Type:

Unit No.:

City:

State:

*Zip:

Search **Clear**

Parcel

*Parcel Number:

CITY:

TAX DISTRICT:

Search **Clear**

Owner

Owner Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Zip:

Country:

Search **Clear**

[Save and resume later](#)

Continue Application »

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Step 2 – People

Applicant

Defaults to the person logged in to www.onenv.us. Name, phone number and email address are required for this Contact.

1 Location 2 People 3 Application Details 4 Plans & Documents 5 Review 6 7

Step 2: People >>

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Abbey Grimmer
stadmgr@reno.gov
Phone: 775.393.0481
Address: 1 E. 1st street
RENO, NV 89503
[Edit](#) [Remove](#)

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 1-2 of 2

Address Type	Recipient	Address	Action
Business		1 E. 1st street	Actions ▼
Mailing		1290 Majestic	Actions ▼

Licensed Contractor

To add a new Licensed Contractor, click the Add Licensed Contractor link. To find a Licensed Contractor, enter the search criteria and click the Search button. To edit an existing Licensed Contractor, select the Licensed Contractor number in the list.

Look Up

[Save and resume later](#) [Continue Application »](#)

Licensed Contractor

If plans are drawn by a licensed professional and the contractor is known, contractor information should be validated at this time.

If plans are drawn by a contractor, contractor information must be completed.

Contractors are required to have a State of Nevada Contractor and City of Reno Business License

Click on the Look Up button under Licensed Contractor. Enter the Contractors License Number or Name of Business and click Look Up.

Look Up License

License Type: Contractor License
License Number: 0085862

Name of Business:

Address Line 1:

Address Line 2:

City: State: Zip:

Phone:

Look Up [Clear](#) [Discard Changes](#)

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Once the Application and Licensed Contractor information has been filled in, click Continue Application.

The screenshot shows the 'Step 2: People' section of the application. It includes tabs for Location, People, Application Details, Plans & Documents, Review, and a final tab. The 'Applicant' section lists 'Abbey Grimmer' with contact information and an 'Add Additional Contact Address' button. Below this is a table of existing addresses: Business at '1 E 1st street' and Mailing at '1290 Majestic'. The 'Licensed Contractor' section shows 'COOL BREEZE REFRIGERATION INC' with license details. At the bottom right, a red arrow points to a 'Continue Application »' button.

1 Location 2 People 3 Application Details 4 Plans & Documents 5 Review 6 7

Step 2: People >>

* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Abbey Grimmer
dsadmin@reno.gov
Phone: 775.393.0441
Address: 1 E. 1st street
RENO, NV 89503
[Edit](#) [Remove](#)

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 1-2 of 2

Address Type	Recipient	Address	Action
Business		1 E 1st street	Actions ▼
Mailing		1290 Majestic	Actions ▼

Licensed Contractor

To add a new Licensed Contractor, click the Add Licensed Contractor link. To find a Licensed Contractor, enter the search criteria and click the Search button. To edit an existing Licensed Contractor, select the Licensed Contractor number in the list.

✔ Licensed contractor added successfully.

COOL BREEZE REFRIGERATION INC
License Type: Contractor
License Number: 0085862
Address: RENO 89502
[Edit](#) [Remove](#)

[Save and resume later](#)

[Continue Application »](#)

Step 3 – Application Details

Specific questions related to the permit type selected will need to be filled in this step. Fields flagged with a red asterisk (*) are required and must be completed prior to continuing application.

The screenshot shows the 'Step 3: Application Details' section. It includes tabs for Location, People, Application Details, Plans & Documents, Review, and a final tab. The 'Detail Information' section has a 'Detailed Description' field with the text 'Installation of in-ground pool and spa. Includes heater, filter and power cover.' At the bottom right, a red arrow points to a 'Continue Application »' button.

1 Location 2 People 3 Application Details 4 Plans & Documents 5 Review 6 7

Step 3: Application Details >>

* indicates a required field.

Detail Information

* Detailed Description:
Installation of in-ground pool and spa. Includes heater, filter and power cover.

[Continue Application »](#)

The screenshot shows the 'Additional Information' section. It includes a 'Per International Building Code Sec 108: Total value of work, including materials and labor.' field with a 'Job Value(\$):' label and a text input field containing '85,000'. Below this is a 'Custom Fields' section with a 'BUILDING COMMERCIAL APP' label. At the bottom right, a red arrow points to a 'Continue Application »' button.

Additional Information

Per International Building Code Sec 108: Total value of work, including materials and labor.

* Job Value(\$):
85,000

Custom Fields

BUILDING COMMERCIAL APP

[Save and resume later](#)

[Continue Application »](#)

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Step 4 – Plans and Documents

The first page provides the Document Submission Guidelines and requires no action.

Document Submission Guidelines

Before uploading any document, please make sure the meet the requirements listed below.

File Format Requirements:

- **File size** – Maximum file size is 350MB
- **Bookmarks** - Required for all Plans files and recommended for all other documents.
- **Password Protection** - PDF files must NOT require a password in order to view or to restrict the PDF permissions within the file
- **File Source Formatting** - For Optimized Performance, all files should be vector base in order to support accurate measurement, the ability to search for text and for optimized performance.
- All text in submitted PDF files should be searchable
- PDF Packages or Portfolios cannot be accepted

Plan Sheet Numbering Standards:

- Plan Sheet Reference Numbers must be unique within a Record/Permit, two different drawing sheets must not have the same Sheet Reference Number.
 - If **Plans** need to be revised and resubmitted, the same **Plans Sheet Reference Number** shall be used for each subsequent submission version of the same drawing sheet.
- **Orientation - Plan Sheets** should be correctly orientated in the PDF submission file, to allow the Sheets to be viewed without needing to rotate the sheet, typically Landscape
- **Scale** - Plans should be generated to a fixed scale, for example ¼" to 1', 1/8" to 1', 1cm to 1m
- **Table of Contents** - For best results, your plan sets should include a table of contents, i.e., bookmarks, of the sheet names.
 - Suggested order for the table of contents:
 - C (ex: Cover sheet, Civil)
 - Cover Sheets must include Project Address, Parcel Number, Scope of Work and Sheet Index
 - G (ex: General Notes)
 - S (ex: Structural)
 - A (ex: Architectural)
 - E (ex: Electrical)
 - M (ex: Mechanical)
 - P (ex: Plumbing)
 - L (ex: Landscape)
- **Supporting documents** - should be submitted as separate files and not combined as part of a plan sheets submission file where applicable.

Supporting Document Standards:

- Document Types - Different categories of supporting documents should be submitted as separate files, for example Structural Calculations, Truss Calculation, Soil Report, etc.
- Orientation - Documents should be correctly orientated in the PDF files, to allow the contents to be viewed without needing to rotate the page, typically Portrait

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Once the Guidelines have been reviewed, click on Continue Application to move to Digital Projects to upload documents.

1	2 People	3 Application Details	4 Plans & Documents	5 Review	6 Pay Fees	7
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Step 4: Plans & Documents > File Upload Standards
City of Reno Digital Projects File Standards and Requirements

File Format Requirements:

- **File size** - Maximum file size is 350MB.
- **Bookmarks** - Required for all **PLANS** files and recommended for all other documents.
- **Password Protection** - PDF files must NOT require a password in order to view or to restrict the PDF permissions within the file.
- **File Source Formatting** - For Optimized Performance, all files should be vector base in order to support accurate measurement, the ability to search for text and for optimized performance.
- All text in submitted PDF files should be searchable.
- PDF Packages or Portfolios cannot be accepted.

