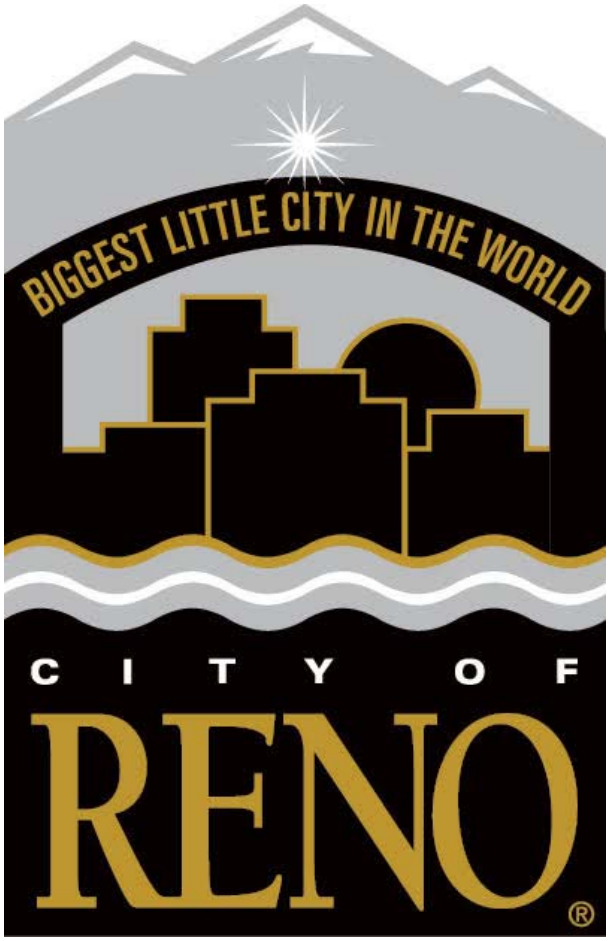
Electronic Permit Submittal



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Electronic Building Permit Submittal

The City of Reno allows for electronic permit submittal for all Building Permits. All permits can be applied for directly through the www.onenv.us site.

RESIDENTIAL PERMITS-

(One– and Two– Family Dwellings)

- Demolition
- Fence & Shed
- Fire Alarm
- Fire Sprinkler
- Garage & Carports
- Grading & Site Improvements
- Mobile Home Set Up
- New Construction
- Patio Cover
- Pool & Spa
- Remodel & Addition
- Rockery & Retaining Walls
- Structure Damage—Demo
- Structure Damage—Repair

COMMERCIAL PERMITS-

(Including Apartments and Condos)

- Demolition—Interior Only
- Demolition—Structure
- Fence
- Fire Alarm
- Fire Sprinkler
- Fire Suppression
- Grading & Site Improvements
- HVAC
- Mass Grading
- Modular Building Set Up
- New Construction
- Pallet & Storage Racking
- Pool & Spa
- Remodel & Addition
- Rockery & Retaining Walls
- Structure Damage Repair—Demo
- Structure Damage Repair—Repair
- Telecommunications Equipment

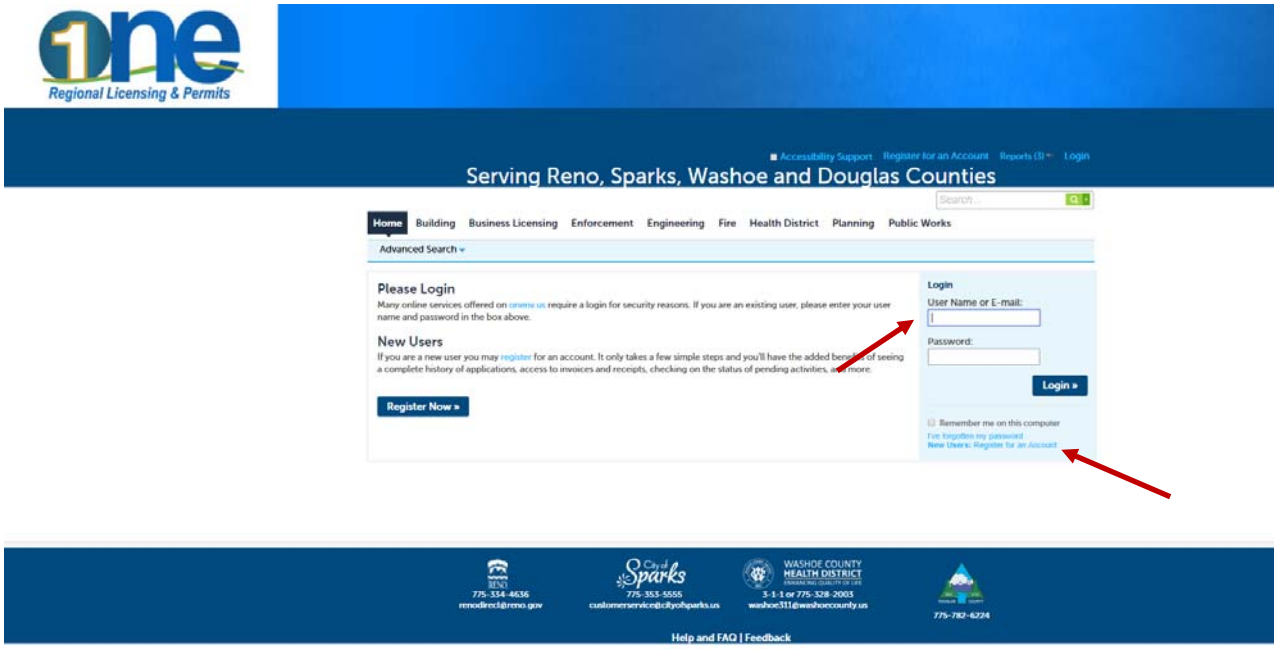
To apply for any of these permit types, please follow the Online Permitting Process outlined in this manual.

All permits will begin at the WWW.ONENV.US website.

Step 1

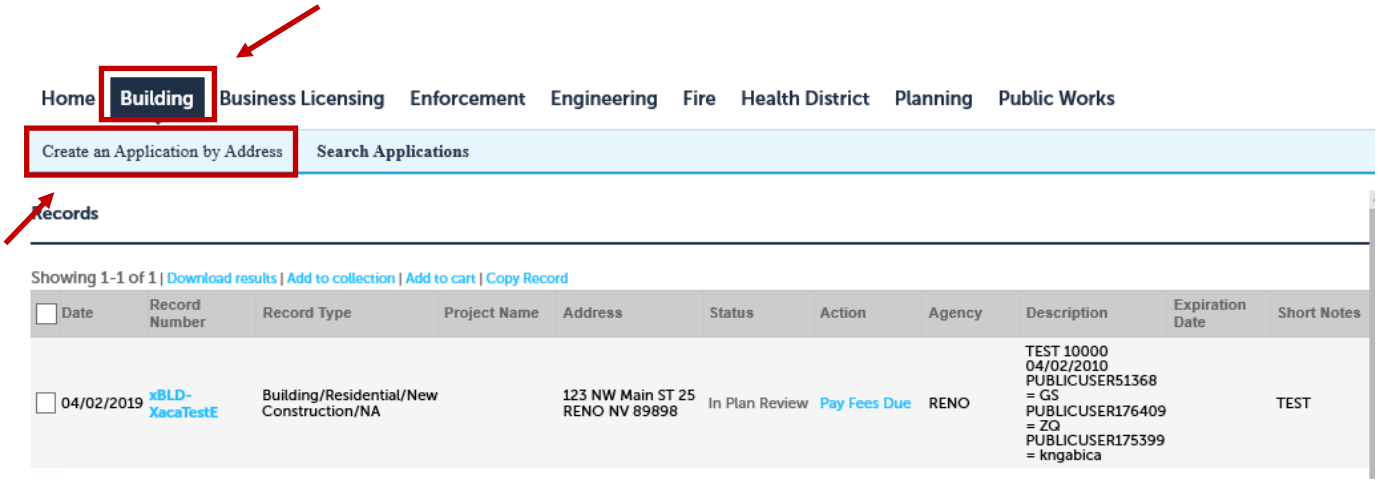
Login to your One account.

If you don't already have a user id, select New Users: Register for an Account.



Step 2

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



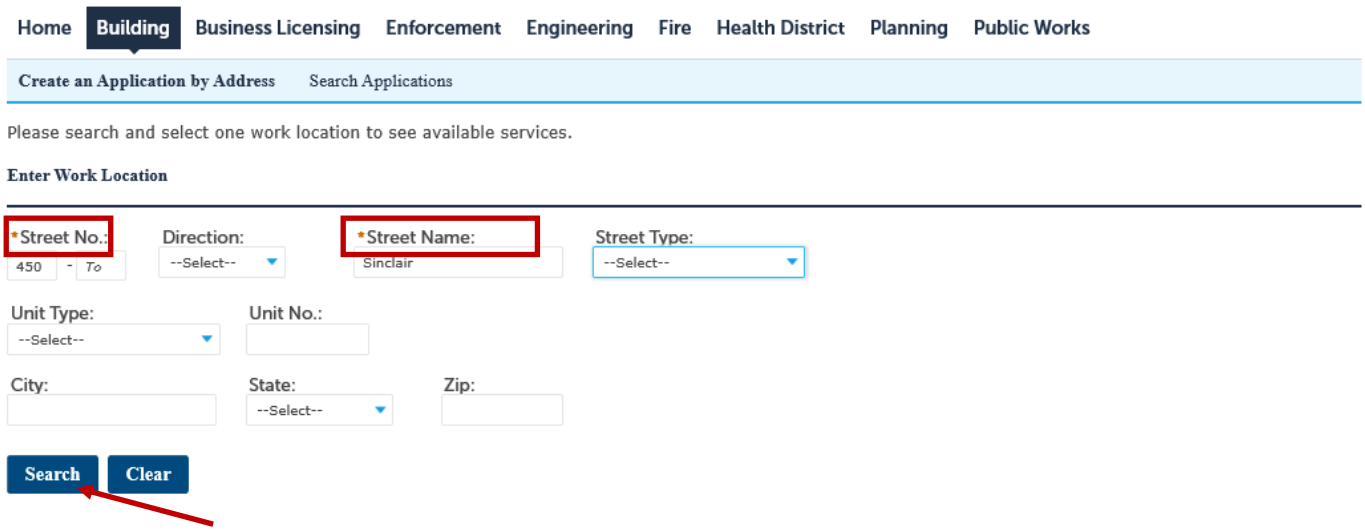
Step 3- Address Validation *WITHOUT* a unit number

The Address validation step is one of the most important steps in the entire process as this will be the address associated with the building permit.

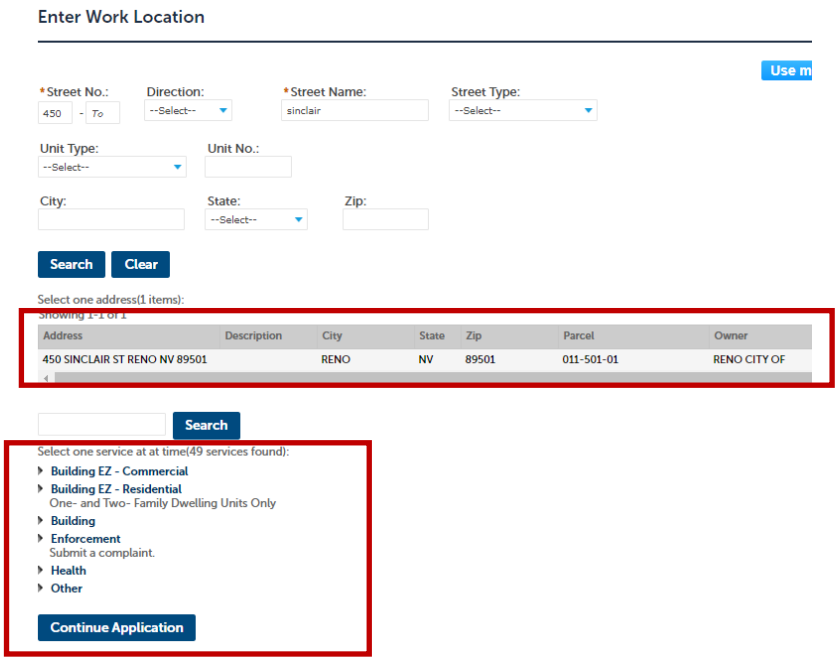
Required Fields:

There are two required fields for this step : **Street No. and Street Name**.

Select the Search button once you have entered a street number and street name.



Once your address has been validated, a menu of all available permits will be displayed.

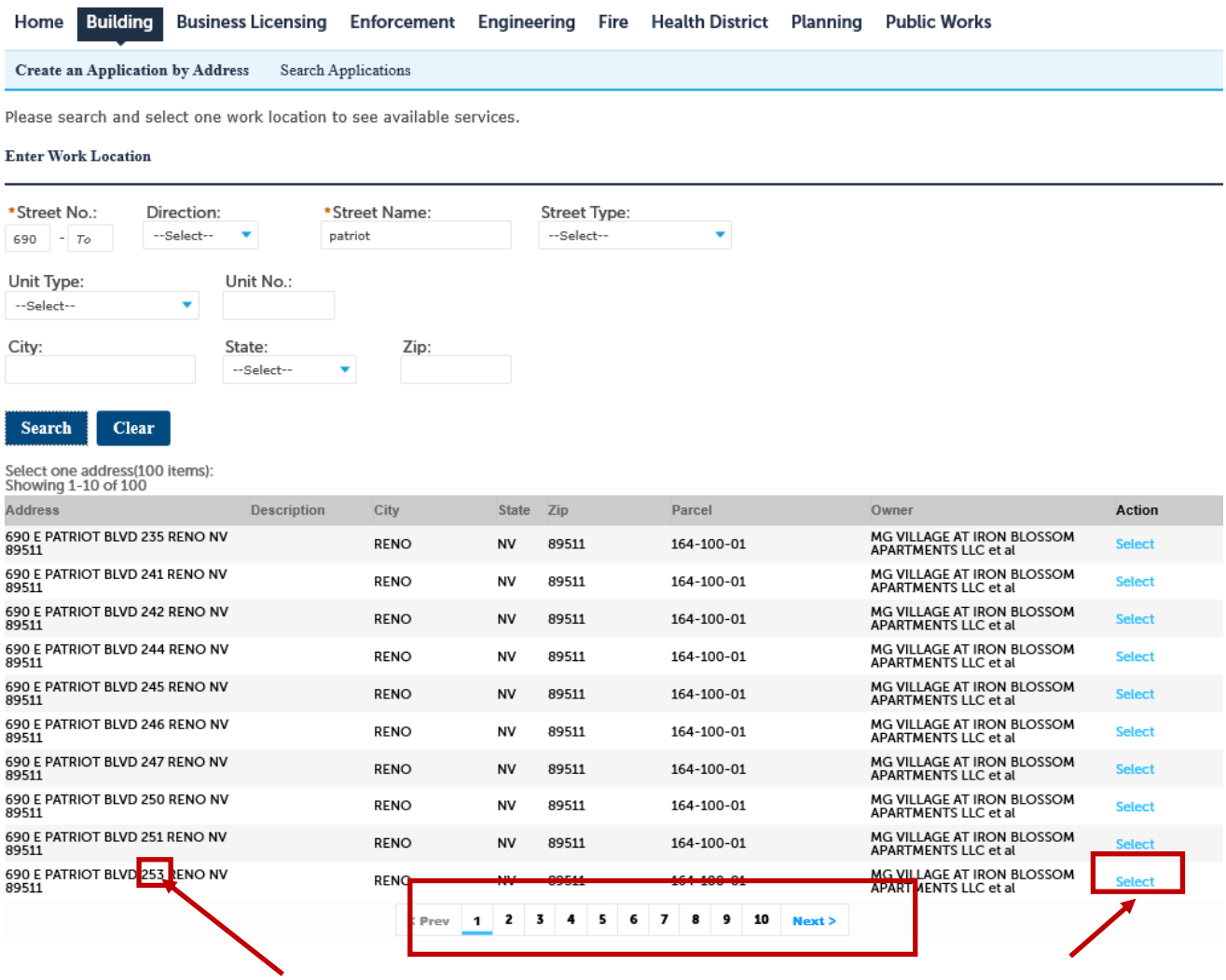


Step 3- Address Validation *WITH* unit number

The Address validation step is one of the most important steps in the entire process as this will be the address associated with the building permit.

