

Fire Hydrant Layout Review

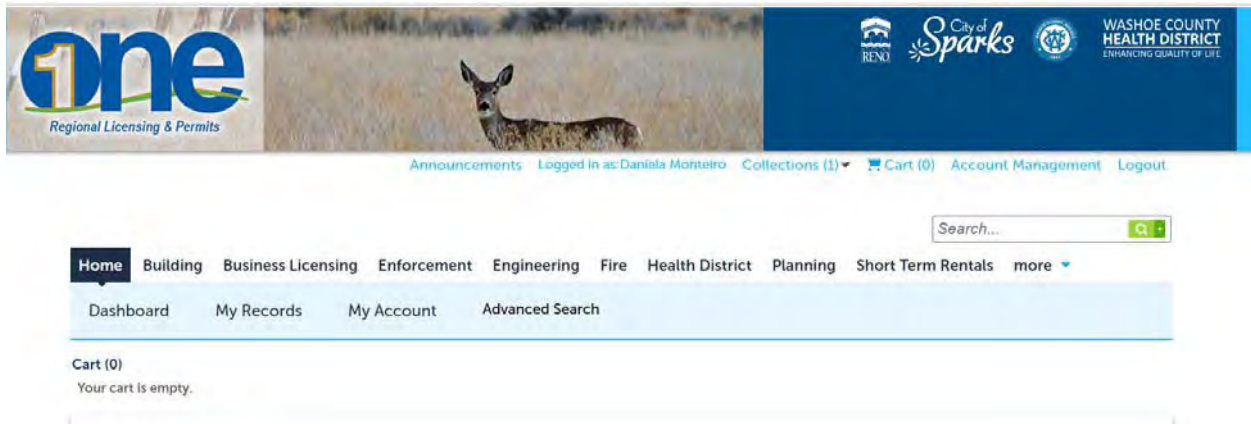
ACA (Customer) Process

07/31/24
(Revised 6/17/25)

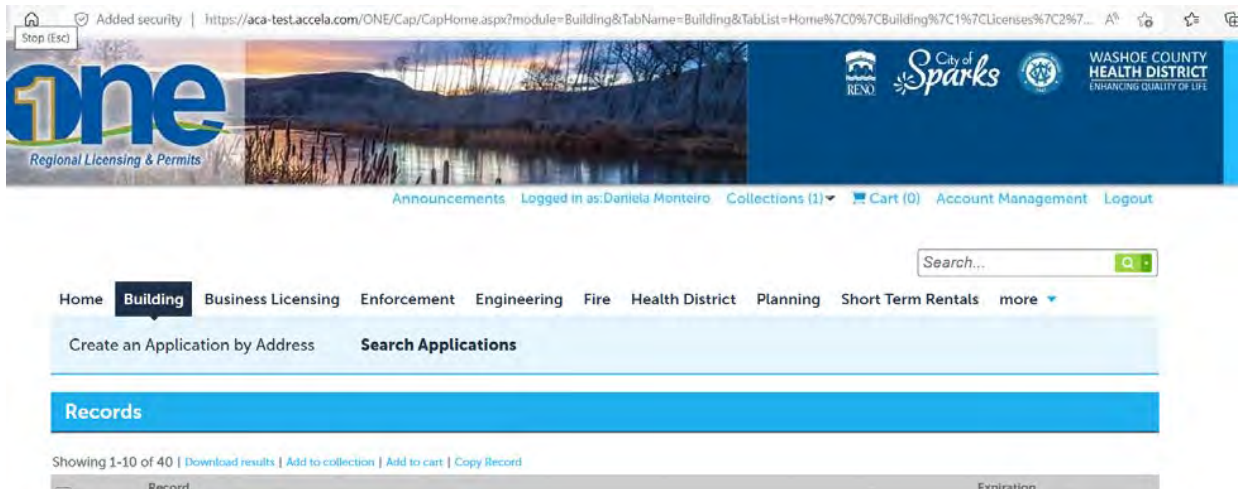
All Fire Hydrant Layout Reviews with the City of Reno will be initiated through our permitting process at www.onenv.us.