Plan Sheet Numbering Standards:

- **Plan Sheet Reference Numbers** should be unique within a Record/Permit, two different drawing sheets should not have the same **Sheet Reference Number**.
 1. If **Plans** need to be revised and resubmitted, the same **Plan Sheet Reference Number** shall be used for each subsequent submission version of the same drawing sheet.
- **Orientation** - **Plan Sheets** should be correctly orientated in the PDF submission file, to allow the Sheets to be viewed without needing to rotate the sheet, typically Landscape.
- **Scale** - Plans should be generated to a fixed scale, for example ¼" to 1', 1/8" to 1', 1cm to 1m.
- **Table of Contents** - For best results, your plan sets should include a table of contents, i.e., bookmarks, of the sheet names.

Suggested order for the table of contents:

1. C (ex: Cover sheet, Civil)
 - Cover Sheets must include Project Address, Parcel Number, Scope of Work and Sheet Index.
2. G (ex: General notes)
3. S (ex: Structural)
4. A (ex: Architectural)
5. E (ex: Electrical)
6. M (ex: Mechanical)
7. P (ex: Plumbing)
8. L (ex: Landscape)

- **Supporting Documents** - should be submitted as separate files and not combines as part of a plan sheets submission file where applicable.

Supporting Document Standards:

- **Document Types** - Different categories of supporting documents should be submitted as separate files, for example Structural Calculations, Truss Calculation, Soil Report, etc.
- **Orientation** - Documents should be correctly orientated in the PDF files, to allow the contents to be viewed without needing to rotate the page, typically Portrait.

*Please note there is a maximum file size not to exceed 350MB.

[Save and resume later](#)

 **Continue Application »**

*Indicates a required field.

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Step 4 - Digital Projects

The Digital Projects upload page is where all documents will be uploaded.

The blue information box lists required documents based on application type and must be uploaded before continuing. A Plans file will always be required and depending on the project, additional documents including but not limited to, Structural Calcs, Truss Calcs, Geotech Report, etc. will also need to be uploaded under the corresponding document type category.

The screenshot shows the 'Step 4: Plans & Documents > File Upload' page. At the top, it says 'Digital Projects Upload'. Below this, there's a status bar with 'Status: NOSTATUS' and 'Submission Package' with a checkmark icon. A blue information box is highlighted with a red rectangle, containing the text: 'The following Document Types must be uploaded for this application: • PLANS (Plan Drawing)'. To the right of this box is an 'EXPORT LIST' button. Below the information box is a 'Submission Package Description' field with the text 'Submission Package 1'. Underneath is the 'File Upload' section, which includes 'Valid Formats: pdf, pdfa' and 'Maximum size 350Mb'. There are two upload areas, both labeled 'Doc type: PLANS (Plan Drawing)'. Each area has an 'Upload' tab and a 'Files(0)' tab. The 'Upload' tab is active, showing a large dashed box with a plus icon and the text 'drag and drop or click to browse'. A red circle with an exclamation mark and the text 'Upload at least 1 file' is at the bottom left of the first upload area.

Views

There are three views that can be used in Digital Projects, Cards View, Carousel View and Grid View.

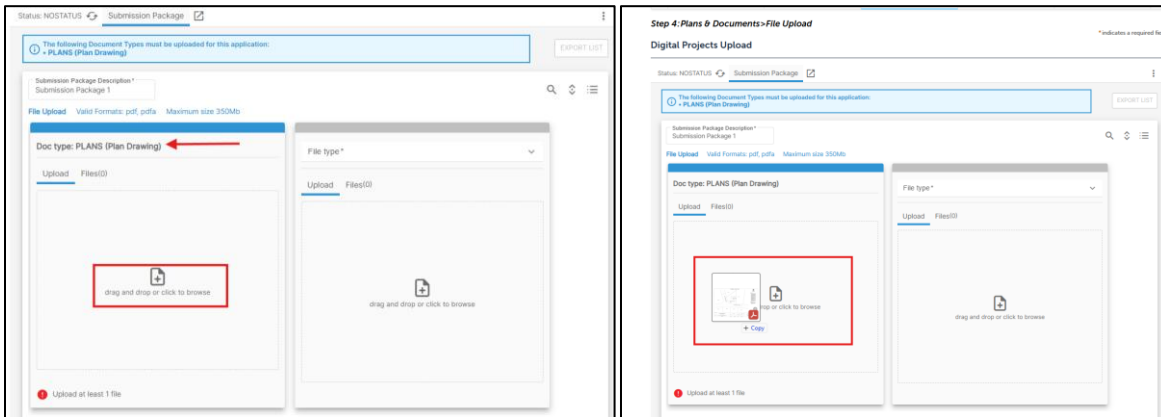
This screenshot is similar to the previous one, but it highlights the view selection icons. A red arrow points to a red-bordered box containing three icons: a card view icon, a carousel view icon, and a grid view icon. The text 'Step 4: Plans & Documents > File Upload' and 'Digital Projects Upload' are at the top. The status bar shows 'Status: NOSTATUS' and 'Submission Package' with a checkmark icon. The blue information box is present, listing 'PLANS (Plan Drawing)' as a required document type. The 'EXPORT LIST' button is to the right. Below the information box is the 'Submission Package Description' field with the text 'Submission Package 1'. The 'File Upload' section shows 'Valid Formats: pdf, pdfa' and 'Maximum size 350Mb'. The two upload areas are visible, but the focus is on the view selection icons.

To move through the different views, click the icons in the top right hand side of the upload panel.

Development Services

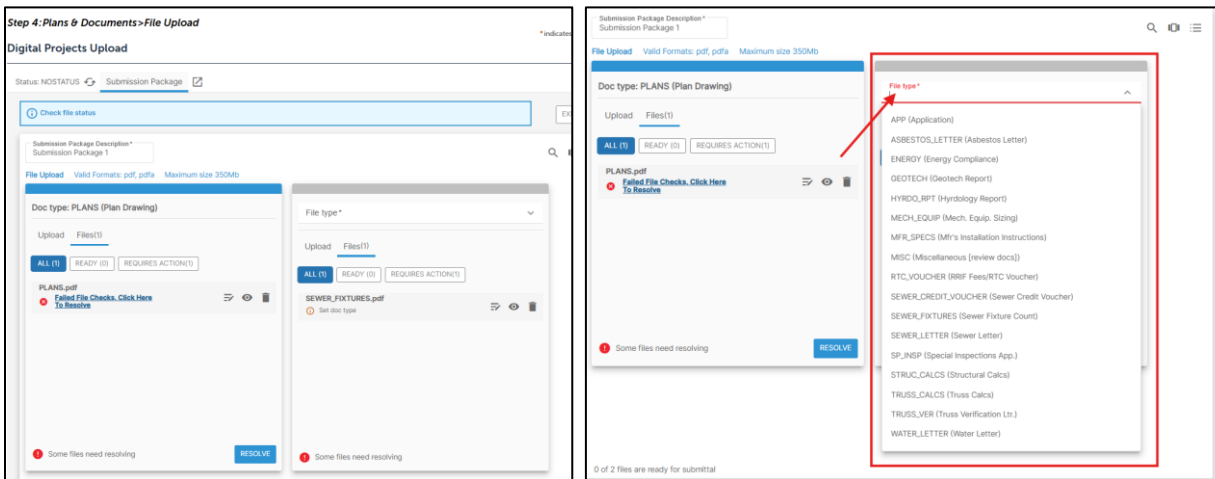
Cards and Carousel Views

To Upload the plans document to the first card, click the plus sign in the middle of the card to access your file manager or simply drag and drop files (see below). From these view, files will need to be added one at a time.