Required Fields:

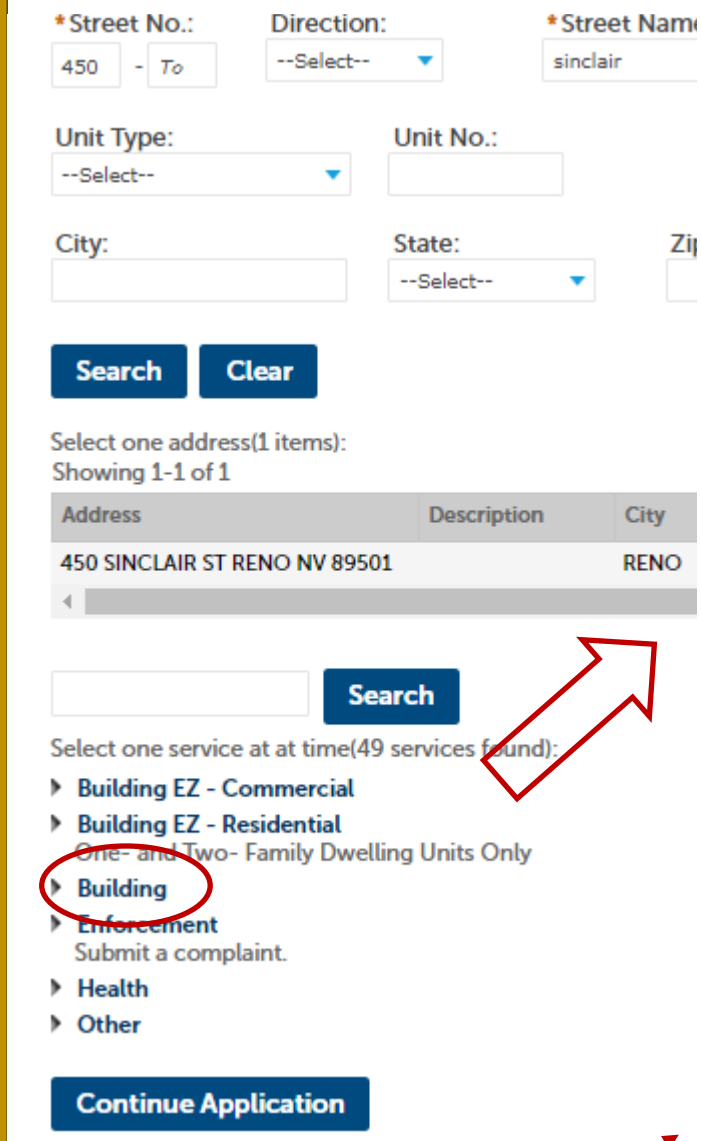
There are two required fields for this step : **Street No. and Street Name**.

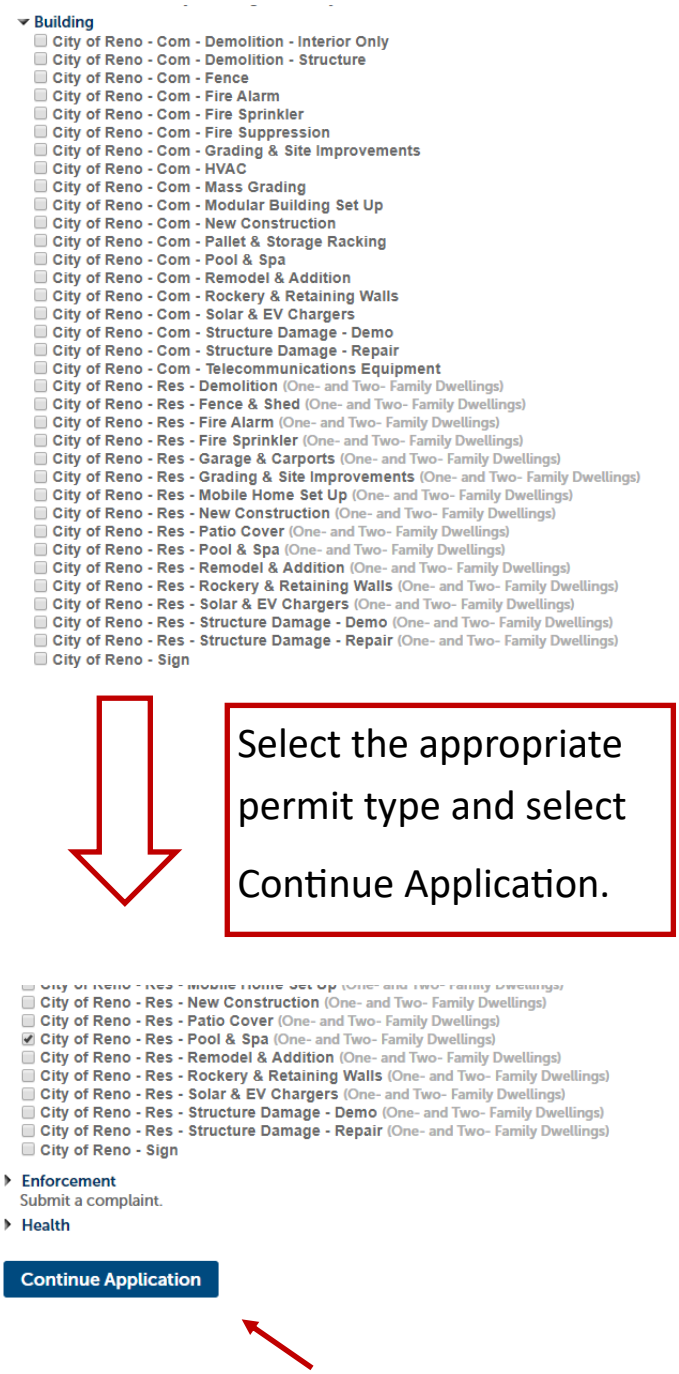


If there is a unit number associated with your address, you will need to select that specific unit from the list. You may need to scroll through the different unit numbers until you find the correct one.

Step 4– Permit Selection

Once your address has been validated, you will be able to view the available permits associated with the work address. Each menu can be expanded by selecting the arrow next to each category. For all building permits which require plan review, select ***Building.***

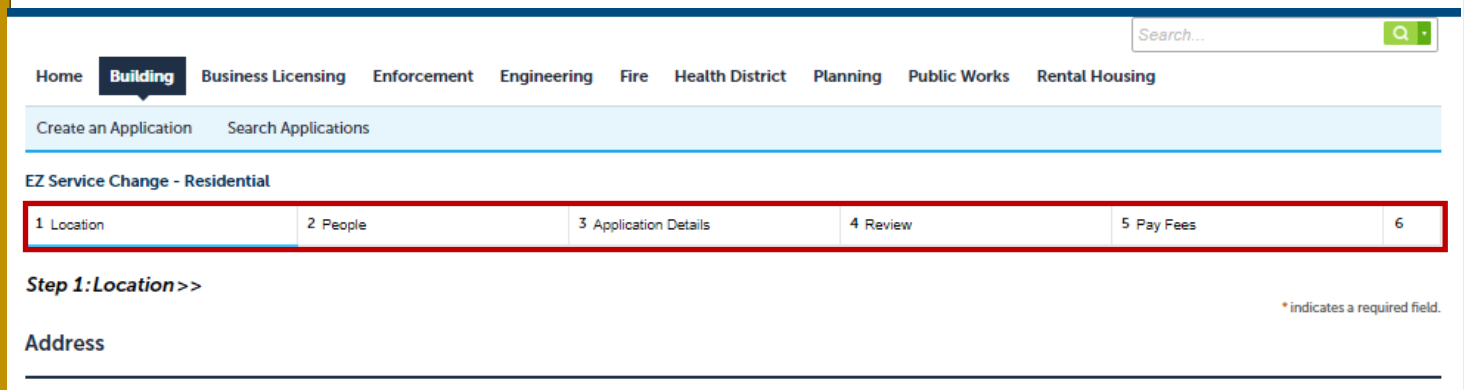




Step 5—Record Creation

Record Creation is broken down into 6 steps:

- Location
- People
- Application Details
- **Plans and Documents (All File Standards must be met)*
- Review
- Permit Submittal



Record Creation –Step 1 : Location

The Address, Parcel and Owner Information fields will be automatically populated.

If there is an apartment number, unit number or building number, it's critical that it is identified in the Address section in order to ensure Inspections are completed at the correct location.

If no unit exists, select NA for Unit Type and Unit No.

1 Location | 2 People | 3 Application Details | 4 Review

Step 1 : Location >>

Address

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

*Street No.: 450 | Direction: --Select-- | *Street Name: SINCLAIR

*Unit Type: --Select-- | *Unit No.:

City: RENO | State: NV | *Zip: 89501

Search | Clear

Unit Type and Unit No. must be selected. If none exist, select NA.

Do not select Search, continue to bottom of page.

Parcel

*Parcel Number: 011-501-01

Search | Clear

Owner

Owner Name: RENO CITY OF

Address Line 1: PO BOX 1900

Address Line 2: C/O PROPERTY MANAGEMENT

Address Line 3:

City: RENO | State: NV | Zip: 89505 | Country: --Select--

Search | Clear

Select Continue Application.

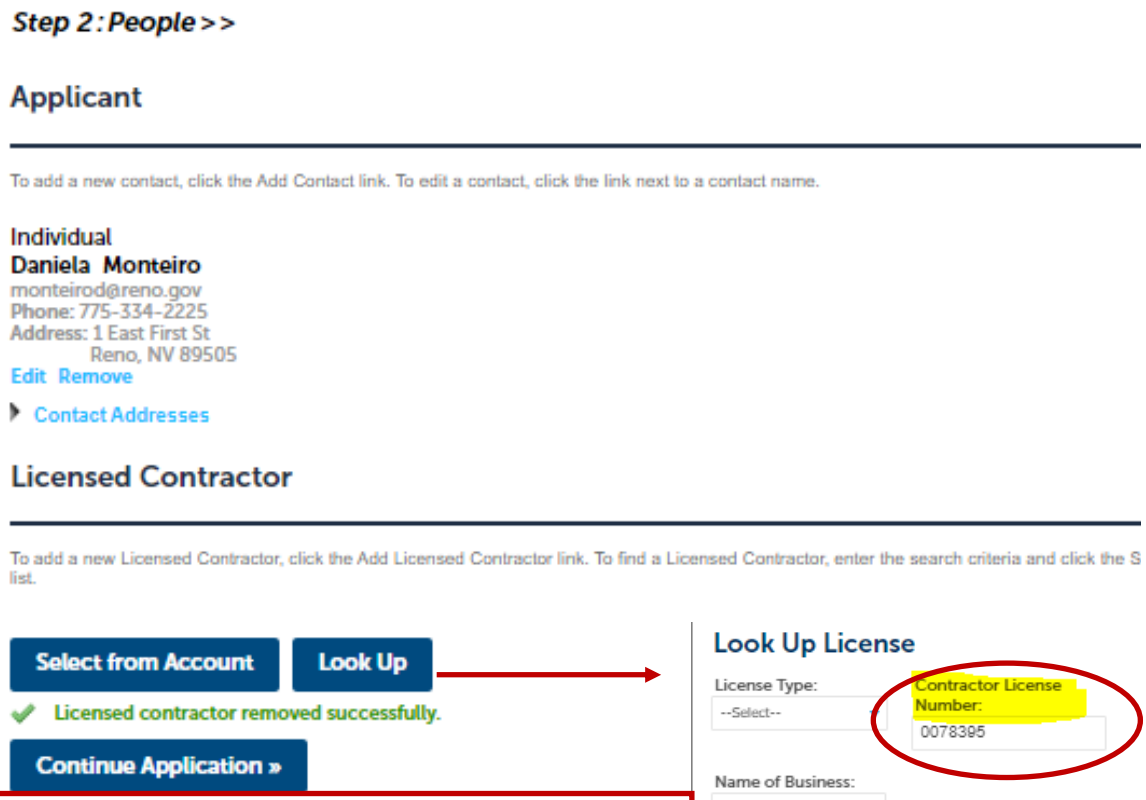
Continue Application »

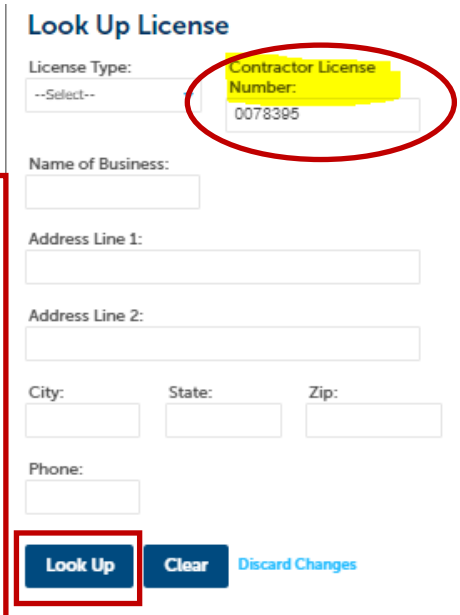
Record Creation –Step 2-People

In this step, the Applicant and Licensed Contractor are required fields.

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

The Licensed Contractor must include the Contractor's name and license information. If your contractor's license is associated with your Onenv userid, this section will be automatically populated and after verifying this information, you can select Continue Application.