To begin the application process, you must first login to the portal.

Once you are logged in, select the Building Tab.



From the Building Tab, select Create an Application by Address.



You will now need to validate the address by only entering the From Street No. and Street Name and selecting Search.

Home **Building** Business Licensing Enforcement Engineering Fire Health District Planning Short Term Rentals more ▾

Create an Application by Address Search Applications

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

Enter Work Location

If a search returns no results for a valid street address, use only the street number and the street name, leaving the rest of the search fields empty.

Use map to select work location

*Street No.: From - To Direction: --Select-- *Street Name: Street Type: --Select--

Unit Type: --Select-- Unit No:

City: NOT REQUIRED State: --Select-- Zip: NOT REQUIRED

Search Clear

From the “Building - Other” section, select Hydrant Layout.

Select one service at a time(89 services found):

- ▼ **Building EZ - Commercial**
 - City of Reno - Com - EZ Electrical Meter Lockout
 - City of Reno - Com - EZ Gas Line (Private Property Only)
 - City of Reno - Com - EZ HVAC (Multi Family Replacement Only)
 - City of Reno - Com - EZ Irrigation Meter Set
 - City of Reno - Com - EZ Reroof
 - City of Reno - Com - EZ Service Change
 - City of Reno - Com - EZ Sewer Line Replacement (Private Property) (Exterior Only)
 - City of Reno - Com - EZ Stucco or Siding
 - City of Reno - Com - EZ Water Heater (Multi Family Replacement Only)
 - City of Reno - Com - EZ Water Service Line Replacement (Exterior Only) (Private Property)
 - City of Reno - Com - EZ Windows and Glass Doors (Replacement Only)
- ▼ **Building EZ - Residential**

One- and Two- Family Dwelling Units Only

 - City of Reno - Res - EZ Electrical Meter Lockout
 - City of Reno - Res - EZ Gas Fireplace - Freestanding or Insert
 - City of Reno - Res - EZ Gas Line (Private Property Only)
 - City of Reno - Res - EZ HVAC (Replacement Only)
 - City of Reno - Res - EZ Lawn Sprinkler
 - City of Reno - Res - EZ Reroof
 - City of Reno - Res - EZ Service Change
 - City of Reno - Res - EZ Sewer Line Replacement (Private Property) (Exterior Only)
 - City of Reno - Res - EZ Stucco or Siding
 - City of Reno - Res - EZ Water Heater or Boiler (Replacement Only)
 - City of Reno - Res - EZ Water Service Line Replacement (Exterior Only) (Private Property)
 - City of Reno - Res - EZ Windows and Glass Doors (Replacement Only)
- ▶ **Building**
- ▶ **Damage Assessment**
- ▼ **Building - Other**
 - City of Reno - Hydrant Layout

The portal will guide you through the application steps.

Step 1: Location

The only action required on this page is to select NA for Unit Type. Once that has been completed, click on Continue Application.

Fire Hydrant Layout

Step 1: Location >> * indicates a required field

Address

*A unit type/number must be selected. If no unit type exists, select NA.

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

* Unit Type: * Unit No.:

City: State: Zip:

Parcel

* Parcel Number:

CITY:

TAX DISTRICT:

Owner

Owner Name:

Address Line 1:

Address Line 2:

Address Line 3:

City: State: Zip: Country:

Step 2: People

This step automatically populates the information associated with your contact information. A Contact name, phone number and email address will be required. If this information is already displayed, simply click on Continue Application.

Fire Hydrant Layout

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

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.

Daniela Monteiro
monteiro@stern.org
Phone: (775) 334-2225
Address: 1 East First
Reno, NV 89501
[Edit](#) [Remove](#)

▶ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		450 Sinclair	Actions ▼

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

Step 3: Application Details

There will be 4 questions on this page.