Additional Documents upload

Move to the next card and drag and drop or click and browse to upload the next document. Once the document is uploaded the corresponding File Type will need to be selected from the drop-down menu.



Document Type

Once the document type has been selected, a new card will automatically appear to upload the next document. Repeat this process for all documents that are being uploaded.

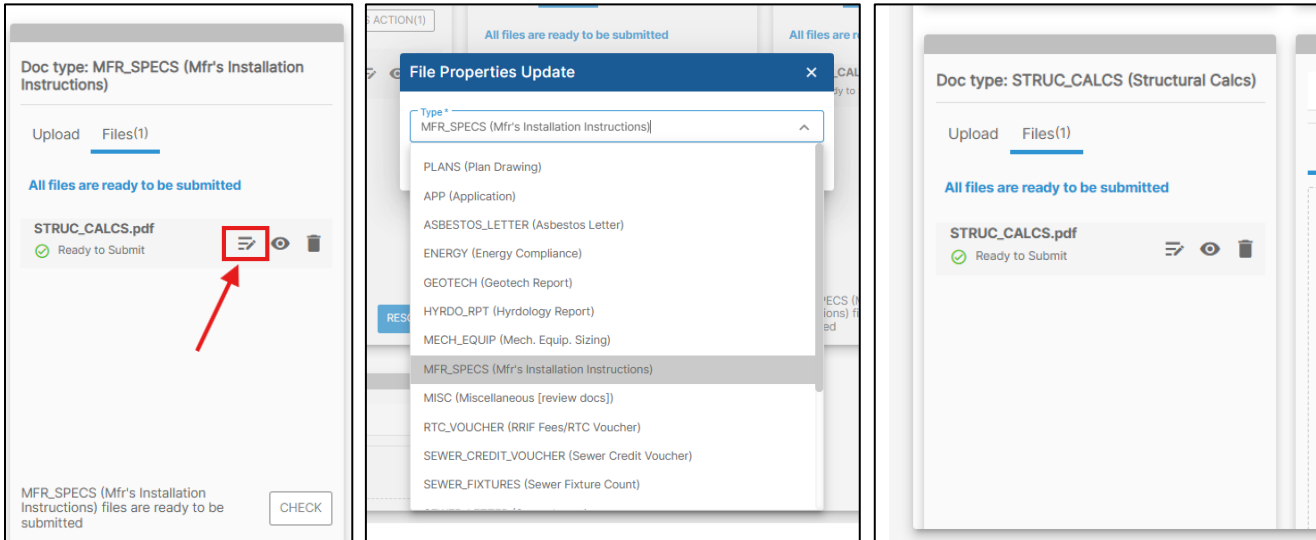
All files will require a file type to be added to reflect the type of document being uploaded, ie. Plans, Structural Calcs, Truss Calcs, etc

If there isn't a document category that matches what is being uploaded select the MISC (Miscellaneous (review document)) Type.

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Updating Document Type

If the incorrect Doc Type was selected, click on **Edit Properties** next to the file name. The File Properties will pop up. Select the correct Document Type and then click Save



Development Services

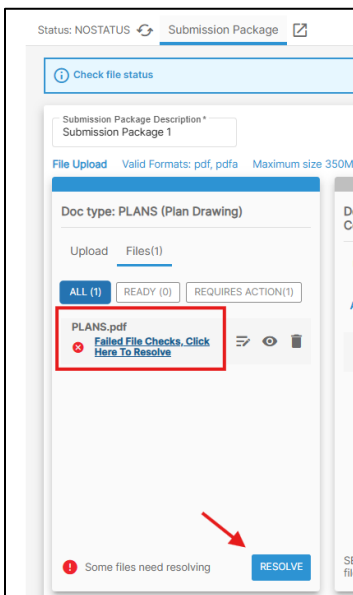
File Checks

Once the file has been uploaded it will go through a series of checks including an anti-virus check and page reference check.

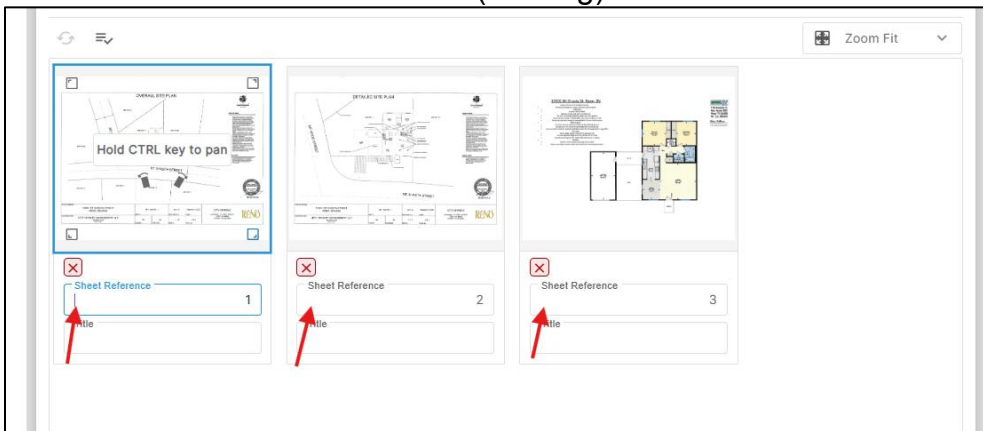
Bookmarks are required for all Plans files.

Failed File Checks

When a document fails any of the File Checks, a red cross mark and message will appear on the screen prompting you to resolve it. Click on Resolve to see what needs to be fixed. If a document does not have bookmarks it will fail the file check and need to be adding by clicking Resolve.

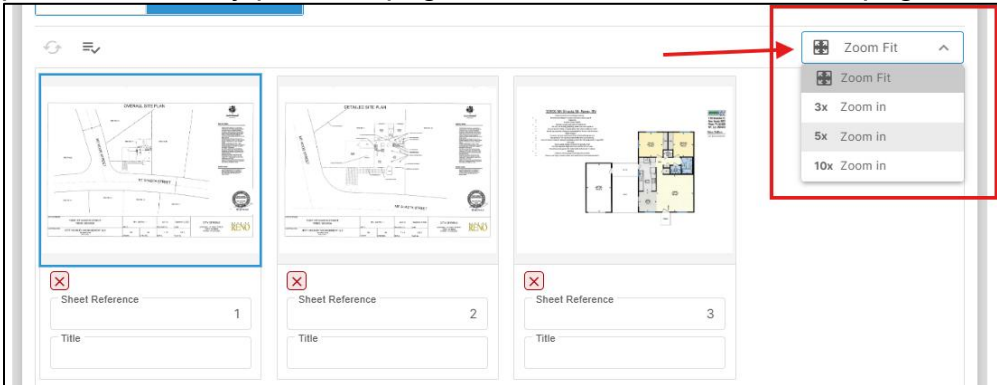


If no bookmarks were included in the file, red cross marks will appear below the sheets where the Sheet Reference fields are blank (missing).