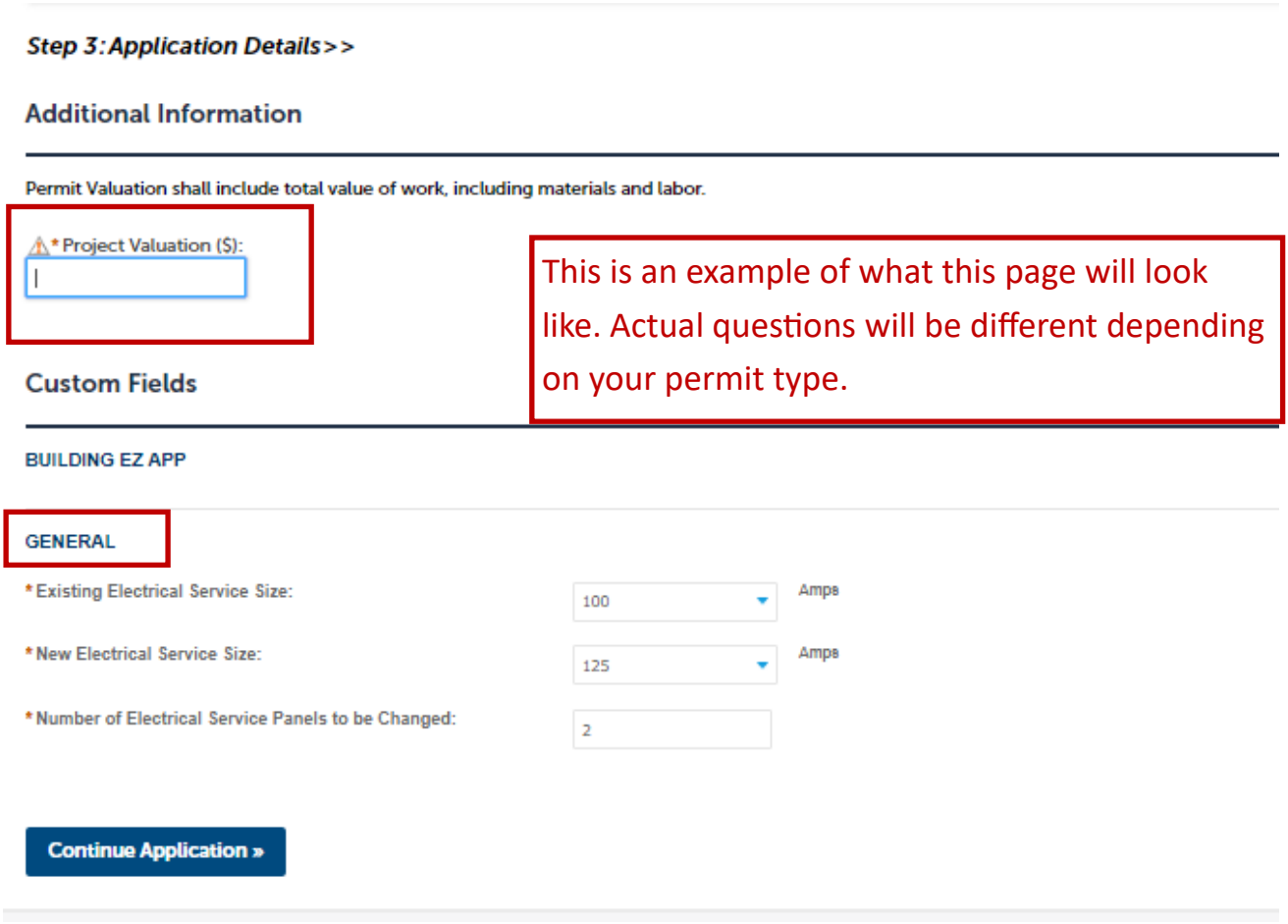


Look Up– To add the Licensed Contractor Information to the permit, select Look Up and enter the license number in the Contractor License Number Field and select Look Up. The associated information will be added to the record. Contractor's License must be current.

*A valid City of Reno Business License is required for all permits.

Record Creation –Step 3 Application Details

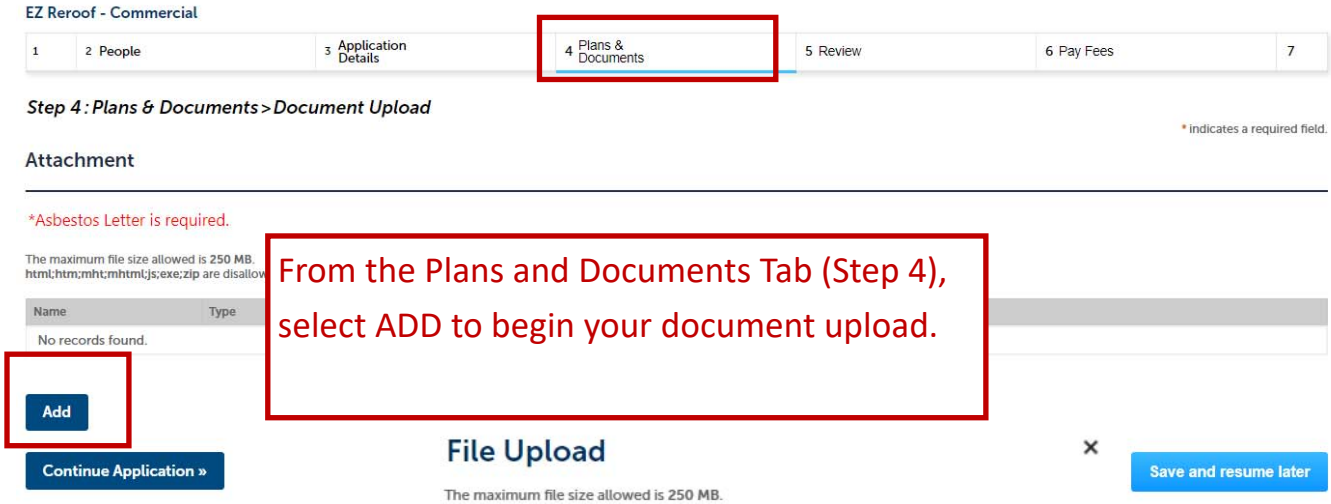
In the Application Details Step, you will answer the questions specific to your permit type. These questions will vary depending on the application type but they are all required fields.



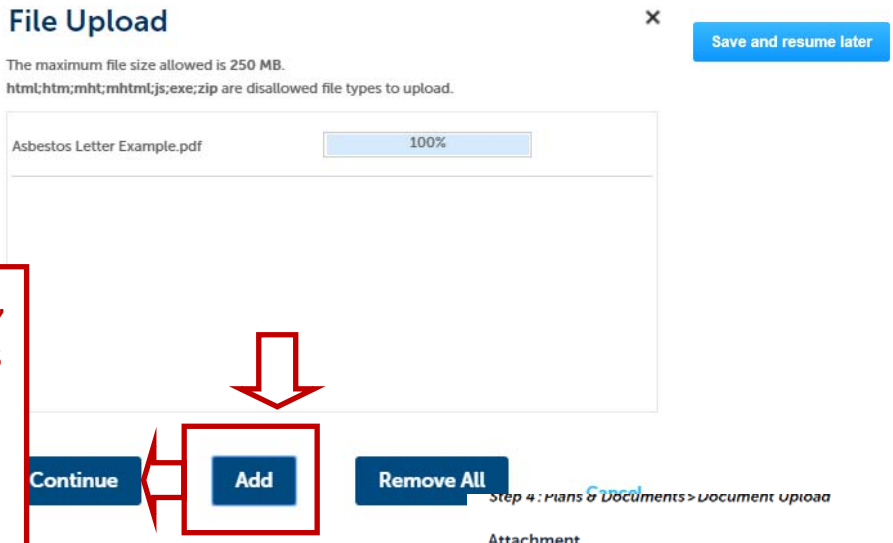
This is an example of what this page will look like. Actual questions will be different depending on your permit type.

Record Creation Step 4 - Plans & Documents

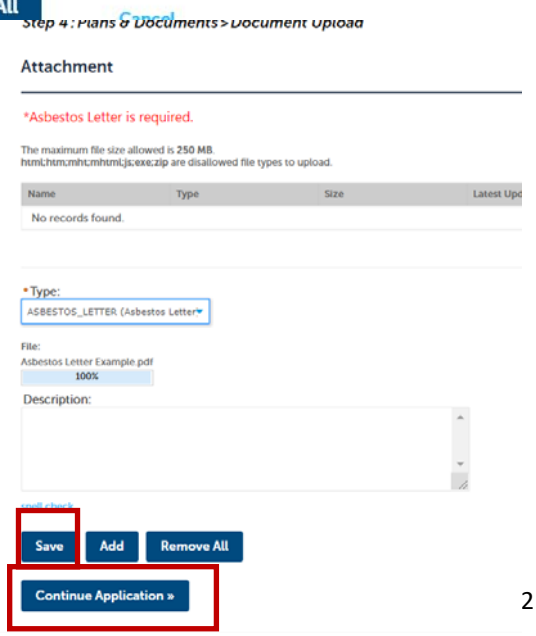
All permits require plans and related documents to be submitted in order for plan review to begin. All Files and documents that are uploaded must meet minimum file standards in accordance with the Business Rules.



From the Plans and Documents Tab (Step 4), select ADD to begin your document upload.



From the File Upload screen, select ADD to select the files from your computer. Once files have been uploaded, select Continue.

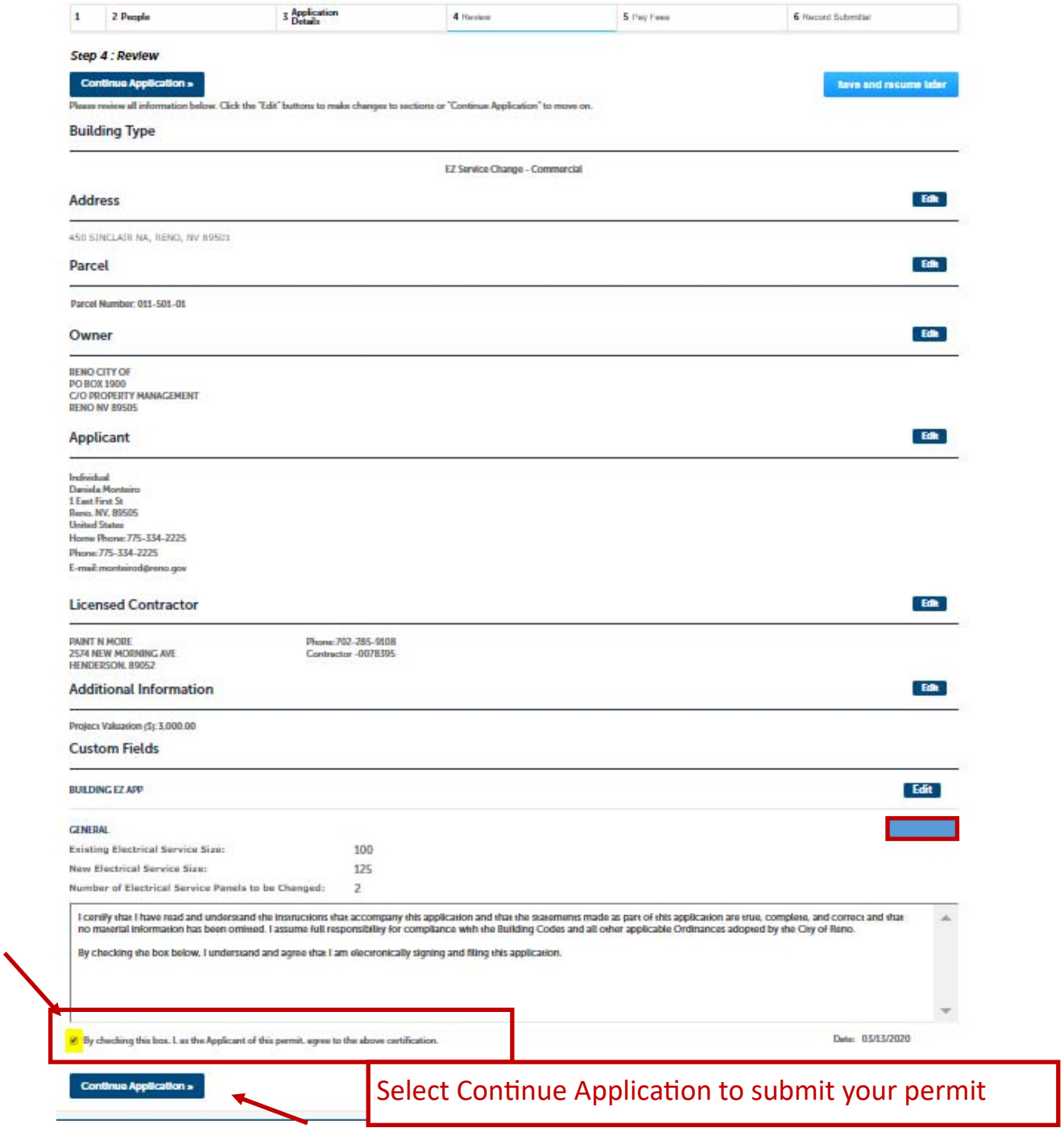


Select the appropriate file type and then SAVE. Once Documents has been saved, select Continue. The File upload step is now complete.

Record Creation –Step 5-Review

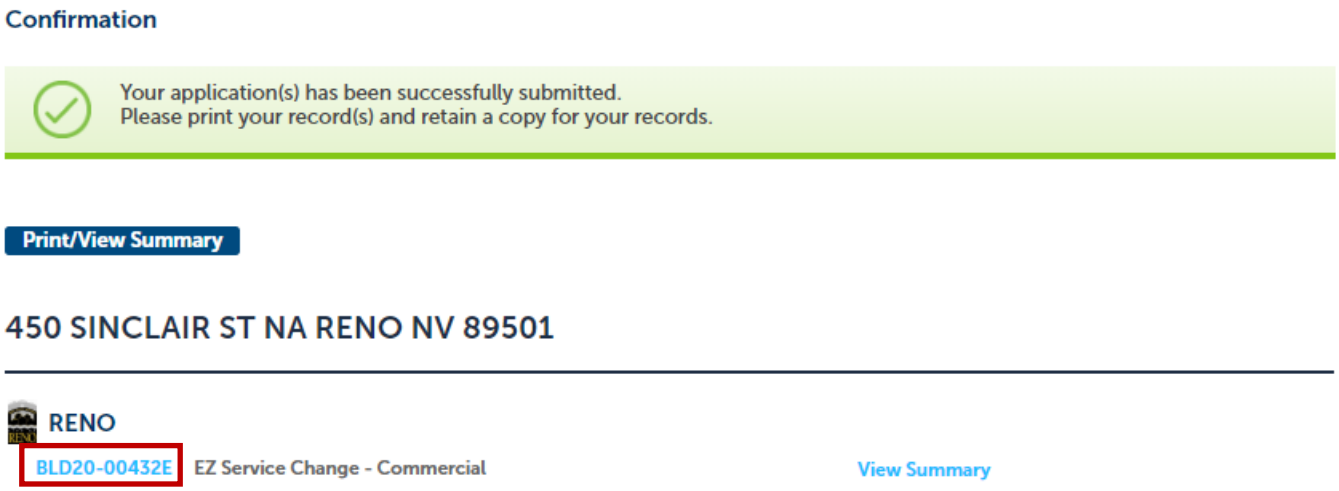
The Review Step of the permit process requires you to verify all of the information previously captured and to check the box that acknowledges that you are signing this permit electronically.

If any information needs to be edited, simply select the EDIT associated with the section needing revision and you will be able to make all necessary changes.