Project Type : Commercial

Residential

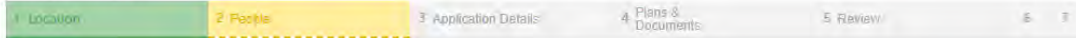
Existing Private Hydrants: No

Yes

Related Building Permit

Related SIT Permit

Fire Hydrant Layout



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.

Daniela Monteiro
monteiro@darenro.gov
Phone: (775) 334-2225
Address: 1 East First
Reno, NV 89501

[Edit](#) [Remove](#)

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		450 Sinclair	Actions

Save and resume later

Continue Application »

Step 4: Plans and Documents

Uploaded Plans must meet the Minimum Plans Requirements.

Fire Hydrant Layout



Step 4: Plans & Documents > Document Upload

* indicates a required field.

Attachment

Required Plans and Supporting Documents. The appropriate file type must be selected for each document being uploaded.

Minimum Plans requirements:

- *Vicinity Map (Project Location)
- *Parcel Number and Project Address
- *Plans must be designed to Scale and must include all existing and proposed hydrants
- *Fire Flow Calculations Chart must be include on PLANS file
- *Fire Access Roads with all dimensions including width and radius turns.

Private Hydrants-

- *Test Results in accordance with NFPA 25 must be submitted
- Residential Fire Hydrant Layout

***All PLANS files must have an approval box along the title block of all plan sheets. In order to avoid delays in processing, please make sure to upload all documents required to complete plan review. Please make sure to follow all Document and File Standards as outlined in the most current Electronic Permit Submittal Guidelines located [here](#)**

The maximum file size allowed is 100 MB.

adl;adp;bat;chm;cmd;com;cpf;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;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.				

Add

Save and resume later

Continue Application »

FIRE FLOW CALCULATIONS

Fire Flow Requirement is _____ gallons per minute

@20-psi residual pressure for _____ hours.

Based on Square Footage _____ square feet

Largest area between 4-Hour

Area separation walls: _____ square feet

Building Height: _____ feet

Number of Stories: _____ floors

Type of Construction: _____

Type of Occupancy: _____

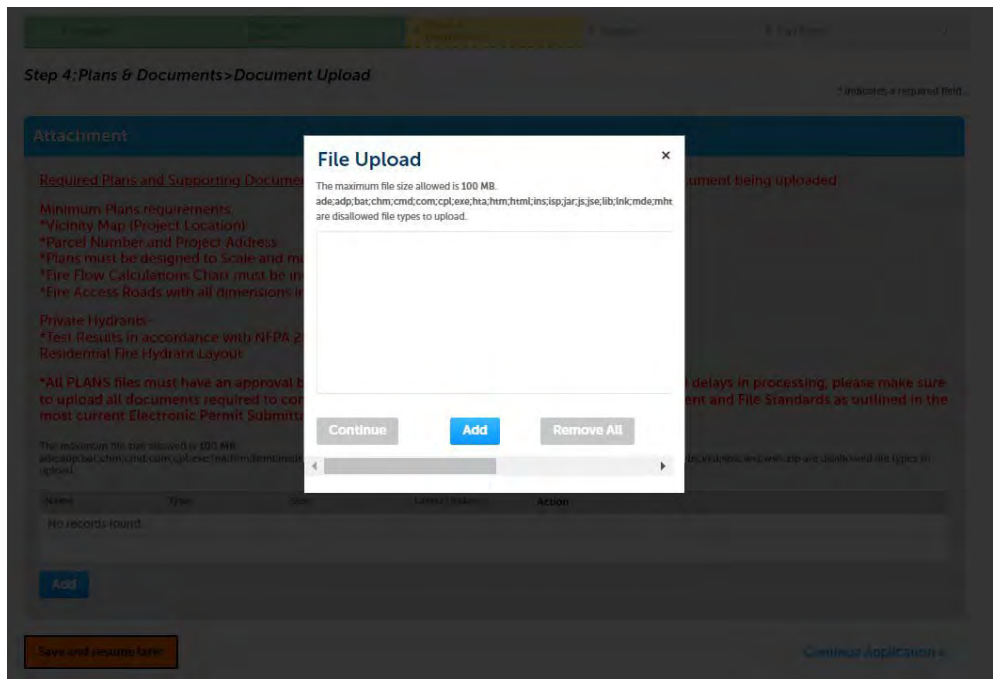
Full Automatic Fire Sprinkler System: Yes No