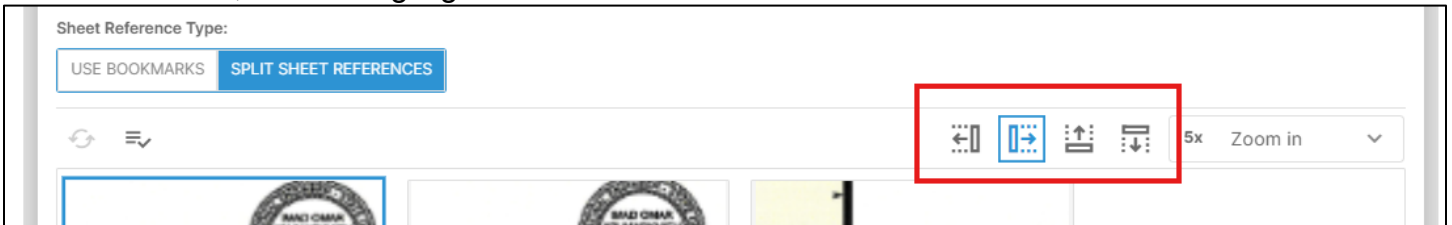


Development Services

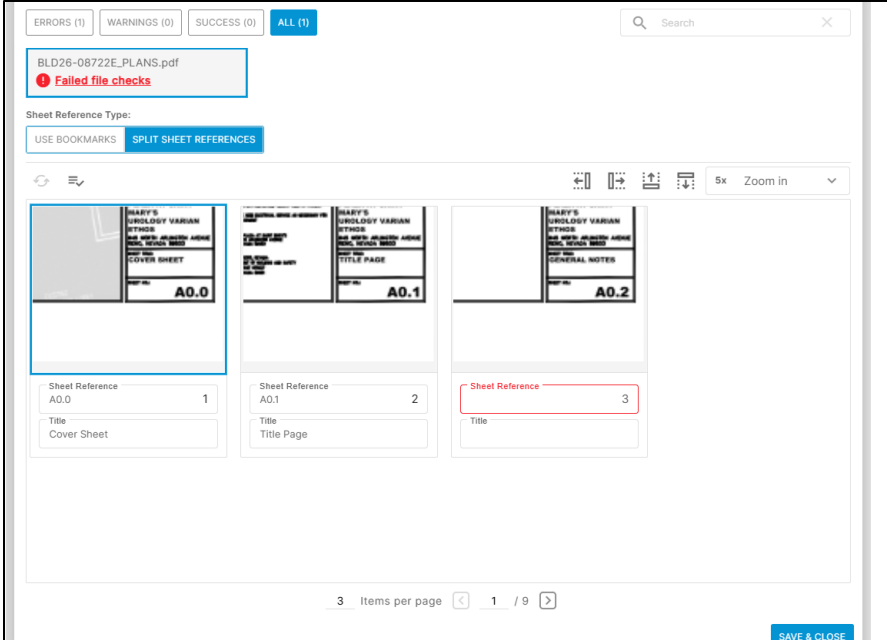
Use the zoom tool in the upper right hand corner to zoom into the bottom right hand corner of the plans to view any potential page numbers which exist on the page.



Once zoomed in, use the highlighted tools to move around the document.



If there are page numbers on the plans, match them to the Sheet Reference. It is extremely important to make sure the Sheet Reference used correctly matched the sheet number on the plan sheet.



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If there are no sheet numbers enter basic, 1,2,3, etc. for the sheet references.

USE BOOKMARKS SPLIT SHEET REFERENCES

3x Zoom in

Sheet Reference 1 1

Sheet Reference 2 2

Sheet Reference 3 3

Title

20 Items per page 1 / 1

✓ All Sheets OK

NEXT SAVE & CLOSE

Once all issues have been resolved, a green check will appear with a message of All Sheets OK. Next Click **Save & Close**

USE BOOKMARKS SPLIT SHEET REFERENCES

3x Zoom in

Sheet Reference 1 1

Sheet Reference 2 2

Sheet Reference 3 3

Title

20 Items per page 1 / 1

✓ All Sheets OK

NEXT SAVE & CLOSE

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Once all documents have a green check mark and say ready to submit, Continue Application.

Package is ready to submit, or upload additional files

EXPORT LIST

Submission Package Description*
Submission Package 1

File Upload Valid Formats: pdf, pdfa Maximum size 350Mb

Doc type: PLANS (Plan Drawing)

Upload Files(1)

All files are ready to be submitted

PLANS.pdf
Ready to Submit

Doc type: SEWER_FIXTURES (Sewer Fixture Count)

Upload Files(1)

All files are ready to be submitted

SEWER_FIXTURES.pdf
Ready to Submit

Doc type: MFR_SPECS (Mfr's Installation Instructions)

Upload Files(1)

All files are ready to be submitted

MFR_SPECS.pdf
Ready to Submit

PLANS (Plan Drawing) files are ready to be submitted

SEWER_FIXTURES (Sewer Fixture Count) files are ready to be submitted

MFR_SPECS (Mfr's Installation Instructions) files are ready to be submitted

Save and resume later

Continue Application >

Grid View

Grid View enables the addition of multiple documents simultaneously, with the option to specify the document type following the upload.

Digital Projects Upload

Status: NOSTATUS Submission Package

The following Document Types must be uploaded for this application:
• PLANS (Plan Drawing)

EXPORT LIST

Submission Package Description*
Submission Package 1

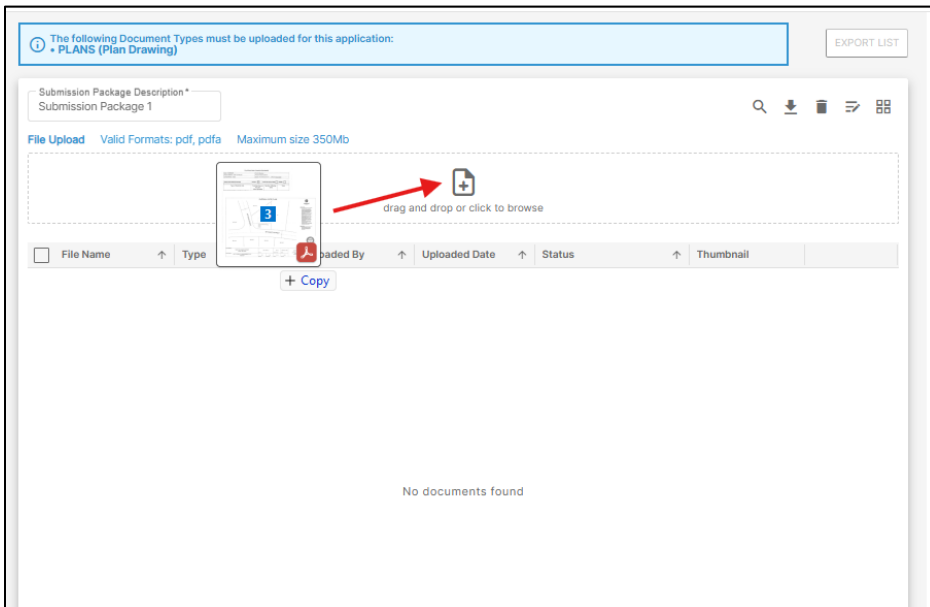
File Upload Valid Formats: pdf, pdfa Maximum size 350Mb

drag and drop or click to browse

☐	File Name	Description	Type	Uploaded By	Uploaded Date	Status	Thumbnail
--------------------------	-----------	-------------	------	-------------	---------------	--------	-----------