Record Creation Step 6– Application Submitted

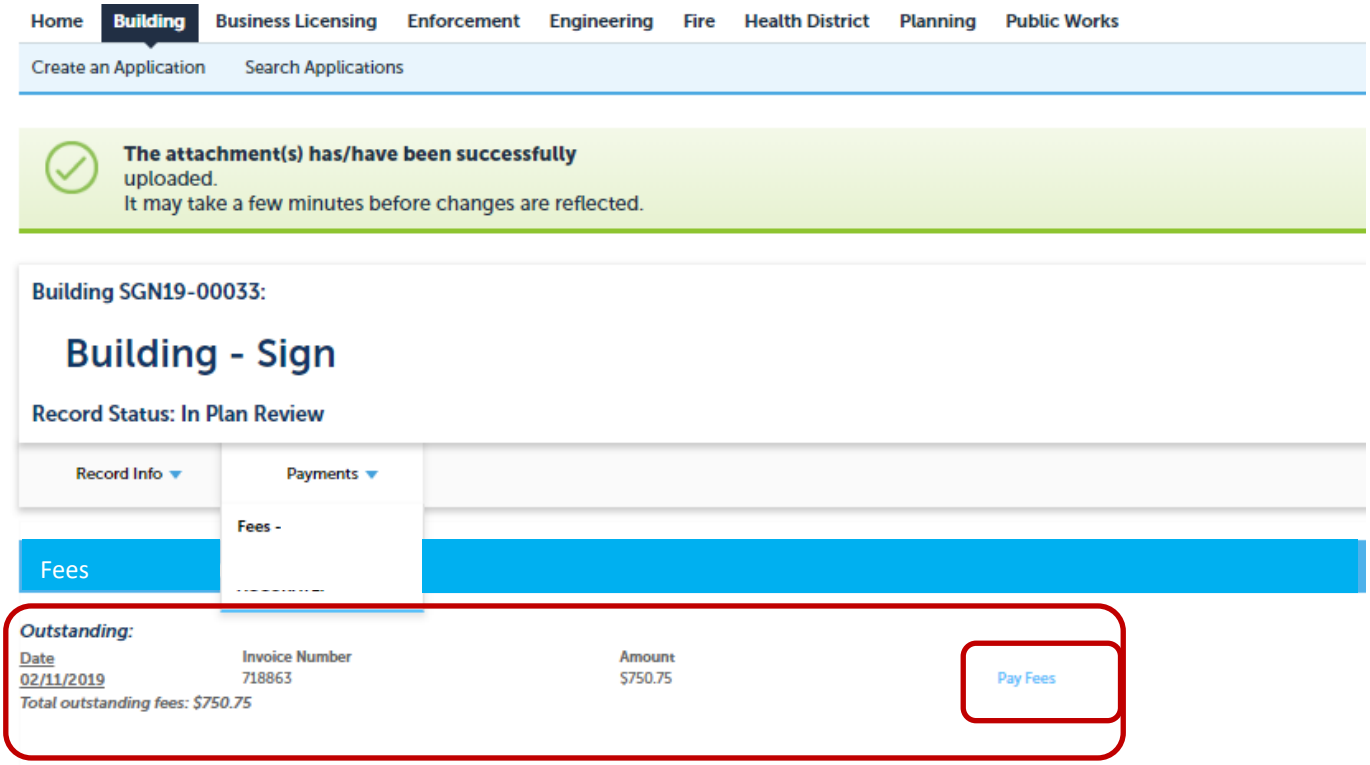
This is the final step of the permitting process. Your permit has been submitted.



Once your plans and associated documents are deemed complete, you will be invoiced for the required fees. Once fees are paid, plan review will begin.

Step 6—Plan Review Fees

Plans Coordinator will review all submitted documents for completeness. If plans are complete and formatted correctly, fees will be assigned and an invoice will be generated. Plan Review Fees must be paid before Plan Review can begin. Fee information can be found in your ACA account under the Payments Tab. You can pay for your fees online by selecting Pay Now.



****If plans are incomplete, notification will be sent to applicant explaining deficiencies. Once necessary changes have been made, please repeat Document Upload process.

PLAN REVIEW WILL BEGIN ONCE FEES HAVE BEEN PAID.

Permit Review Status

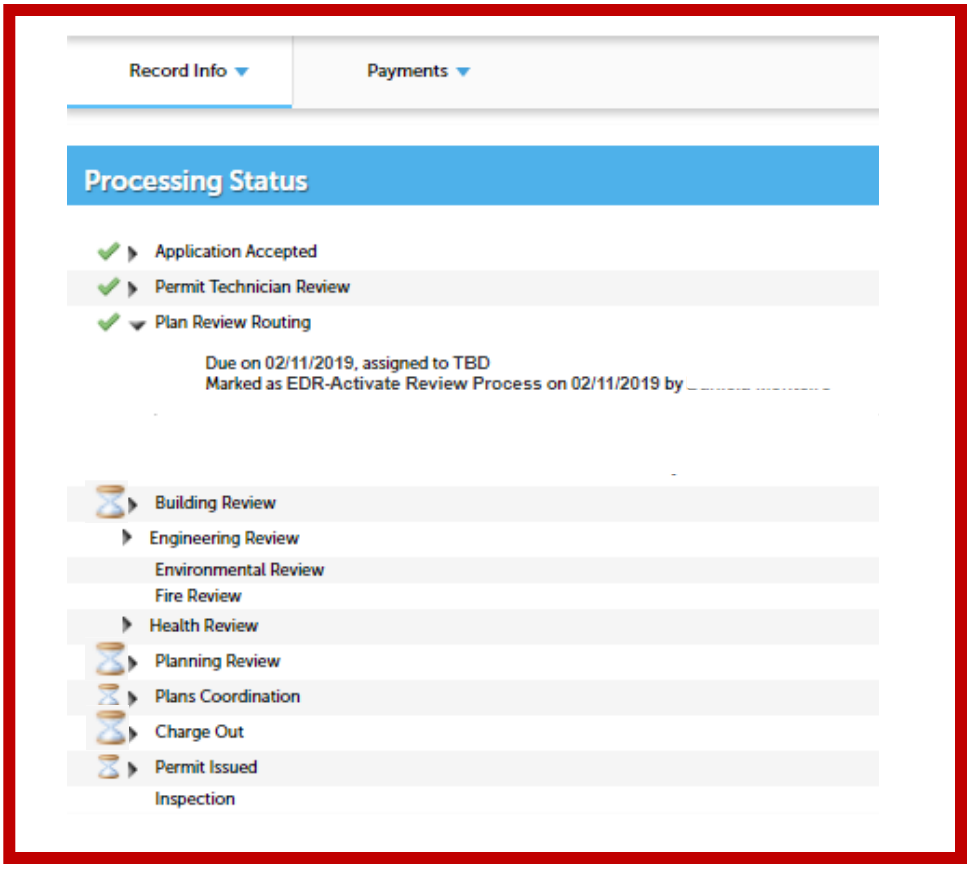
PLAN REVIEW-FIRST SUBMITTAL

The initial review of most plans will be completed within 10 business days, this is a concurrent review performed by all assigned reviewers. In some cases, additional time is required due to the complexity of the permit, if this is the case, you will be contacted by the Plans Coordinator and notified of a revised completion date. Plan review status can be found under Processing Status.

Once permit is "*In Plan Review*" status, unless specifically requested and required by Plans Coordinator, document uploads will not be accepted and will be deleted from the record. Once plan review is complete and permit status has changed to "*Revisions Required* ", document uploads will be accepted.

PLAN REVIEW– SUBSEQUENT SUBMITTALS

If revisions are required, revised plans will need to be uploaded following the original document upload process as well as the document resubmittal process on Page 14, revisions will need to follow document naming rules for revisions. Secondary reviews are expedited and are typically completed in 3 business days. Plan Review status can be viewed under the Processing Status tab.

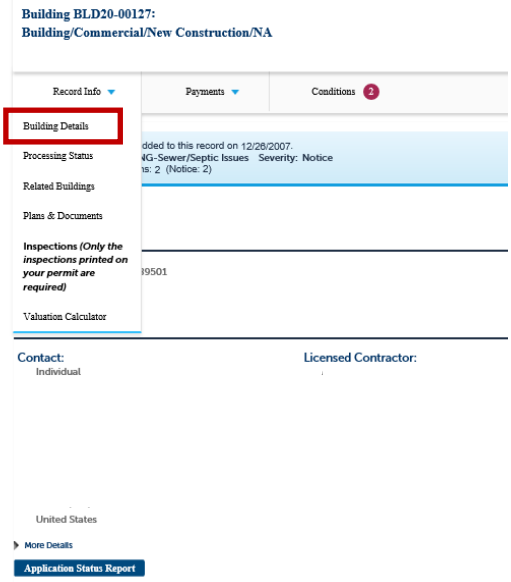


Step 7

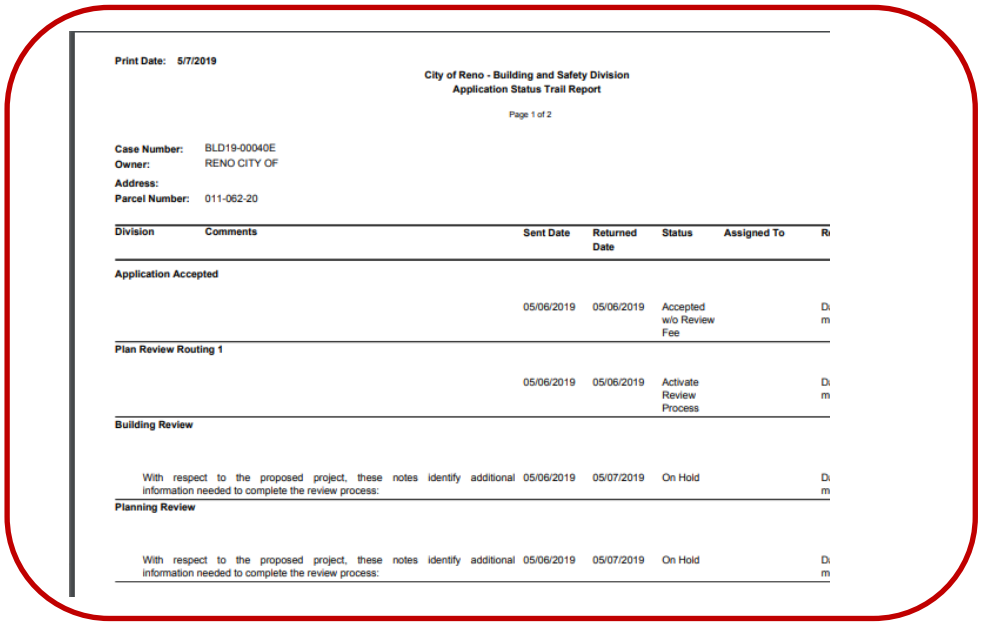
Initial Plan Review Complete-Revisions Required

Once plan review has been completed, the permit status will change to Revisions Required. This is the point where you will be able to resubmit previously submitted plans and documents or submit new documents for the first time.

To check the status of your permit, from the Record Info dropdown, select Building Details. At the bottom of the screen, select Application Status Trail.



Application Status Trail will be updated live throughout the entire Review Process.



Print Date: 5/7/2019

City of Reno - Building and Safety Division
Application Status Trail Report

Page 1 of 2

Case Number: BLD19-00040E
Owner: RENO CITY OF
Address:
Parcel Number: 011-062-20

Division	Comments	Sent Date	Returned Date	Status	Assigned To	R
Application Accepted						
		05/06/2019	05/06/2019	Accepted w/o Review Fee		D m
Plan Review Routing 1						
		05/06/2019	05/06/2019	Activate Review Process		D m
Building Review						
	With respect to the proposed project, these notes identify additional information needed to complete the review process:	05/06/2019	05/07/2019	On Hold		D m
Planning Review						
	With respect to the proposed project, these notes identify additional information needed to complete the review process:	05/06/2019	05/07/2019	On Hold		D m

Step 7 Continued

Initial Plan Review Complete-Revisions Required

Once all required revisions have been addressed, documents can be resubmitted through the ACA. Document Naming Rules for Revisions will need to be followed. See Page 24.

A letter addressing all hold comments must be submitted with the revised plans. Letter must include Date, Building Permit Number and Revision Number. All comments from all divisions must be itemized and addressed.

Changes to plans and documents will not need to be marked up, narrative should reflect all changes. Resubmitted plans and documents should be free of any markups.

City of Reno

Building Department

05/07/2019

BLD20-00000E

Revision 1

City of Reno

Building Department

05/07/2019

BLD20-00000E

Revision 1

PERMIT REVISIONS

Building Review Comments-

1)
2)
3)
4)
5)
6)

Planning Review Comments-

1)
2)
3)
4)
5)

Fire Review Comments-

1)
2)
3)
4)
5)
6)

Engineering Comments-

1)
2)
3)

Health Review Comments-

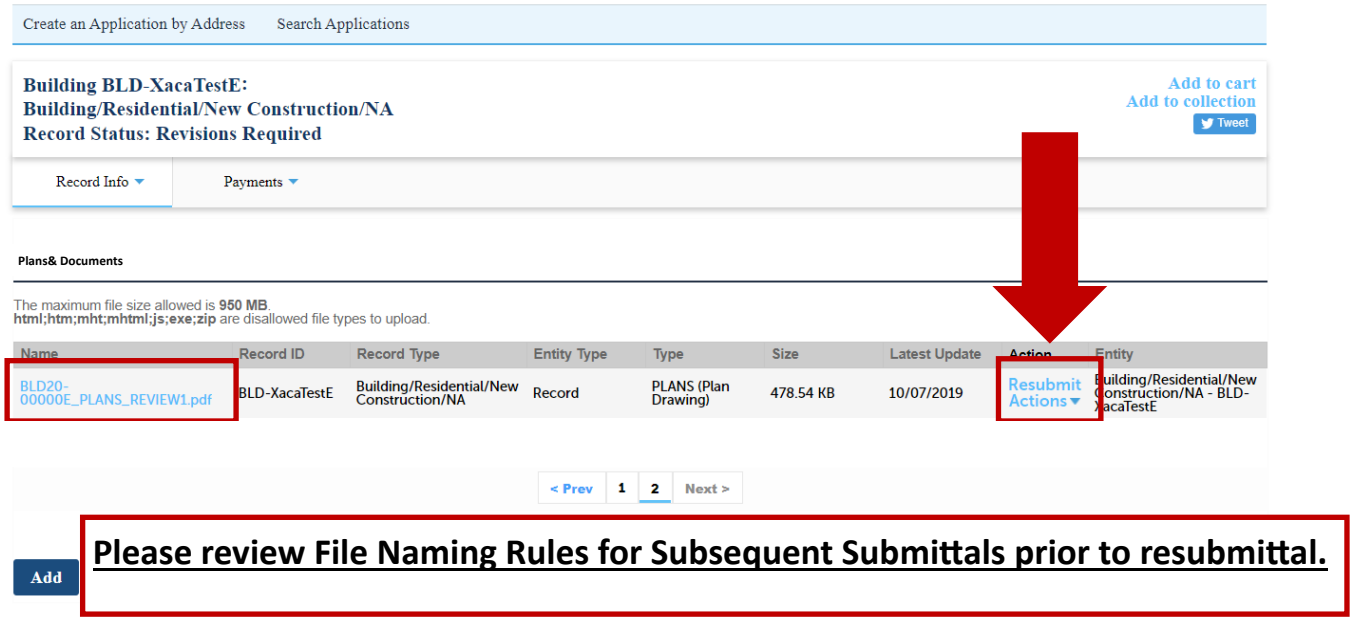
1)
2)

Step 7 Continued

Initial Plan Review Complete-Resubmittal

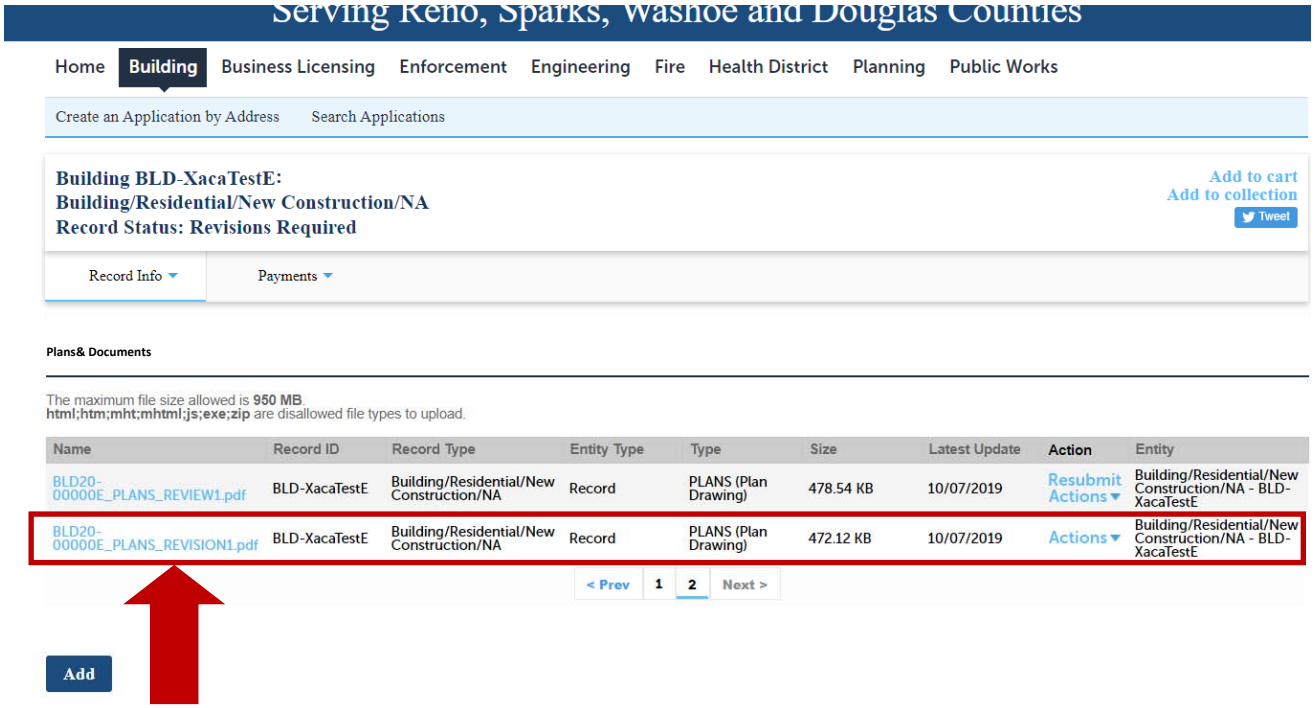
If revisions to a document are required, revised document (s) will need to be resubmitted using the corresponding document's ***Resubmit*** action listed under the associated document in Attachments. This option will be created by the Plans Coordinator once plan review is complete. If a document is being revised which did not require revisions, please follow document upload procedures as outlined on page 7.