Reviewed By: _____ Date: _____

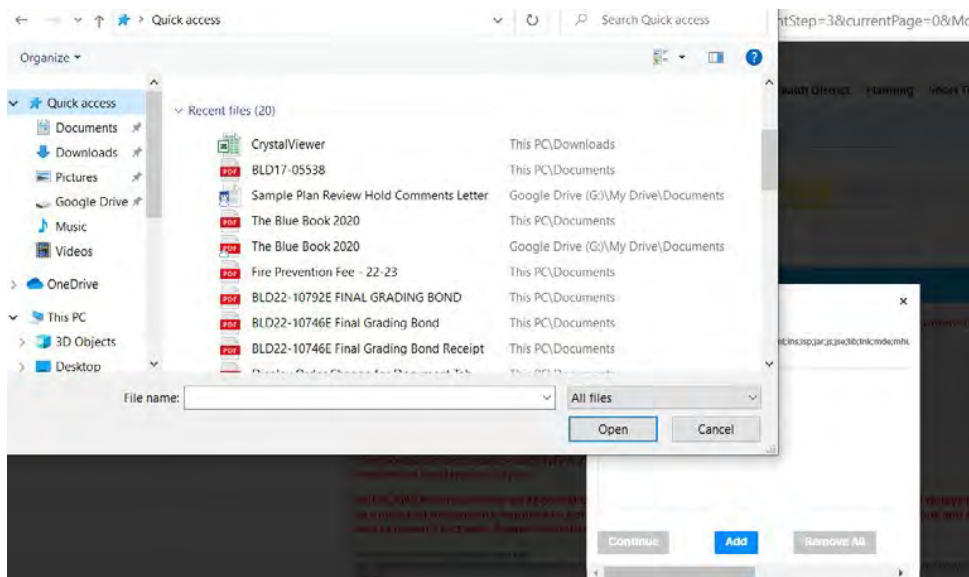
Reno Fire Department

This fire flow calculation needs to be on the plan

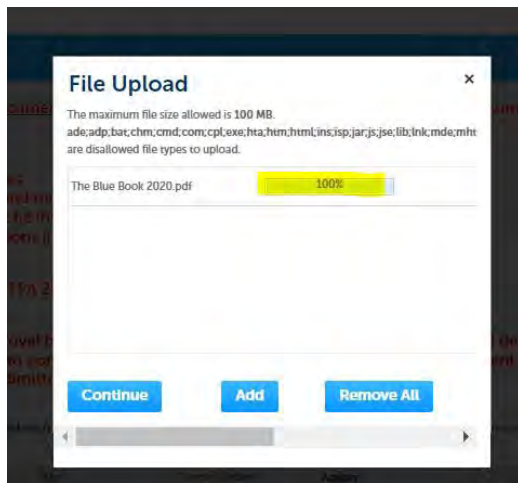
To upload file, click on the Add button at the bottom of the Attachment Box.