Development Services

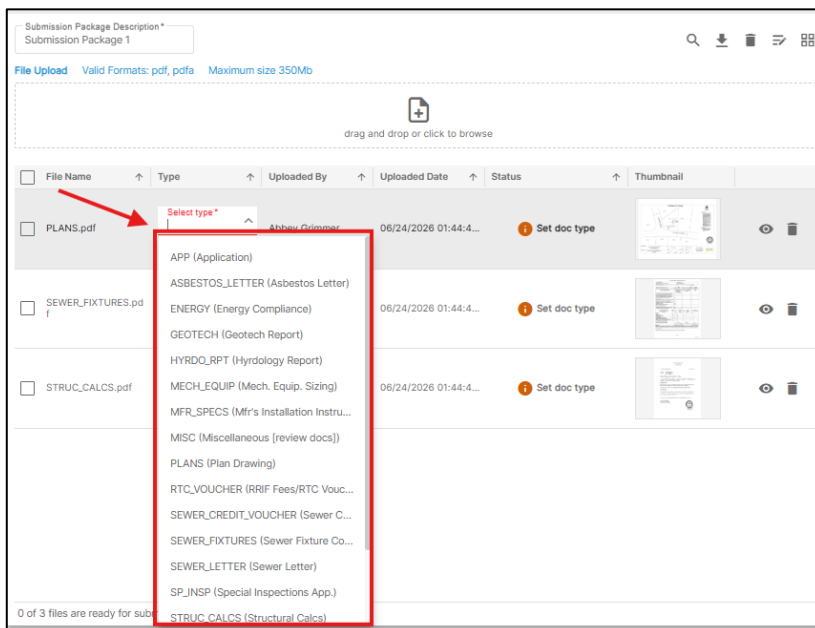
To add multiple documents, select all the documents to be uploaded from file explorer and drag and drop them to the top section of file upload window.



Or Click to browse all the files that need to be uploaded.

Document Type

Once all files have been uploaded. The document type will need to be selected for each of the documents. Select the document type from the drop-down menu under "Type" for each document.



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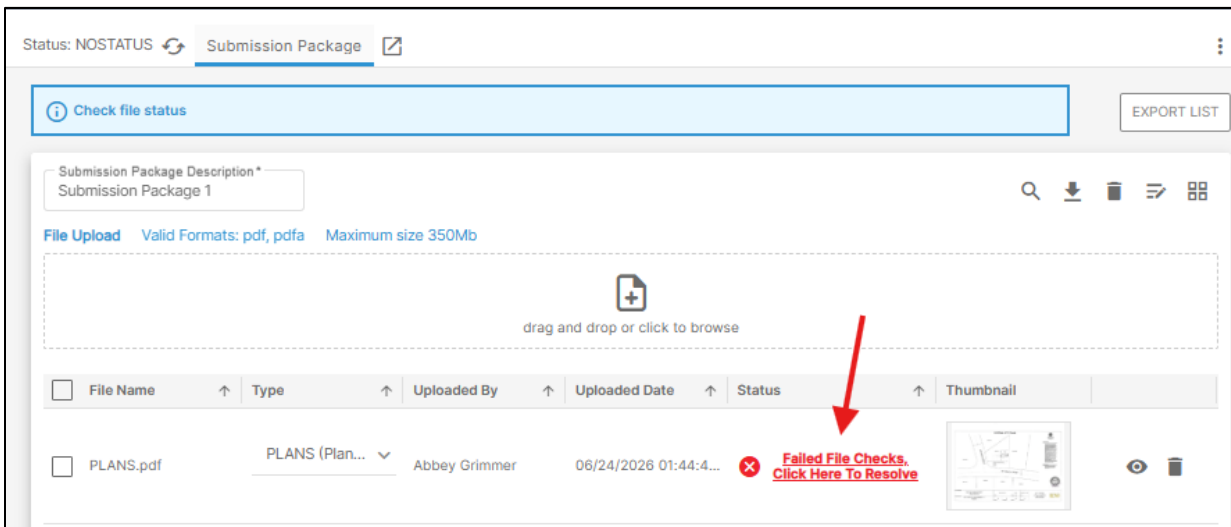
File Checks

Once the file has been uploaded it will go through a series of checks including an anti-virus check and page reference check.

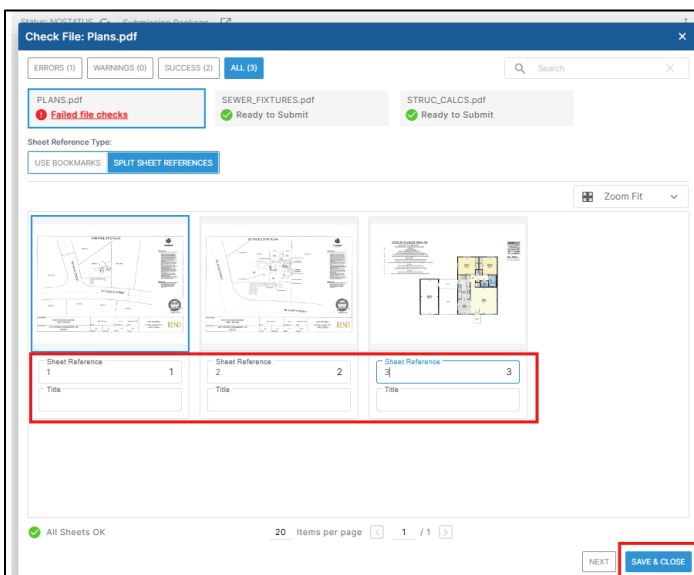
Bookmarks are required for all Plans files.

Failed File Checks

When a document fails any of the File Checks, a red cross mark and message will appear on the screen prompting you to resolve it. Click on Resolve to see what needs to be fixed. If a document does not have bookmarks it will fail the file check and need to be adding by clicking Resolve.



Once all issues have been resolved Save and close the Check File window,



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Once all documents are marked as Ready to Submit, Continue Application.

Digital Projects Upload

Status: NOSTATUS Submission Package ✕

Package is ready to submit, or upload additional files EXPORT LIST

Submission Package Description *
Submission Package 1

File Upload Valid Formats: pdf, pdfa Maximum size 350Mb

drag and drop or click to browse

☐	File Name	Type	Uploaded By	Uploaded Date	Status	Thumbnail
☐	PLANS.pdf	PLANS (Plan D	Abbey Grimmer	06/24/2026 01:44:4...	Ready to Submit	
☐	SEWER_FIXTURES.pdf	SEWER_FIXT...	Abbey Grimmer	06/24/2026 01:44:4...	Ready to Submit	
☐	STRUC_CALCULATIONS.pdf	STRUC_CALC...	Abbey Grimmer	06/24/2026 01:44:4...	Ready to Submit	

3 of 3 files are ready for submittal

[Save and resume later](#) → Continue Application »

Development Services

Step 5 – Review and Submit Application

Verify all information previously captured and check the box to agree to the certification. If any information needs to be edited, select the EDIT associated with the section needing revision and make all necessary changes.