Once permit is "*In Plan Review*" status, unless specifically requested and required by Plans Coordinator, document uploads will not be accepted and will be deleted from the record. Once plan review is complete and permit status has changed to "*Revisions Required* ", document uploads will be accepted.



Please review File Naming Rules for Subsequent Submittals prior to resubmittal.

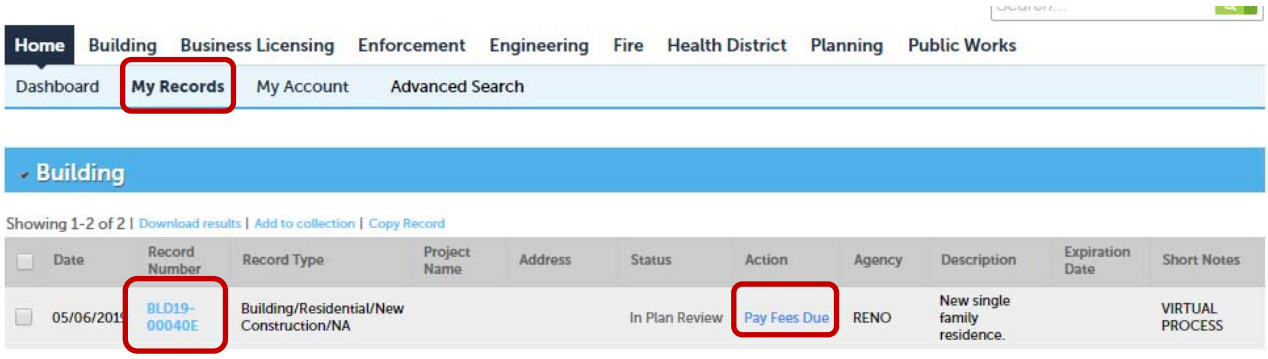
Add



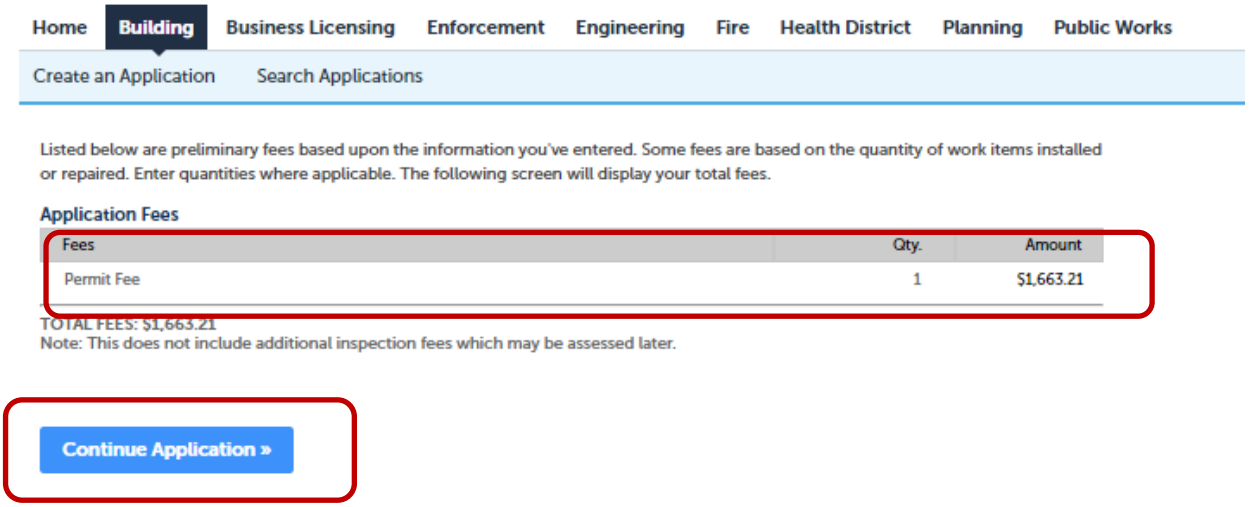
Add

Step 8: Plan Review Complete– Permit Fees

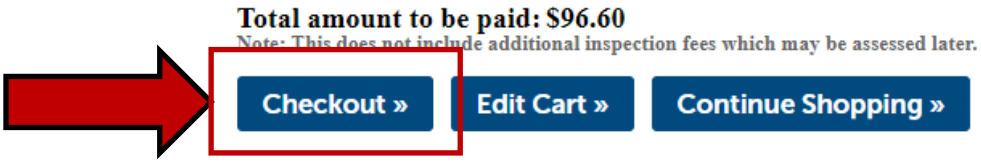
All fees can be paid through the ACA portal. From My Records, select Pay Fees Due for the permit you would like to pay.

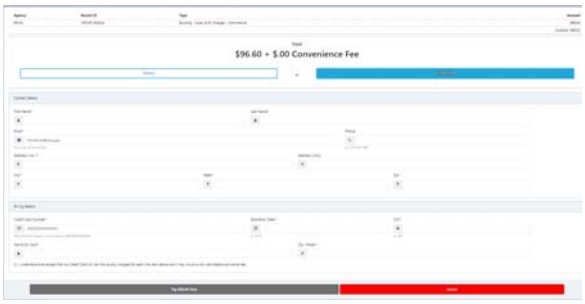


Once your Application Fees are displayed, select Continue Application.



Follow the online payment options.

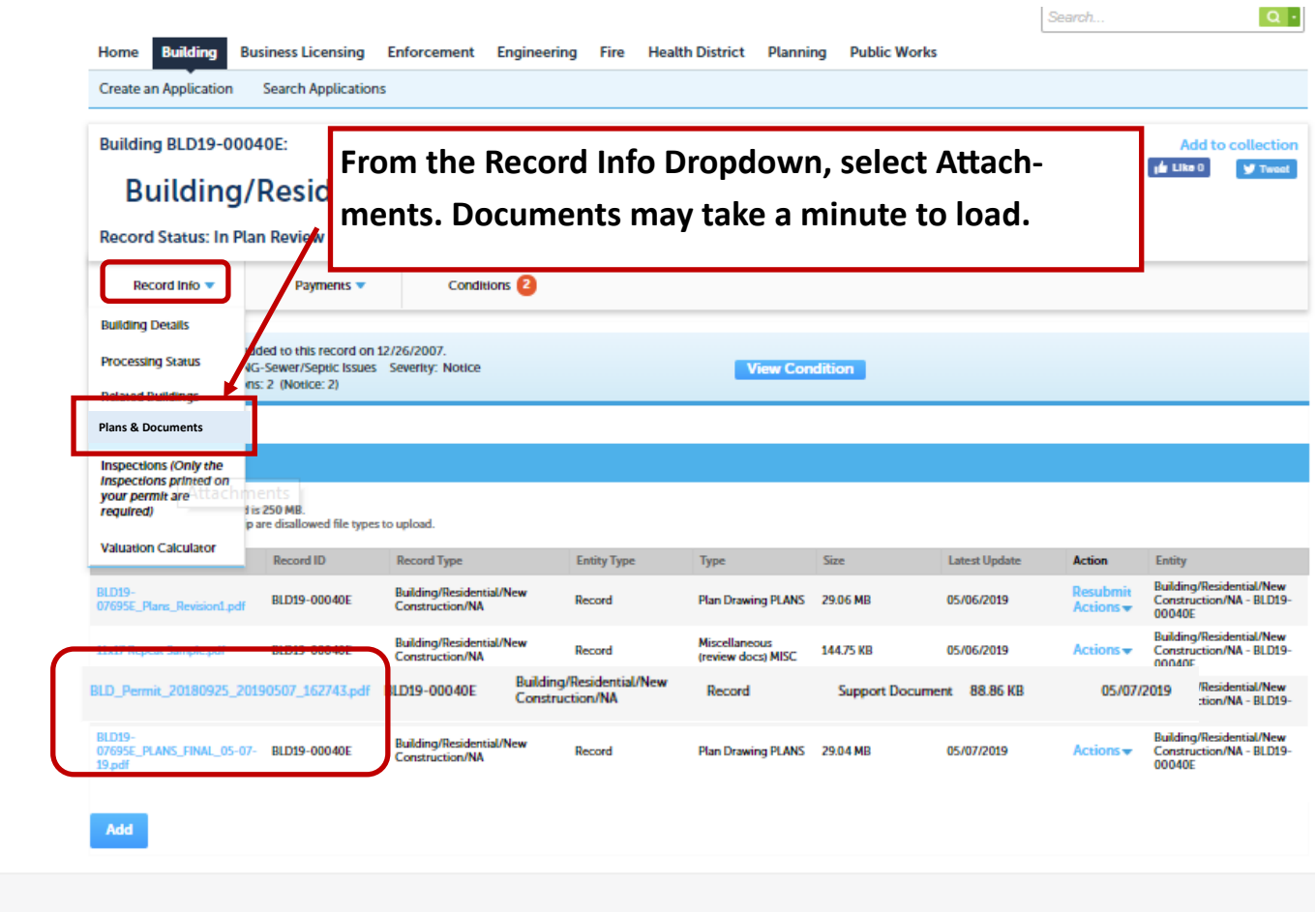




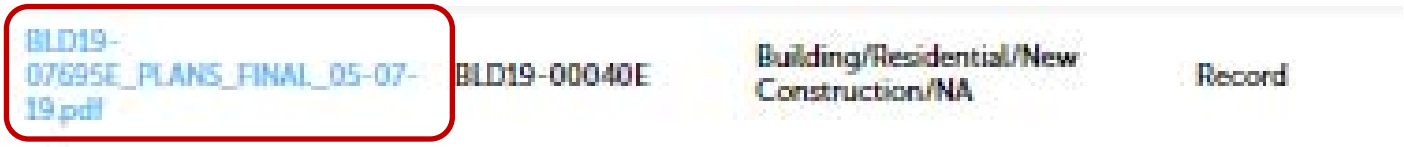
Step 9: Permit Issuance

Fees Paid Permit Issued

Final Documents, including plans, associated documents and permit, will be available to view, print and download in your ACA account.



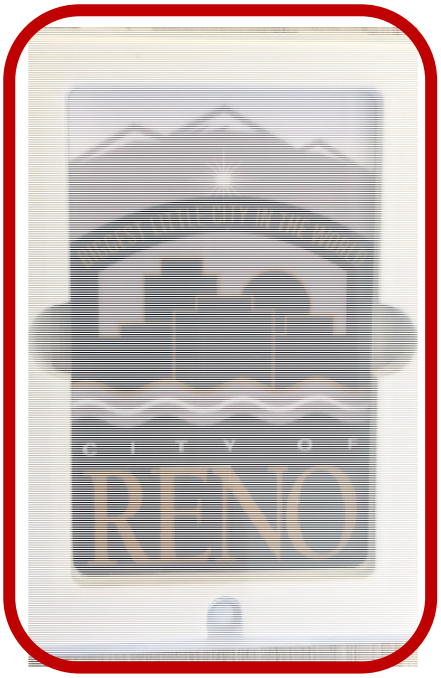
Final Approved plans and permit will now be listed. To download final plans and documents, simply click on the Plan Name.



PDF File will open at the bottom of your screen.

ELECTRONIC DOCUMENT REVIEW IS NOW COMPLETE

Step 9: Final Approved Permit and Related Documents



Final Plans issued on a City of Reno Flash Drive.

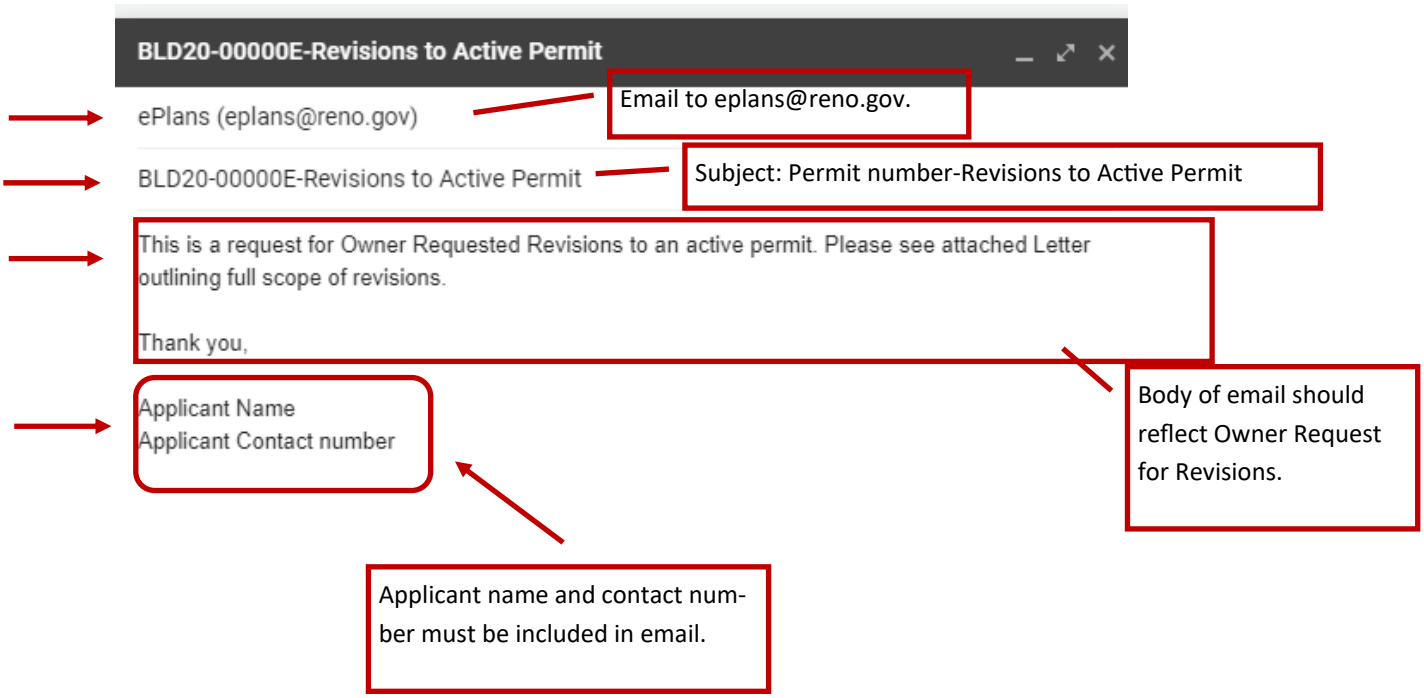
Final Plans issued through Accela ACA.