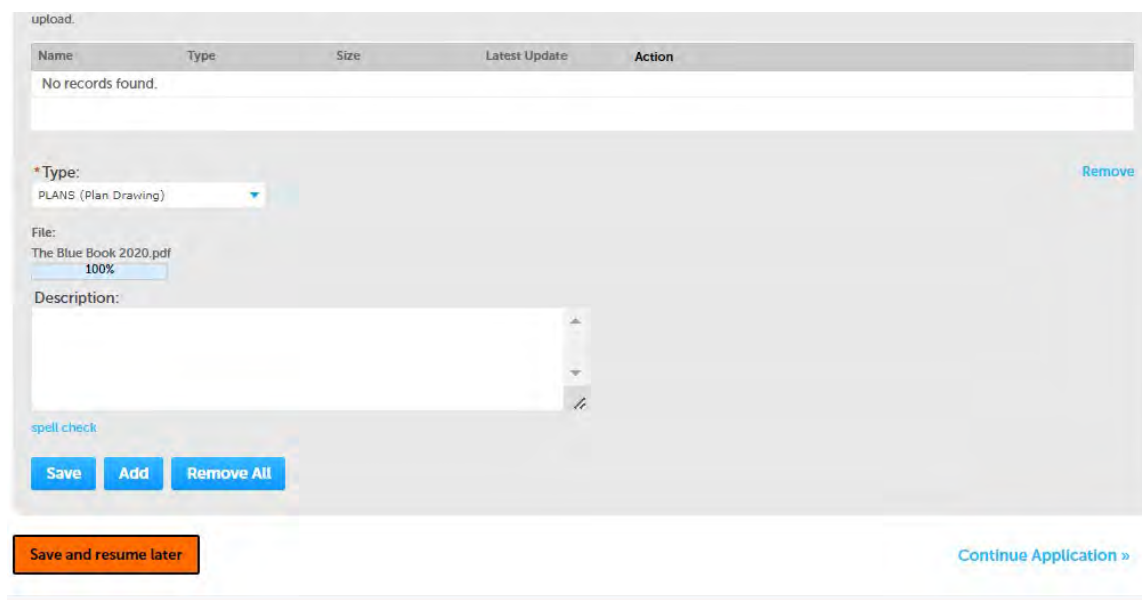
Once this is done, you will see a File Upload box, click on Add again to select the file from your computer.



As soon as the document upload shows 100%, you will be able to select the Continue button.



Select Document type Plans from the dropdown and click Save. Once the document has been saved, click on Continue Application.



The application submittal is now complete. You will receive an email confirmation of your submittal along with instructions regarding the next steps.

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](#)

1 E 1ST ST NA RENO NV 89501



RENO

HYD23-05283E Fire Hydrant Layout

[View Summary](#)

[Copy Record](#)

Fees Due:

Once your submittal has been reviewed for completeness and is ready for review, the corresponding review fee will be invoiced and fees must be paid prior to the beginning of the review.

HYD25-00009E - Fees Due - Fire Hydrant Layout at 450 SINCLAIR ST RENO, NV 89501

Dear Applicant,

Subject: [HYD25-00009E](#) - Fees Due - Fire Hydrant Layout at 450 SINCLAIR ST RENO, NV 89501

All plans and related documents associated with [HYD25-00009E](#) have been accepted by the City of Reno's Building Department. Fees are now due and must be paid within five (5) business days in order for plan review to begin. To view and pay your invoice, please [click here](#), or access your account through [onenv.us](#) and select the payment tab. Once fees have been paid, plan review will begin.

Failure to pay fees within five (5) business days will result in your permit application being withdrawn.

Thank you,
Plans Coordinator
City of Reno
eplans@reno.gov

Paying Fees:

The current fees can be found on the posted fee schedule.

From the main record, click on the Payments dropdown and select Fees. Once the fees populate, click on Pay Fees to complete the online payment.

Fees are adopted annually by the Reno Council:

Initial Fire hydrant plan (See current posted fee schedule)

New Hydrants installed 1-5 (See current posted fee schedule)


Additional hydrants (See current posted fee schedule)

Underground inspections are on the civil set, SIT, or the BLDG.