Residential Remodel & Addition

1	2	3 Application Details	4 Plans & Documents	5 Review	6 Pay Fees	7 Record Submittal
---	---	-----------------------	---------------------	----------	------------	--------------------

Step 5: Review

[Save and resume later](#)

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Building Type

Residential Remodel & Addition

Address Edit

200 BOOTH ST, RENO, NV 89509

Parcel Edit

Owner Edit

United States

Applicant Edit

Individual
Abbey Grimmer
1 E. 1st street
RENO, NV, 89503
Phone: 7753931041
E-mail: dsadmin@reno.gov

Licensed Contractor Edit

Detail Information Edit

Detailed Description: kl,jkljkl

Additional Information Edit

Job Value(\$): 1,200.00

Custom Fields

BUILDING RESIDENTIAL APP Edit

Building Height:
Number of Stories:

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. I assume full responsibility for compliance with the Building Codes and all other applicable Ordinances adopted by the City of Reno.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I, as the Applicant of this permit, agree to the above certification.

Date:

[Save and resume later](#)

Continue Application »

Step 6 – Receipt/Record Issuance

Once the application has been submitted, the permit number will be issued.

Create an Application by Address

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.

Print/View Summary

1220 CROSSWATER DR RENO 89523

RENO

BLD26-04248E

Commercial Pool & Spa

View Summary

Copy Record

Print/View Summary

Development Services

Post Submittal - Digital Projects Access

Once the application has been submitted for review, the ability to upload additional documents will not be available. The Digital Projects tab will only be available when the application is in one of the following statuses:

- **Submittal Incomplete**
- **Revisions Required** – Response Letter Required
- **Active/Permit Issued** – Request Letter Required
- **Mastered** – Request Letter Required
- **Permit Mastered** – Request Letter Required
- **Approved** – Request Letter Required

If the application is not in a status where uploads are allowed, when the Digital Projects tab is selected, a message will be displayed with a notification that Digital Projects is not available for the record.

The screenshot shows the 'Building BLD26-04247E' record page. The 'Permit Status' is 'Application Submitted' and the 'Expiration Date' is '06/11/2026'. The 'Digital Projects' tab is selected. A notification bar indicates a notice was added on 10/24/2013. The 'Digital Projects' section is empty, and a message at the bottom states 'Digital Projects is not available for this record'.

Building BLD26-04247E:
Residential New Construction
Permit Status: Application Submitted
Expiration Date: 06/11/2026

Record Info ▾ Payments ▾ Conditions 1 Digital Projects

A notice was added to this record on 10/24/2013.
Condition: Settlement Agreement Severity: Notice
Total Conditions: 1 (Notice: 1, Misc: 0)

View Condition

Digital Projects

Digital Projects is not available for this record

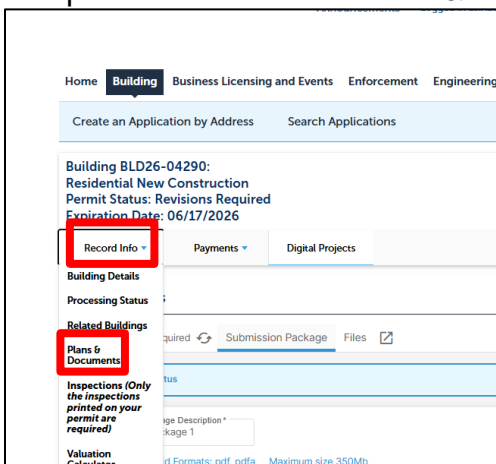
Development Services

Supporting Documents Submittal

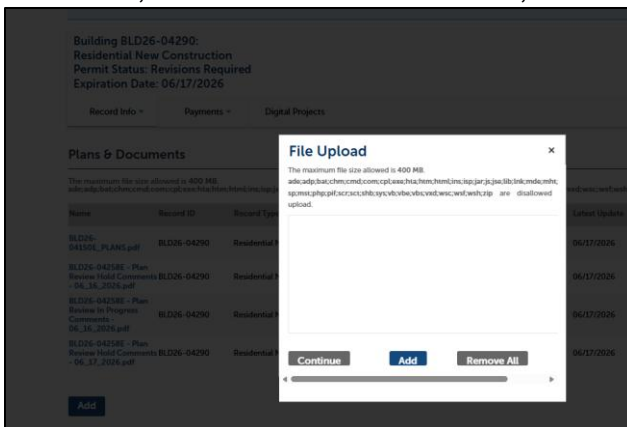
During the review process the following Document types will be allowed to be submitted through the Plans and Documents tab of the online portal. These documents can be submitted at any time regardless of the permits status.

- Asbestos letter
- RTC Voucher
- Sewer Credit Voucher
- Sewer Fixtures Sheets
- Sewer Receipts – Washoe County
- Water Letter - TMWA

To upload documents to Plans & Documents, Click on Record Info and Select Plans & Documents.

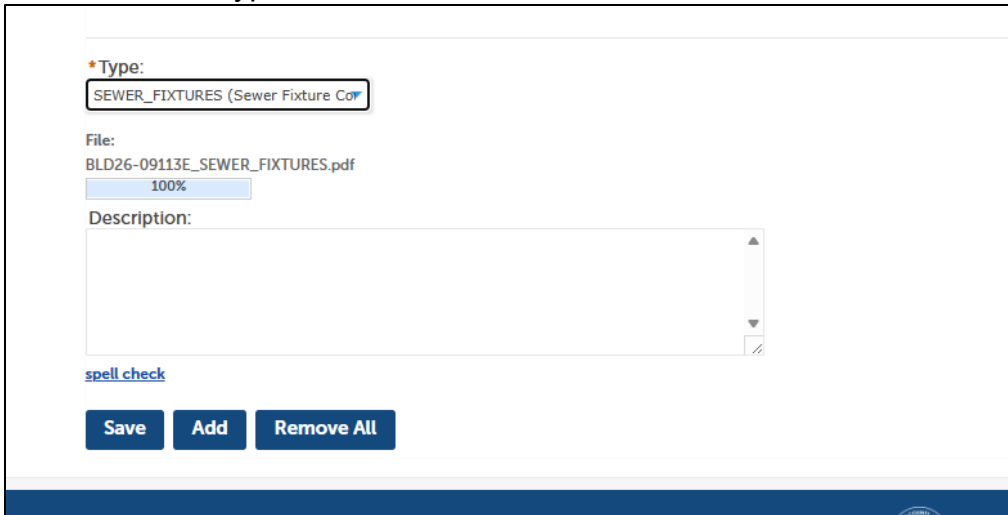


Click Add, and select the documents, then click Continue.



Development Services

Select the File Type and then click Save



The screenshot shows a web form with the following elements:

- *Type:** A dropdown menu with the selected option "SEWER_FIXTURES (Sewer Fixture Co".
- File:** The text "BLD26-09113E_SEWER_FIXTURES.pdf" is displayed above a progress bar.
- Progress Bar:** A blue progress bar showing 100% completion.
- Description:** A large, empty text area for providing a description.
- spell check:** A blue link labeled "spell check" located below the description area.
- Buttons:** Three buttons at the bottom: "Save", "Add", and "Remove All".

Development Services

Initial Application Review

After you submit your application, it will be queued up for completeness review. If anything is missing, you'll receive an email outlining what is still needed.

Dear Applicant,

The above mentioned permit application has been reviewed for completeness and at this time, additional information and/or revisions are required in order for the application to be accepted:

- The plan set submitted does not match the sheet index. Plan sheets A4.0 and E1.0 are missing from the plan set.
- Mfr specs - Please submit cut sheets for all mechanical, plumbing and electrical equipment / fixtures

Once these items have been addressed, all revised or missing documents/files will need to be uploaded to this application through the online portal at www.onenv.us.

Failure to provide the required documents within 30 days of this notice will result in the withdrawal of this permit application.

If additional time is needed to submit the required documentation, or for additional information or clarification, please contact us at eplans@reno.gov.