BLD19-07695E_PLANS_FINAL_05-07-19.pdf	BLD19-00040E	Building/Residential/New Construction/NA

The Building Permit and a full set of APPROVED plans and associated documents must be printed and available on site until all final inspections have been completed.

Step 10: Revisions to Issued Permit

If an active permit needs to be revised, applicant will need to submit a narrative of the requested revisions to eplans@reno.gov. Plans Coordinator will update the status of the permit to allow for electronic document submittal. See Step 3.



<u>A full detailed narrative must be included to identify any and all changes to the previously approved plans and associated documents and all changes must be identified on plans and associated documents by clouding and using the corresponding delta symbols. All plans and documents requiring revisions will need to be resubmitted in full.</u>

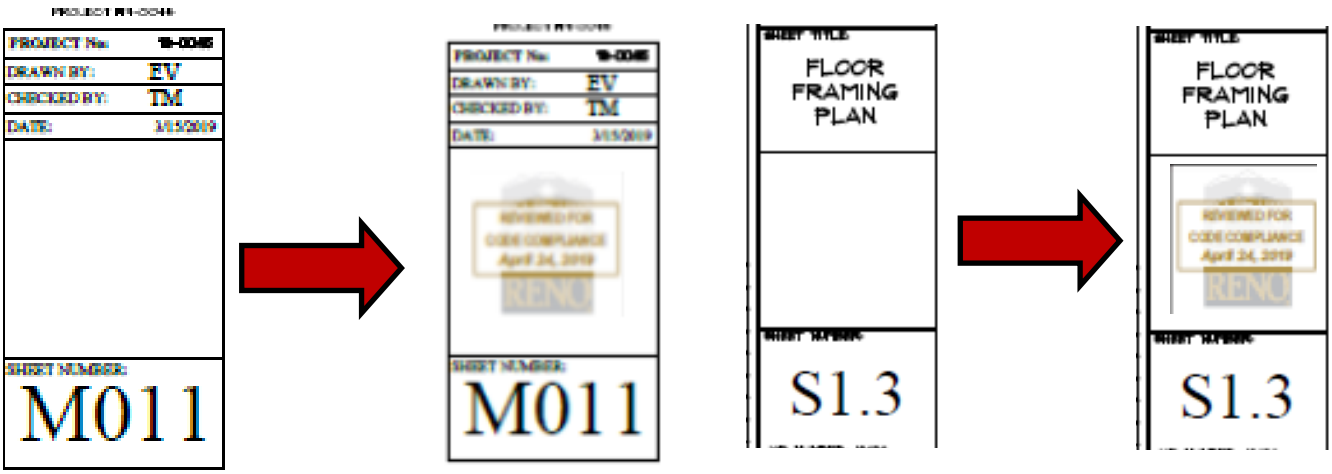
Once all plans and documents have been reviewed and accepted, plans will be routed to appropriate departments for review. Reviews for revisions to active permits will typically be completed by each department within three days from acceptance.

Electronic Permit Submittal

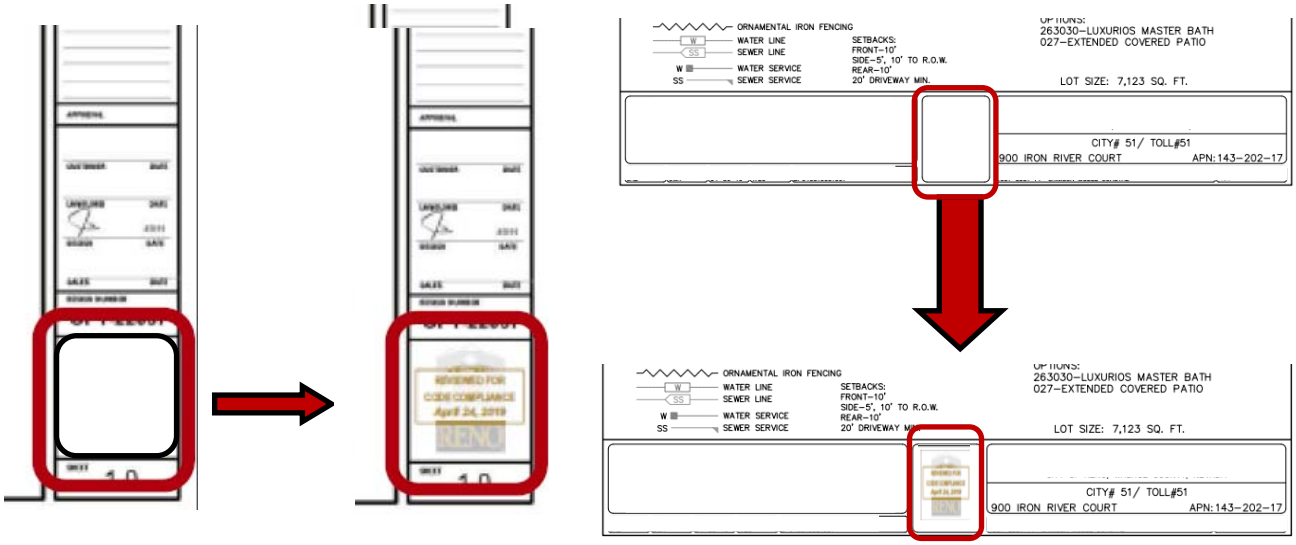
Document Requirements and File Standards

Title Block

For Plan Sheets sized at 24” x 36” or 30”x42, a 2” x 2” approval box, located directly above plan sheet numbering box must be located on the title block of ALL pages, including Cover Page, to allow for final City of Reno Approval .

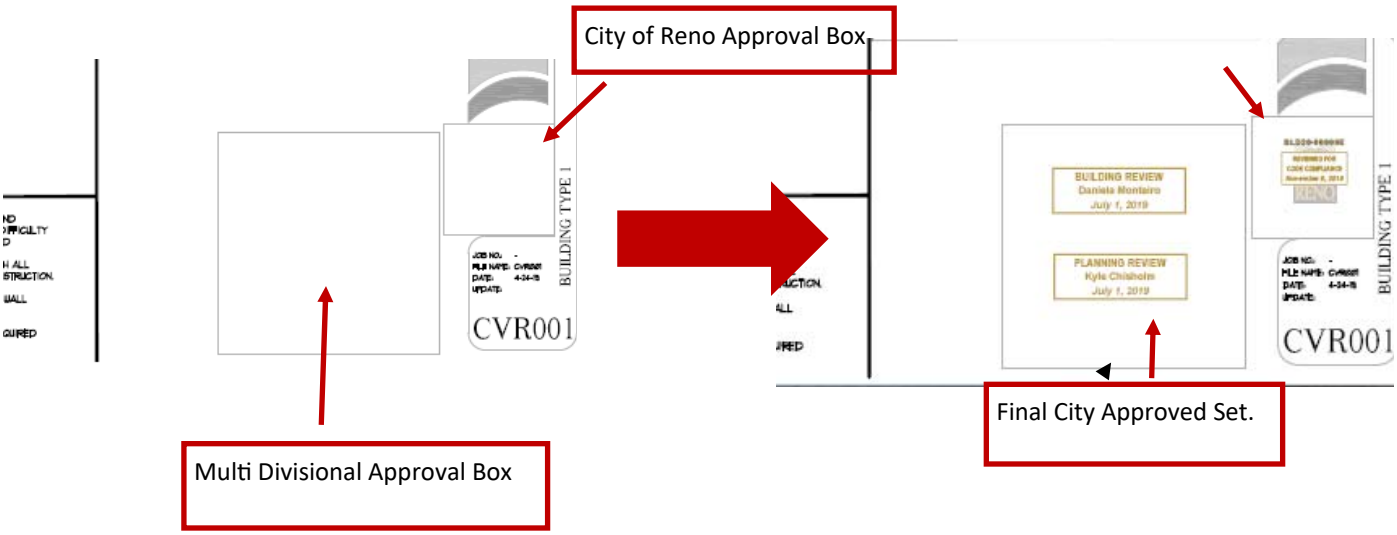


For Plan Sheets sized at 11” x 17”, a 1”x 1” approval box, located directly above plan sheet numbering box, must be located on the title block of all pages to allow for final City of Reno approval.

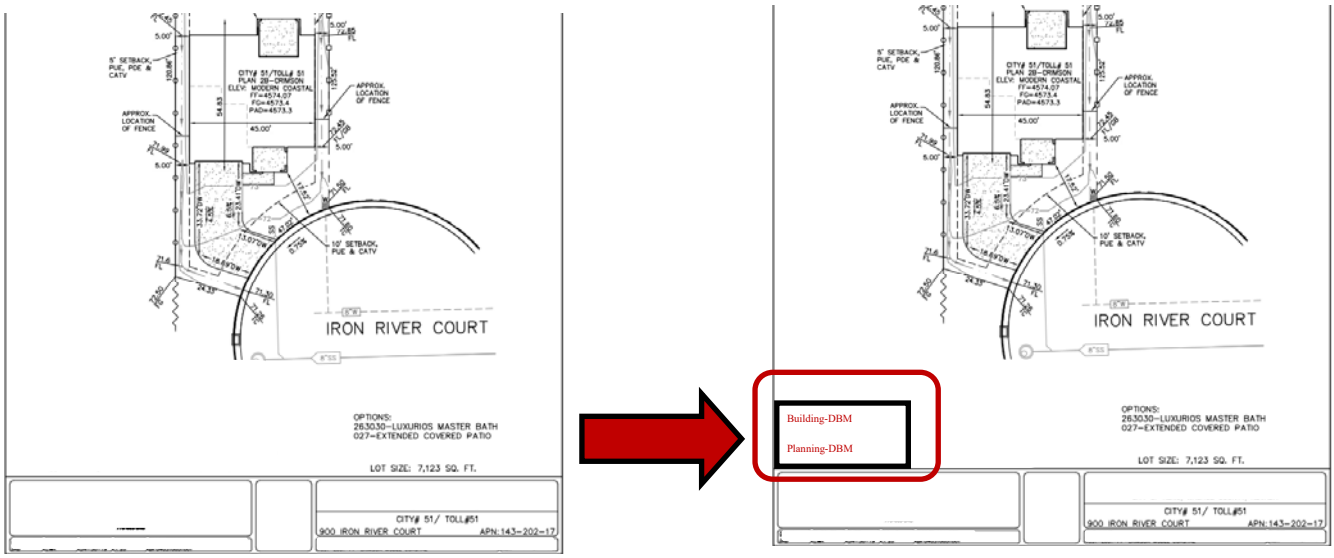


Cover Sheet

For Plan Sheets sized at 24” x 36” or 30”x42, a 3”x3” approval box, located on the lower right quadrant of the Cover Sheet is required for multi divisional review approval.



For Plan Sheets sized at 11” x 17”, a 2”x 1” approval box, located anywhere on the Cover Sheet is required for multi divisional review approval.



Scale

PDF plans must be generated at a prescribed scale (e.g. 1/4" = 1'-0", or 1"=20') in order for plan review staff to be able to verify dimensions and areas of each plan using the Acrobat measuring tool.

Page Orientation

All plan sheets must be oriented so the top of the page is always at the top of the monitor and set to landscape. A north arrow must be provided.

Page Size

Plan Sheets

All plans sheets must use a **24"x 36"** or **30"x42"**standard document size.

The following plans can use a **11" x 17**" file size:

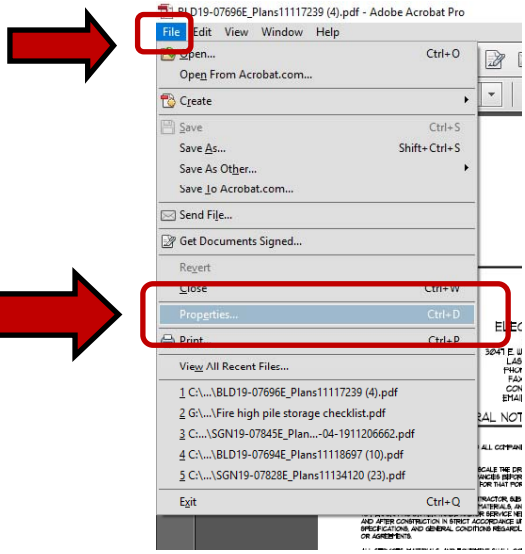
- **Solar**
- **Signs**
- **Residential Patio Covers**
- **Single Family Repeats**
- **Single Family Fence Repeats**
- **Fire Sprinkler Repeats**

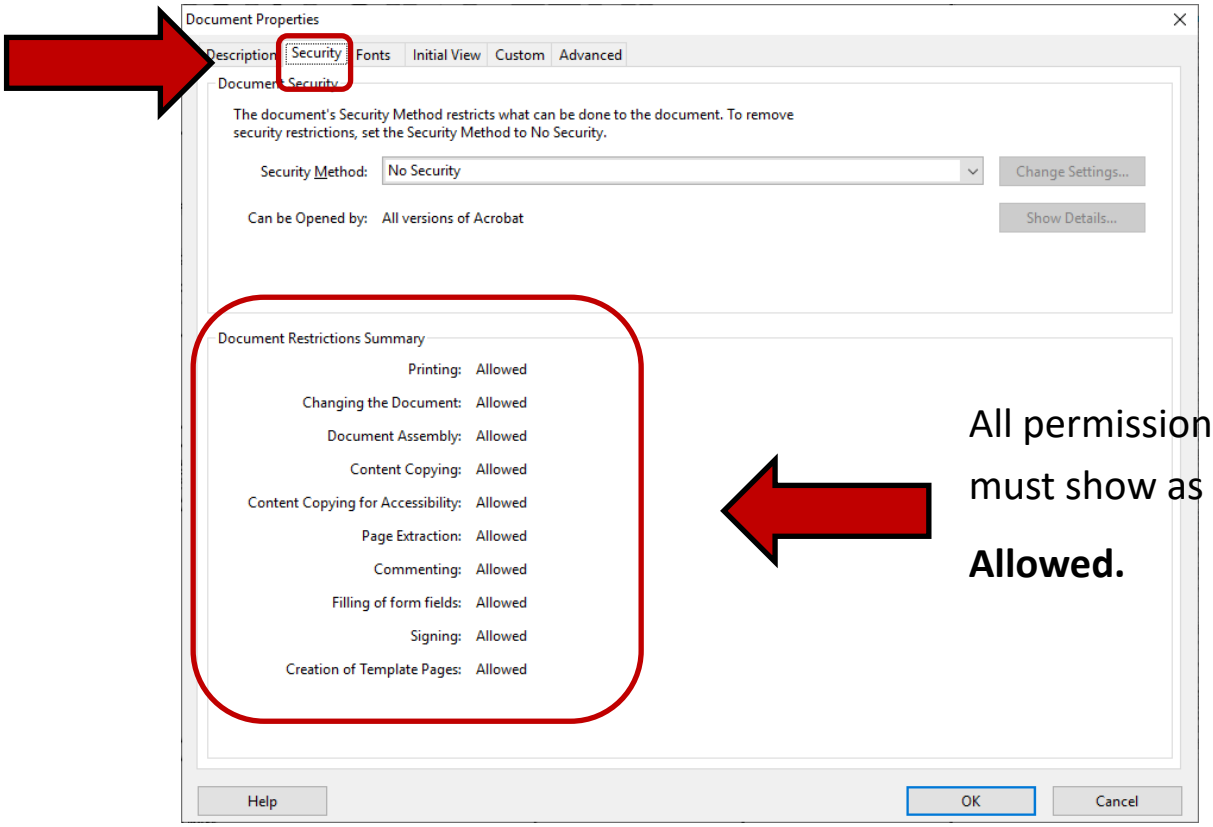
Associated Documents

All related associated documents can be submitted in **8.5" x 11"** size.