Building xHYD25-00009E:
Fire Hydrant Layout
Permit Status: Awaiting Payment

Record Info ▾ Payments ▾ Conditions 1

Fees

 A notice was added to this record on 04/16/2015.
Condition: TESTERXAPO Severity: Notice
Total Conditions: 1 (Notice: 1, Met: 1) [View Condition](#)

Fees

Outstanding:

Date	Invoice Number	Amount	
07/30/2024	1345613		Pay Fees

Total outstanding fees:

From the next page, click on Check Out; this will open up a Shopping Cart.

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Initial Fire Hydrant Layout Request Review per plan	1	

TOTAL FEES:

Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)

From the Shopping Cart Page, click on Checkout.

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Initial Fire Hydrant Layout Request Review per plan	1	

TOTAL FEES:

Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)

Payment Processing

From this page, you will be required to select your payment type of either Echeck or Credit Card.

Once all required fields have been completed, the Pay Now button will turn green and you will be able to submit your payment.

Payment Summary				
Agency	Record Id	Type	Description	Amount
RENO	xHYD25-00009E	Fire Hydrant Layout		\$
				Subtotal: \$
				Subtotals:
				Convenience Fees: \$0.00
				Total

Payment Details	
<input checked="" type="radio"/> ECheck	<input type="radio"/> Credit Card
<input type="text" value="Routing Number *"/> <small>ex. 999999999</small>	<input type="text" value="Re-Enter Routing Number *"/> <small>ex. 999999999</small>
<input type="text" value="Account Number *"/> <small>ex. 999999999999</small>	<input type="text" value="Re-Enter Account Number *"/> <small>ex. 999999999999</small>
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;"><p>Your Name 123 Main Street Anywhere, NV 00000</p><p>Date _____ 123</p><p>PAY TO THE ORDER OF _____ \$ _____</p><p>_____ DOLLARS</p><p>123123123 123456789 123</p><p style="text-align: center;">Routing Number Account Number Check Number</p></div>	
<input type="text" value="Bank Name *"/>	
<input type="text" value="Account Type *
Checking"/>	<input type="text" value="Check Type *
Business"/>

Billing Details

First Name *	Last Name *
Email *	Phone
For a copy of your receipt	
ex. (123) 456-7890	
Address Line 1 *	
Address Line 2	
Country * United States	State * Select State
City *	Zip Code *

I understand and accept that my account will be individually charged for each line item above and I may incur a non-refundable convenience fee.

Pay \$79.75 Now Cancel

A confirmation email will be sent informing the applicant that plans will be automatically routed for review upon payment receipt.

Final Approved Plans

Once all plans and required documents have been approved, all stamped and finalized plans will be available for download through the online portal. An email notification will be generated once approved plans are ready to be downloaded.

Building xHYD25-00009E:
Fire Hydrant Layout
Permit Status: Approved

Record Info ▾ Payments ▾ Conditions 1

A notice was added to this record on 04/16/2015.
Condition: TESTERXAPO Severity: Notice
Total Conditions: 1 (Notice: 1, Met: 1)

View Condition

Plans & Documents

The maximum file size allowed is 950 MB.
ade;ads;bat;chm;cmd;com;cp;exe;hta;htm;html;inc;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pdf;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;zip are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
HYD25-00009E_HYRDO_RPT.pdf	xHYD25-00009E	Fire Hydrant Layout	Record	HYRDO_RPT (Hydrology Report)	98.03 KB	07/31/2024	Actions ▾	Fire Hydrant Layout - xHYD25-00009E
HYD25-00009E_PLANS.pdf	xHYD25-00009E	Fire Hydrant Layout	Record	PLANS (Plan Drawing)	81.21 KB	07/31/2024	Actions ▾	Fire Hydrant Layout - xHYD25-00009E

Add

HYD25-00009E at 450 SINCLAIR ST, RENO, NV 89501 - Hydrant Layout Approved

Dear Applicant,

The above listed Fire Hydrant Layout has been approved and the final approved plans can now be downloaded directly from the online portal at www.onenv.us

Thank you,
Permit Services
City of Reno