Thank you,

Daniele Alicea
(775) 437-2094

Permit Services
City of Reno – Development Services
Eplans@reno.gov
775-334-2063

After resolving all issues, missing or revised documents can be resubmitted by returning to the permitting portal and navigating to the record. Click on the Digital Projects tab and upload the documents following the same steps used in the initial submittal.

Building BLD26-04307E:
Commercial Pool & Spa
Permit Status: Submittal Incomplete
Expiration Date: 12/21/2026

Add to cart
Add to collection
Post

Record Info Payments Digital Projects

Digital Projects

Status: Submittal Incomplete Submission Package Files

Upload Files EXPORT LIST SUBMIT

Submission Package Description*
Submission Package 2

File Upload Valid Formats: pdf, pdfa Maximum size 350Mb

drag and drop or click to browse

File Name	Type	Uploaded By	Uploaded Date	Status	Thumbnail
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Development Services

Make sure the document type is selected and that the document passes all the file checks, then click submit.

The screenshot shows the 'Digital Projects' submission interface. At the top, the status is 'Submittal Incomplete'. Below this, there's a section for 'Submission Package' with a description 'Submission Package 2'. A message states 'Package is ready to submit, or upload additional files'. To the right of this message are buttons for 'EXPORT LIST' and 'SUBMIT'. Below the message is a 'File Upload' section with a note 'Valid Formats: pdf, pdfa' and 'Maximum size 350Mb'. A file named 'MFR_SPECS.pdf' is listed in a table with columns: File Name, Type, Uploaded By, Uploaded Date, Status, and Thumbnail. The status for this file is 'Ready to Submit', indicated by a green checkmark icon. A red arrow points to this status. The table also shows the file was uploaded by 'Abbey Grimmer' on '06/24/2026 03:24...'.

Digital Projects will notify you that documents have been submitted.

The screenshot shows the 'Digital Projects' submission interface after a successful submission. A confirmation message is displayed: 'Your package has been submitted for review.' Below this message, it shows 'Submittal Package: 2' and 'Description: Submission Package 2'. It also lists the 'File types submitted: MFR_SPECS (Mfr's Installation Instructions): 1'. There is an 'EXPORT LIST' button next to the confirmation message.

An email notification will be sent to the applicants to confirm the uploaded documents have been received by Permit Services.

The screenshot shows an email notification from Permit Services. The email is addressed to 'Dear Applicant,' and contains the following text: 'Document(s) uploaded for BLD26-04307E have been received and have been queued up for processing. Once all documents have been reviewed and processed, the permit status will be updated in the [Online Portal](#). For questions regarding your submittal, please contact eplans@reno.gov. Thank you, Permit Services, City of Reno – Development Services, Eplans@reno.gov'.

Development Services

Initial Permit Review

Once the application has been deemed complete and all application fees have been paid, the permit will be routed for Plan Review. During plan review, the plans will either be approved for issuance or put on hold if additional information or changes are required.

Revisions Required

A notification will be sent to the applicants when revisions are required. A hold comment report will be attached to the record's digital projects tab for review.

Dear Applicant,

The Plan Review process for your permit is now complete and Revisions are Required. For a complete list of hold comments, please visit www.onenv.us and select permit number BLD26-02690E. The most up to date status and permit activity can be found under the [Digital Projects](#) section of the online portal.

Once you are ready to resubmit, please follow the resubmittal process, including document naming rules, outlined in the [Electronic Permit Submittal](#) procedures.

Thank you,

Permit Services
City of Reno - Development Services
Eplans@reno.gov
775-334-2063

Hold Comments

When revisions are necessary, a Hold Comment Report will be added to the record's documents.

To access this report, open the record in OneNV.US and navigate to the Digital Projects tab.

Select **Files** to display all documents associated with the permits. Locate the document with Plan Review Hold Comments in the name.

Development Services

To download this file, check the corresponding box and click on Download.

Digital Projects

Status: Revisions Required Submission Package **Files**

	Thumbnail	File Name	Description	Type	Status	Uploaded Date	Submission Package
☐		BLD26-04307E_SEWER_FIXTURES.pdf	SEWER_FIXTURES.pdf Uploaded FileName: SEWER_FIXTURES.pdf New FileName: BLD26-04307E_SEWER_FIXTURES	SEWER_FIXTURES (S...	Accepted	06/24/2026 02:04:40 PM	00001
☐		BLD26-04307E_STRUC_CALC_S.pdf	STRUC_CALC_S.pdf Uploaded FileName: STRUC_CALC_S.pdf New FileName: BLD26-04307E_STRUC_CALC_S	STRUC_CALC_S (Stru...	Accepted	06/24/2026 02:04:45 PM	00001
☐		BLD26-04307E_PLANS.pdf	PLANS.pdf Uploaded FileName: PLANS.pdf New FileName: BLD26-04307E_PLANS	PLANS (Plan Drawing)	Accepted	06/24/2026 02:04:45 PM	00001
☐		MFR_SPECS.pdf	MFR_SPECS.pdf	MFR_SPECS (Mfr's In...	Accepted	06/24/2026 03:41:00 PM	00002
☐		BLD26-04307E - Plan Review Hold Comments_REVIEW 1 - 06_24_2026.pdf	DigEplan Generated_BLD26-04307E - Plan Review Hold Comments - 06/24/2026	Plan Review Hold Co...	Uploaded	06/24/2026 03:53:32 PM	
☒		BLD26-04307E - Plan Review Hold Comments_REVIEW 1 - 06_24_2026.pdf	DigEplan Generated_API_Plan Review Hold Comments	Plan Review Hold Co...	Uploaded	06/24/2026 04:08:42 PM	

Development Services

This report will list all of the hold comments for any of the documents requiring revisions. The Hold Comment Report will show General Comments (not specific to any document), and all other comments will be sorted by file type and department.

The hold comment report will identify which round of review the comments were issued for. The initial plan review hold comment report will reflect Review 1.

City of Reno Building & Safety Development Services Eplans@reno.gov 775-334-2083	Date: 06/24/2026 Permit Number: BLD26-04307E		
Plan Review Hold Comment Report Review 1			
Application Type: Commercial Pool & Spa			
Description: TEST			
Address: 200 BOOTH ST, RENO, NV, 89509			
All items listed in the table below will need to be addressed prior to resubmittal.			
Hold Comments			
General Comments			
Comment ID	Date	Reviewer	Comments
Building			
1	06/24/2026	Abbey Grimmer	Provide plans that are prepared and stamped by a Nevada licensed contractor per the Nevada Blue Book and NRS. Please note that each contractor that provides plans for review is required to appropriately stamp their plans.
Plans			
Comment ID	Date	Reviewer	Comments
Engineering			
1	06/24/2026	Abbey Grimmer	Provide the truss verification letter from your engineer of record.
Building			
1	06/24/2026	Abbey Grimmer	Provide the required structural observation agreement.
2	06/24/2026	Abbey Grimmer	Provide the minimum amount of accessible parking. A percentage but not less than one is required to be van accessible.
Planning			
1	06/24/2026	Abbey Grimmer	Provide the manufacturers truss drawings & calculations for the project.
Reviewer Contact Information			

The Review Contact Information will appear at the bottom of the report, with contact information of each person that has added hold comments.