Document Security Settings

There must not be any document restrictions on any file that is submitted for review. To make sure no document restrictions have been set, from the File tab, select Properties. Document Properties window will open. Select the Security Tab. All actions should be shown as "Allowed".

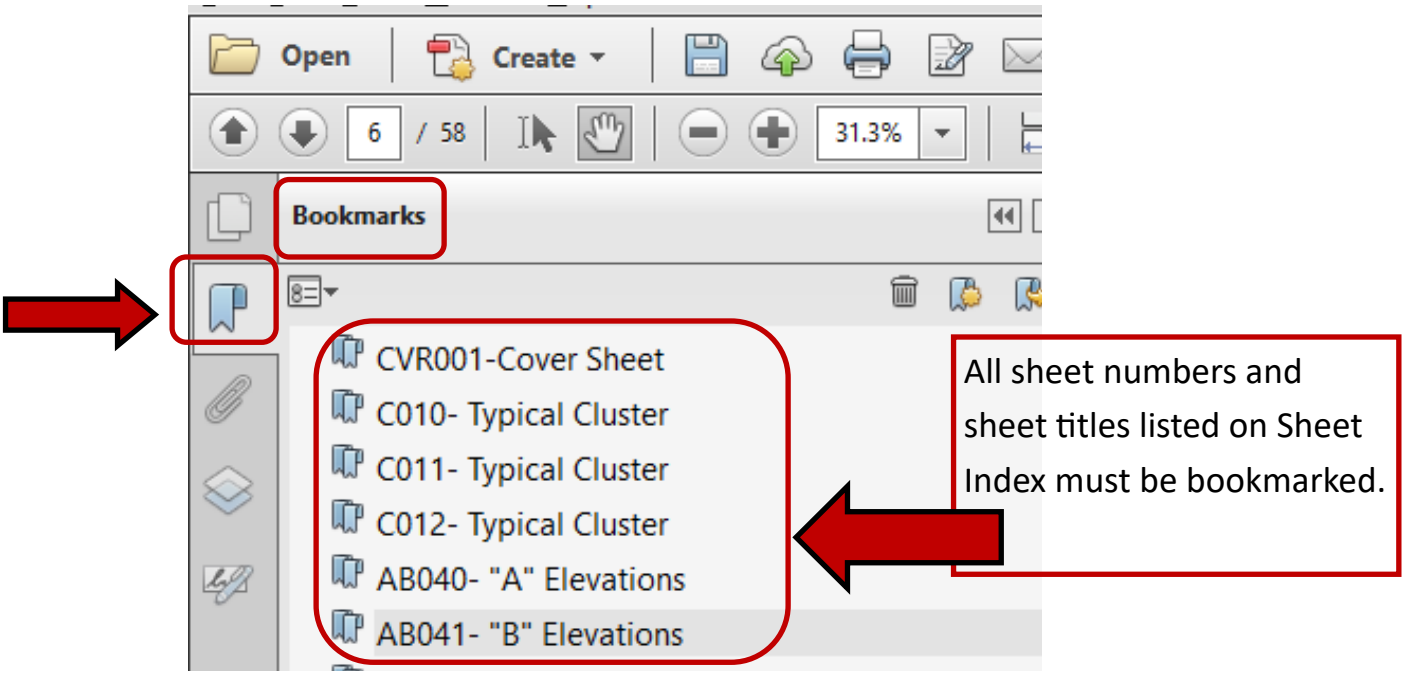




All permissions must show as **Allowed.**

Bookmarks

All Plan sheets must be individually bookmarked with page number and page description. From the bookmark tool, you can view the existing bookmarks.



Documents other than Plans do not need to be bookmarked.

File Naming:

All uploaded documents must follow the following naming formats:

Subsequent Reviews

(Revision number will vary and will be based on current plan review cycle)

Plans– BLD20-00000E_PLANS_REVISION1

Structural Calcs– BLD20-00000E_STRUC_CALCS_REVISION1

Energy Compliance– BLD20-00000E_ENERGY_REVISION1

Geotech Report– BLD20-00000E_GEOTECH_REVISION1

Truss Calcs– BLD20-00000E_TRUSS_CALCS_REVISION1

Truss Verification Letter– BLD20-00000E_TRUSS_VER_REVISION1

Special Inspections– BLD20-00000E_SP_INSP_REVISION1

Mechanical Equip Sizing– BLD20-00000E_MECH_EQUIP_REVISION1

Mfr's Install Instructions– BLD20-00000E_MFR_SPECS_REVISION1

Hydrology Report– BLD20-00000E_HYDRO_RPT_REVISION1

Miscellaneous– BLD20-00000E_MISC_REVISION1

Master Matrix– BLD20-00000E_MATRIX_REVISION1

File Naming: (continued)

All uploaded documents must follow the following naming formats:

Revisions to Issued Permits

Plans– BLD20-00000E_PLANS_REVISED-05-01-2019

Structural Calcs– BLD20-00000E_STRUC_CALCS_REVISED-05-01-2019

Energy Compliance– BLD20-00000E_ENERGY_REVISED-05-01-2019

Geotech Report– BLD20-00000E_GEOTECH_REVISED-05-01-2019

Truss Calcs– BLD20-00000E_TRUSS_CALCS_REVISED-05-01-2019

Truss Verification Letter– BLD20-00000E_TRUSS_VER_REVISED-05-01-2019

Special Inspections– BLD20-00000E_SP_INSP_REVISED-05-01-2019

Mechanical Equip Sizing– BLD20-00000E_MECH_EQUIP_REVISED-05-01-2019

Mfr's Install Instructions– BLD20-00000E_MFR_SPECS_REVISED-05-01-2019

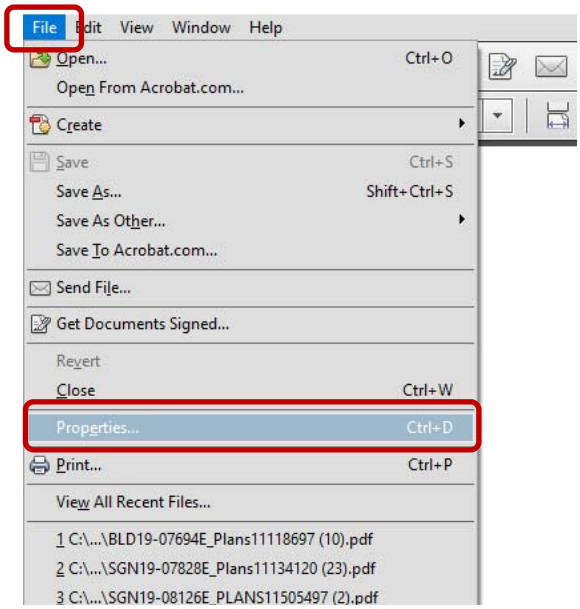
Hydrology Report– BLD20-00000E_HYDRO_RPT_REVISED-05-01-2019

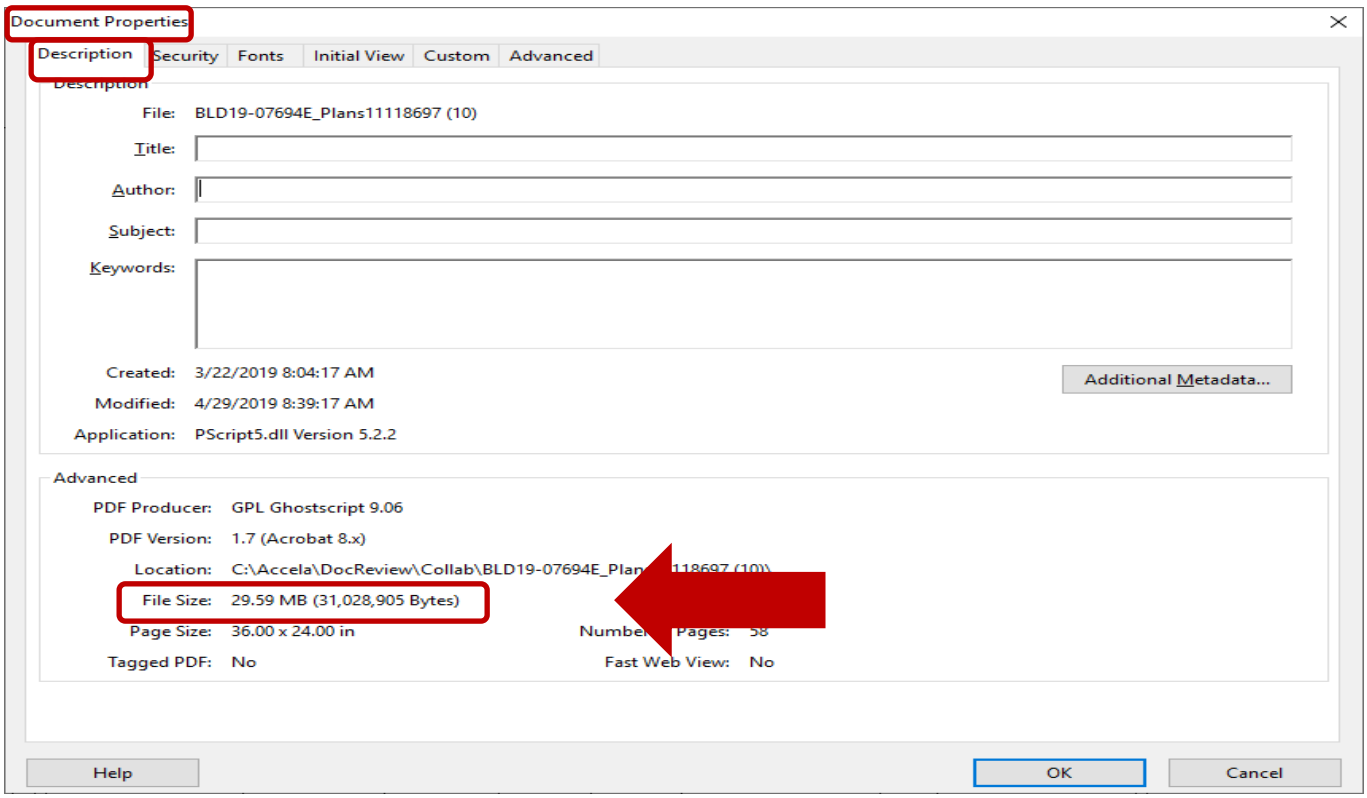
Miscellaneous– BLD20-00000E_MISC_REVISED-05-01-2019

Master Matrix– BLD20-00000E_MATRIX_REVISED-05-01-2019

File Size

All files will be limited to 250 MB in size. Color and shading on plans should be limited as they can significantly increase the size of the file. Comments and Layers must be flattened. To check the size of each file, from Adobe select File-Properties and the Document Properties will be displayed.

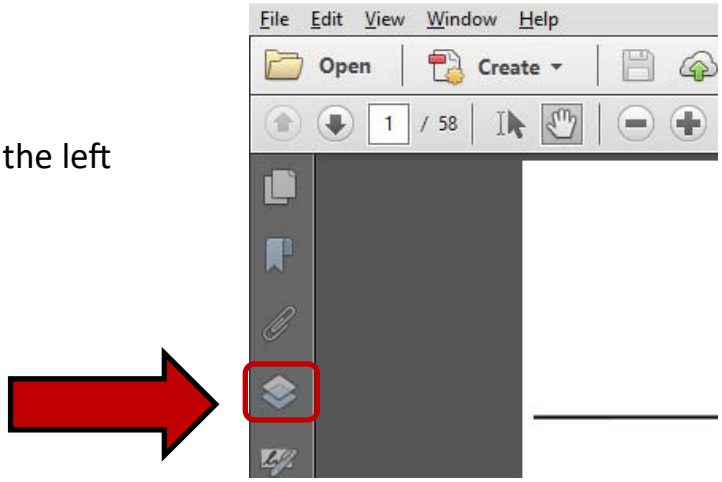




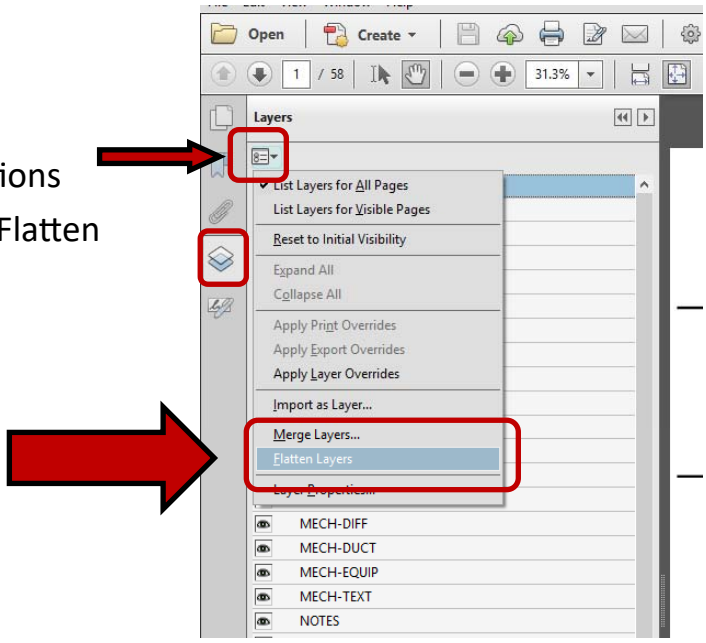
Layers

All documents submitted must be free of layers. Layers can slow down the processing of the file as it increases the overall size. The following steps should be followed to ensure all document layers have been flattened prior to submittal.

Select the layers tool located on the left side of the screen.



If layers are shown, select the Options tool within layers and then select Flatten Layers.