Reviewer Contact Information	
Reviewer Name	Reviewer Contact Information
Plans Coordinator	Building - 775-334-2063 - eplans@reno.gov
Kim Wojtkowiak	Building - 775-437-3552 - wojtkowiakk@reno.gov
Dan Warrell	Compliance - 775-399-0990 - warrell@reno.gov

Development Services

Resubmittals

Once all comments have been addressed, a response letter and updated documents will need to be uploaded through Digital Projects.

From OneNV.US, navigate to the record and Select Digital Projects. Following the same document standards from the initial submittal. **All document types identified on the Hold Comment report will need to be resubmitted along with a response letter addressing all hold comments. If new file types are required, add those as new.**

Response Letter will be doc type RESPONSE_LETTER (Response Letter)

Digital Projects

Status: Revisions Required Submission Package Files

Checking submission status EXPORT LIST **SUBMIT**

Submission Package Description *
Submission Package 1

File Upload Valid Formats: pdf, pdfa Maximum size 350Mb

drag and drop or click to browse

☐	File Name	Type	Uploaded By	Uploaded Date	Status	Thumbnail
☐	Review Response Letter.pdf	RESPONSE_LETTER (Respon...)	McKenzie HELVI...	06/25/2026 10:3...	Ready to Submit	
☐	942 Dorado Plans C2.pdf	PLANS (Plan Drawing)	McKenzie HELVI...	06/25/2026 10:3...	Ready to Submit	

Development Services

Digital Projects

Status: Revisions Required ↻ **Submission Package** Files 🔗

📘 Package is ready to submit, or upload additional files EXPORT LIST SUBMIT

Submission Package Description *
Submission Package 3

File Upload Valid Formats: pdf, pdfa Maximum size 350Mb

drag and drop or click to browse

☐	File Name	Type	Uploaded By	Uploaded Date	Status	Thumbnail
☐	PLANS_REVIEW1.pdf	PLANS (Plan...	Abbey Grimmer	06/24/2026 04:18:3...	🟢 Ready to Submit	
☐	Response letter.pdf	MISC (Misce...	Abbey Grimmer	06/24/2026 04:19:0...	🟢 Ready to Submit	

When all documents have the green mark with Ready to Submit, Click Submit.

Digital Projects

Status: Revisions Required ↻ **Submission Package** Files 🔗

📘 Package is ready to submit, or upload additional files EXPORT LIST SUBMIT

Submission Package Description *
Submission Package 3

File Upload Valid Formats: pdf, pdfa Maximum size 350Mb

drag and drop or click to browse

☐	File Name	Type	Uploaded By	Uploaded Date	Status	Thumbnail
☐	PLANS_REVIEW1.pdf	PLANS (Plan...	Abbey Grimmer	06/24/2026 04:18:3...	🟢 Ready to Submit	
☐	Response letter.pdf	MISC (Misce...	Abbey Grimmer	06/24/2026 04:19:0...	🟢 Ready to Submit	

Confirmation ✕

📘 Submit the Submission Package for Review?

CANCEL YES

Select Yes, to confirm the submission of the submission package for review. Once submitted, the applicant will receive an email notification that the documents have been received by Permit Services

Development Services

Subsequent Review Cycles (Cycles 2 or More)

When revisions are received and accepted, the application will be routed back to Plan Review. If additional Revisions are required, the Hold Comment Report will be updated to reflect open/unresolved outstanding items from the latest review cycle.

Revised Documents will need to be uploaded following the Revision Submittal Process.

The review cycle associated with the Hold Comment report will be identified directly on the Report. Close or previously resolved comments will be identified with a strikethrough, use grey font and have the word Resolved added to the beginning of the comment.

City of Reno Building & Safety
Development Services
Eplans@reno.gov
775-334-2083

Date: 06/25/2026
Permit Number: BLD26-04307E

Plan Review ~~Hold Comment Report~~
Review 2

Application Type: Commercial Pool & Spa
Description: TEST
Address: 200 BOOTH ST, RENO, NV, 89509

All items listed in the table below will need to be addressed prior to resubmittal.

Hold Comments

General Comments

Comment ID	Date	Reviewer	Comments
Building			
1	06/24/2026	Abbey Grimmer	Provide plans that are prepared and stamped by a Nevada licensed contractor per the Nevada Blue Book and NRS. Please note that each contractor that provides plans for review is required to appropriately stamp their plans.

Plans

Comment ID	Date	Reviewer	Comments
Planning			
1	06/24/2026	Abbey Grimmer	Resolved: Provide the manufacturers truss drawings & calculations for the project.
Engineering			
1	06/24/2026	Abbey Grimmer	Resolved: Provide the truss verification letter from your engineer of record.
Building			
1	06/24/2026	Abbey Grimmer	Provide the minimum amount of accessible parking. A percentage but not less than one is required to be van accessible.
2	06/24/2026	Abbey Grimmer	Resolved: Provide the required structural observation agreement.

The Review Contact Information will appear at the bottom of the report, with the contact information of each person that still has open hold comments on the report.

Reviewer Contact Information	
Reviewer Name	Reviewer Contact Information
Plans Coordinator	Building - 775-334-2063 - eplans@reno.gov
Kim Wojtkowiak	Building - 775-437-3552 - wojtkowiakk@reno.gov
Dan Warrell	Compliance - 775-399-0990 - warrelld@reno.gov

Development Services

Final Approved Documents

All final documents will be made available once the Permit has been Issued. To view/download all Final Approved Documents. Go to the record in OneNV.US and navigate to Digital Projects.

In Digital Projects, the **Approved Plans / Documents** tab will now be visible. Click on this Tab to view all Final Approved Documents.

Digital Projects							
Status: Active/Permit Issued  Submission Package Files Approved Plans / Documents 							
Search							DOWNLOAD
☐	Thumbnails	File Name	Description	Type	Status	Modified Date	
☐		BLD26-04255E_PLANS_001.pdf	-	PLANS (Plan Drawing)	Approved	06/23/2026	
☐		BLD26-04255E_PLANS_002.pdf	DigEplan Generated_BLD26-04255E_PLANS_REVISION2.pdf	PLANS (Plan Drawing)	Approved	06/23/2026	

Development Services

Permit Revisions- Issued Permits Only

To revise an Issued Permit, upload a request letter and updated plans through Digital Projects. Revisions are allowed when the Permit Status is Active /Permit Issued.

Follow the instructions above for [Resubmittal of Documents](#).

Set the Request Letter document type to MISC; other documents should match their respective categories. Documents will be checked by the system—resolve any issues before submitting.

TIP: Ensure bookmarks are numbered/named exactly as in the project's Final Plans.

Building BLD26-04255E:
Residential New Construction
Permit Status: Active/Permit Issued
Expiration Date: 12/20/2026

Add to cart
Add to collection

Record Info ▾

Payments ▾

Digital Projects

Digital Projects

Status: Active/Permit Issued ↺

Submission Package

Files

Approved Plans / Documents

⌵

Check file status

EXPORT LIST

SUBMIT

Submission Package Description *
Submission Package 1

File Upload Valid Formats: pdf, pdfa Maximum size 350Mb

drag and drop or click to browse

☐	File Name	Type	Uploaded By	Uploaded Date	Status	Thumbnail
☐	BLD26-04255E_Permit Revisions Request.pdf	MISC (Misc... ▾)	Abbey Grimmer	06/24/2026 06:50:...	Ready to Submit	
☐	BLD26-04255E_PLANS_REVISION1.pdf	PLANS (Plan... ▾)	Abbey Grimmer	06/24/2026 06:51:0...	Failed File Checks, Click Here To Resolve	