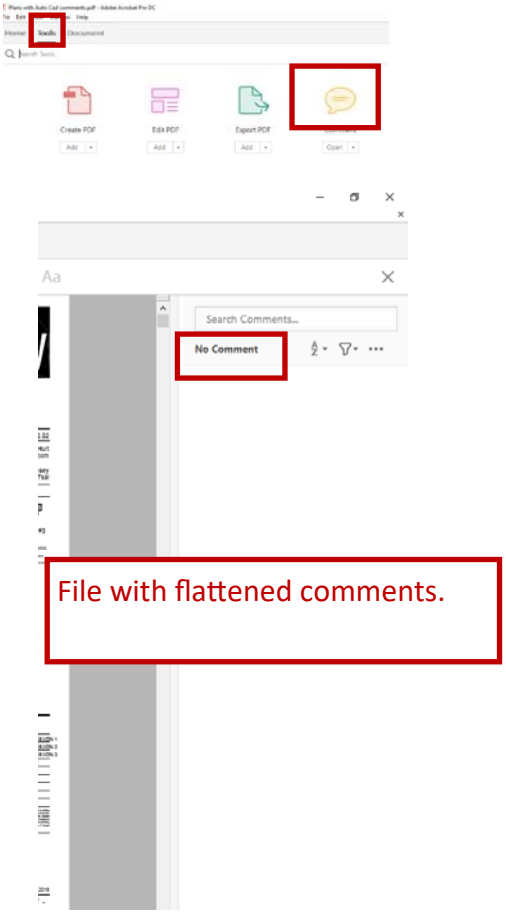


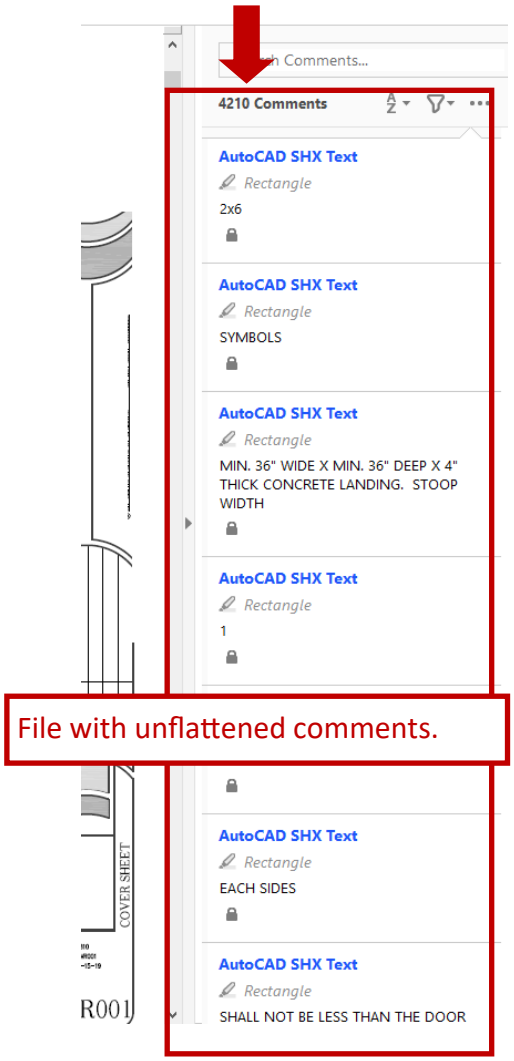
File Comments

All files must be free of all comments. To check if all comments have been flattened, select the *Comments* Tool in Adobe. This will ensure all text fields are non-selectable or editable.

Below you can see an example of a file with no comments and one which comments have not been flattened.

*If files were created using AutoCad 2016, please see following page.





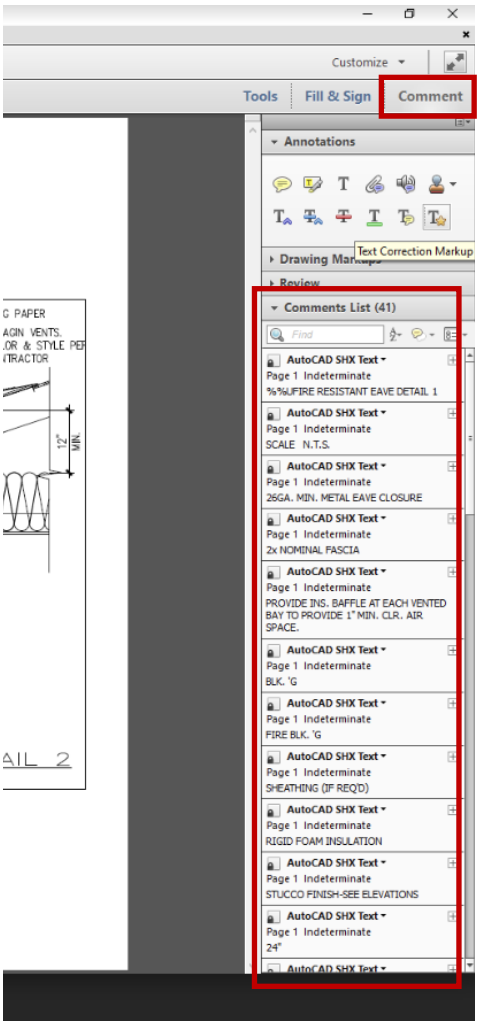
File Comments continued– AutoCad 2016

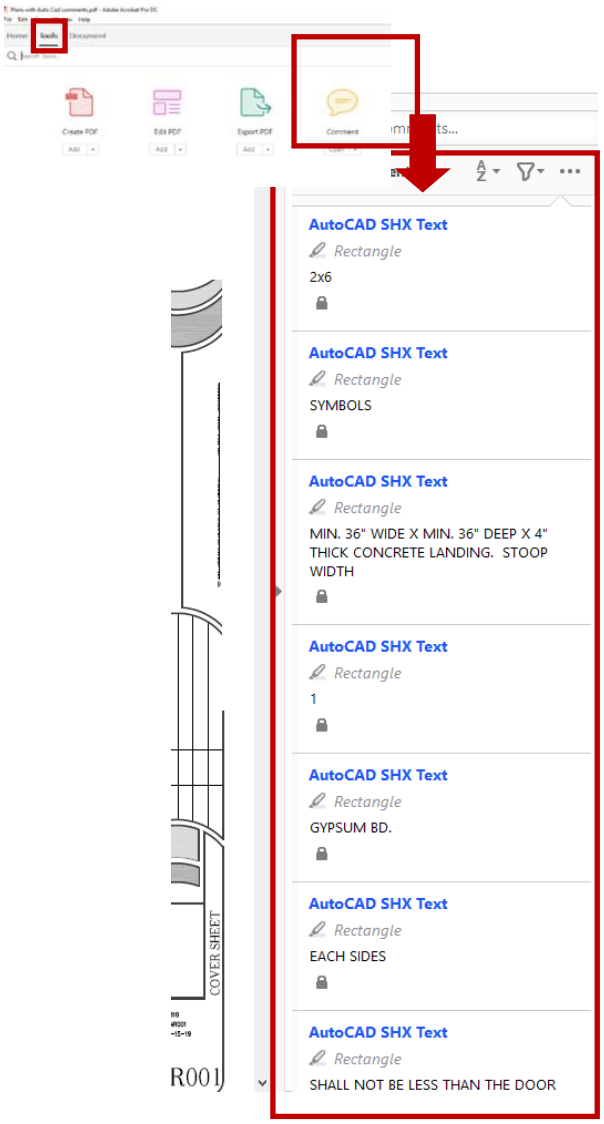
Files created using AutoCad 2016 will generate comments which show up as AutoCAD SHX Text. There is a known issue which causes comments to generate, when using SHX fonts in a drawing. These comments, cannot be flattened or removed using the tools provided in Adobe.

Per the AutoDesk Website, in order to be able to remove these comments, you will need to install service pack 1 for AutoCAd 2016.

For additional information, please go to:

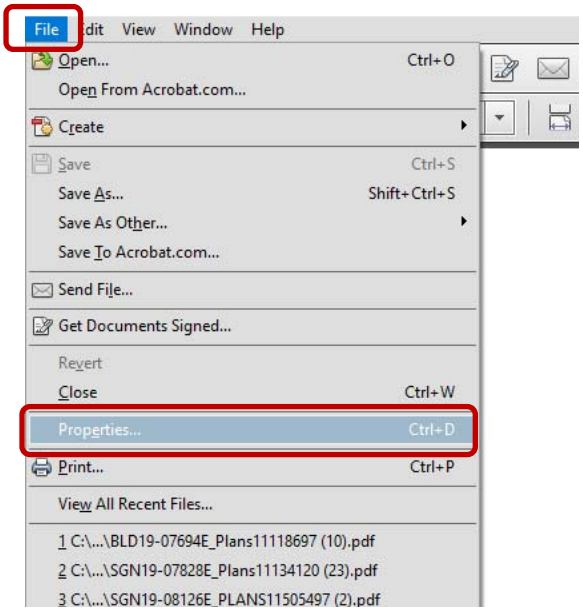
https://knowledge.autodesk.com/support/autocad/troubleshooting/caas/sfdcarticles/sfdcarticles/Drawing-text-appears-as-Comments-in-a-PDF-created-by-AutoCAD.html

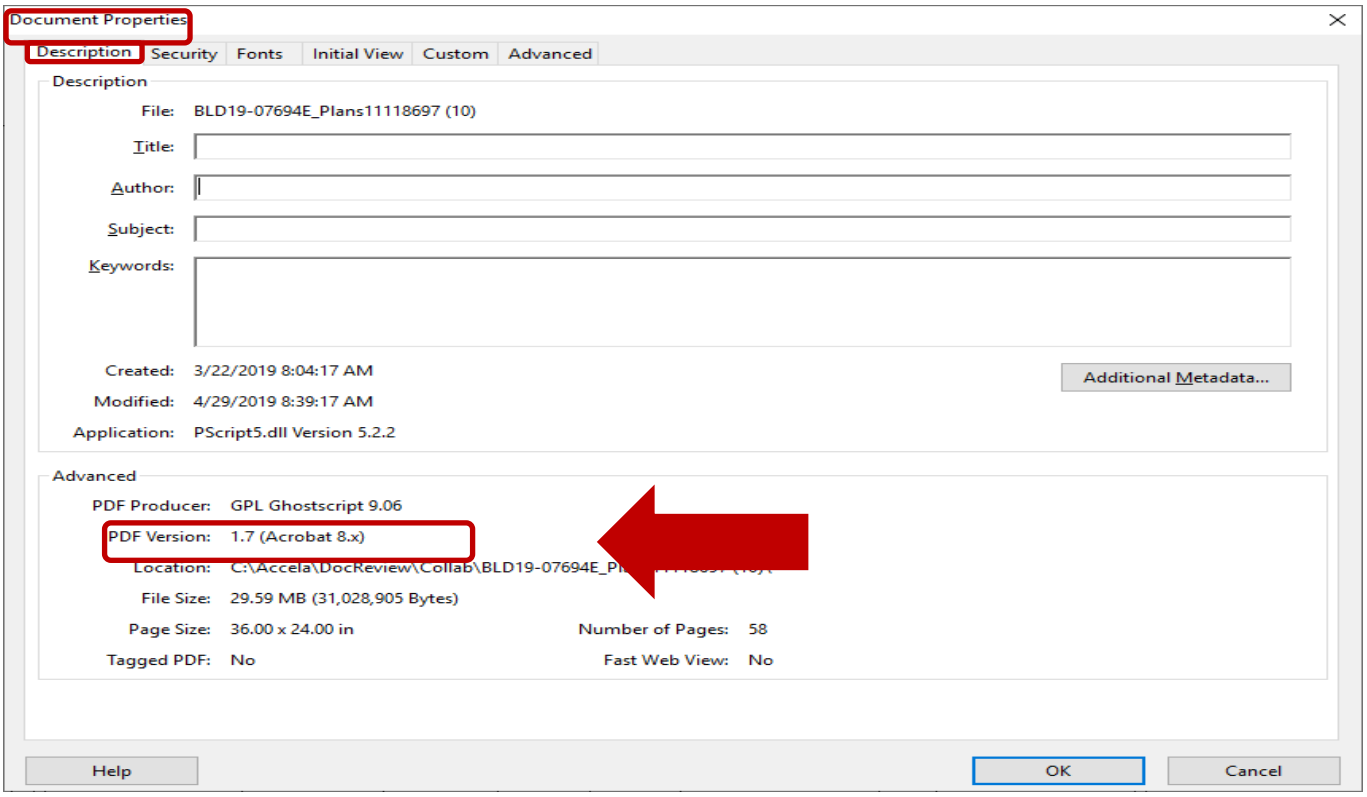




File Type

All files should be in Portable Document Format (PDF) and compatible with Adobe Acrobat 10 or newer. Document properties will let you know what PDF version was used.

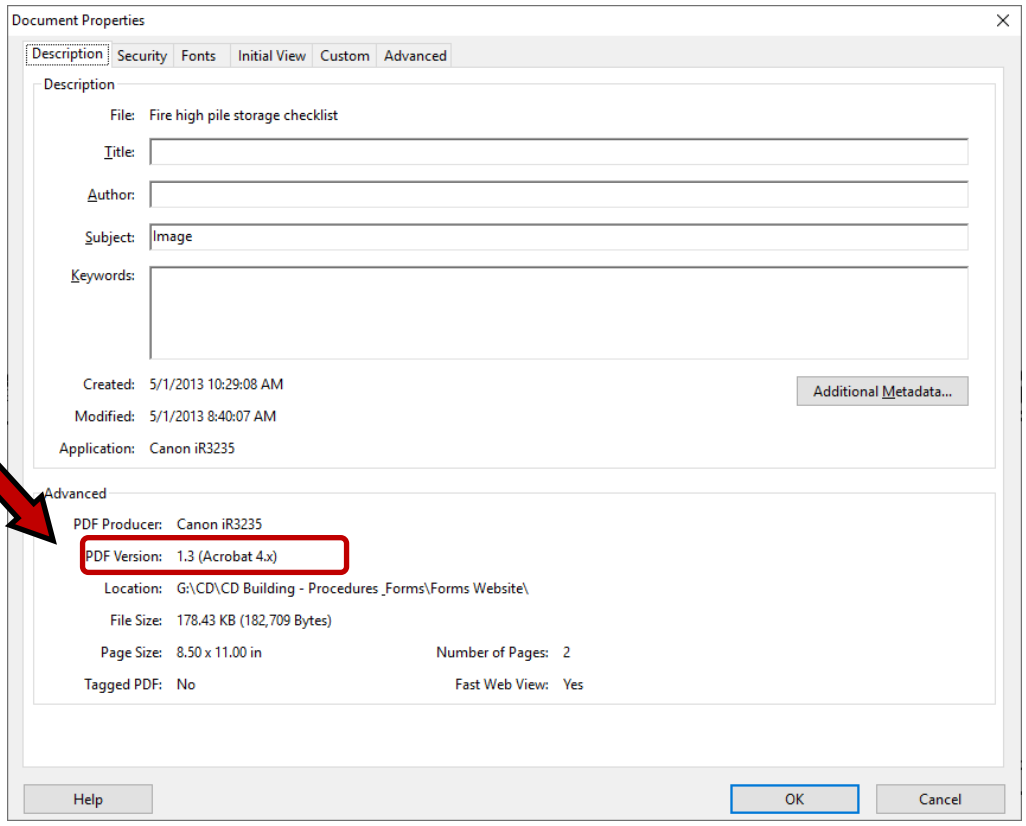




If PDF is from older version, please see the next step on converting PDF to compatible version.

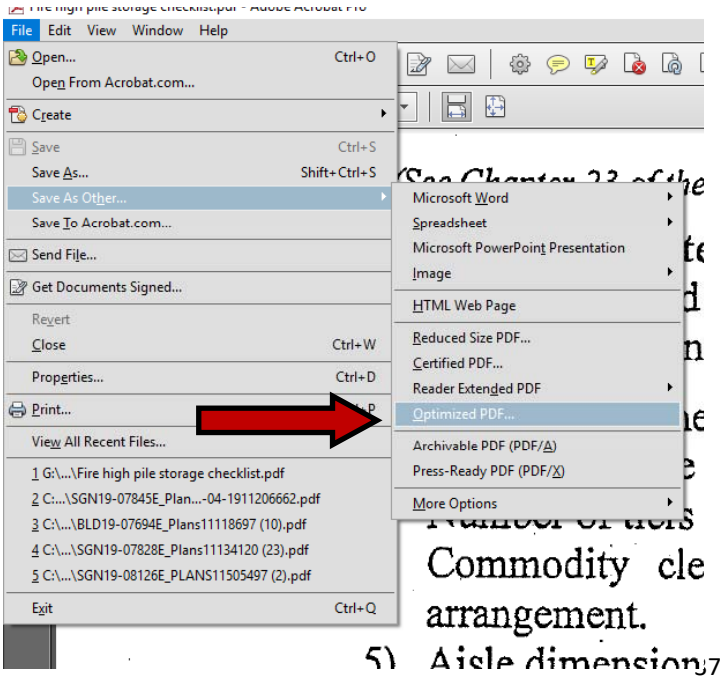
If PDF was created with an older version, document will need to be corrected so that it is compatible with Acrobat 10. The below steps will need to be followed.

PDF version can be found under Document Properties.

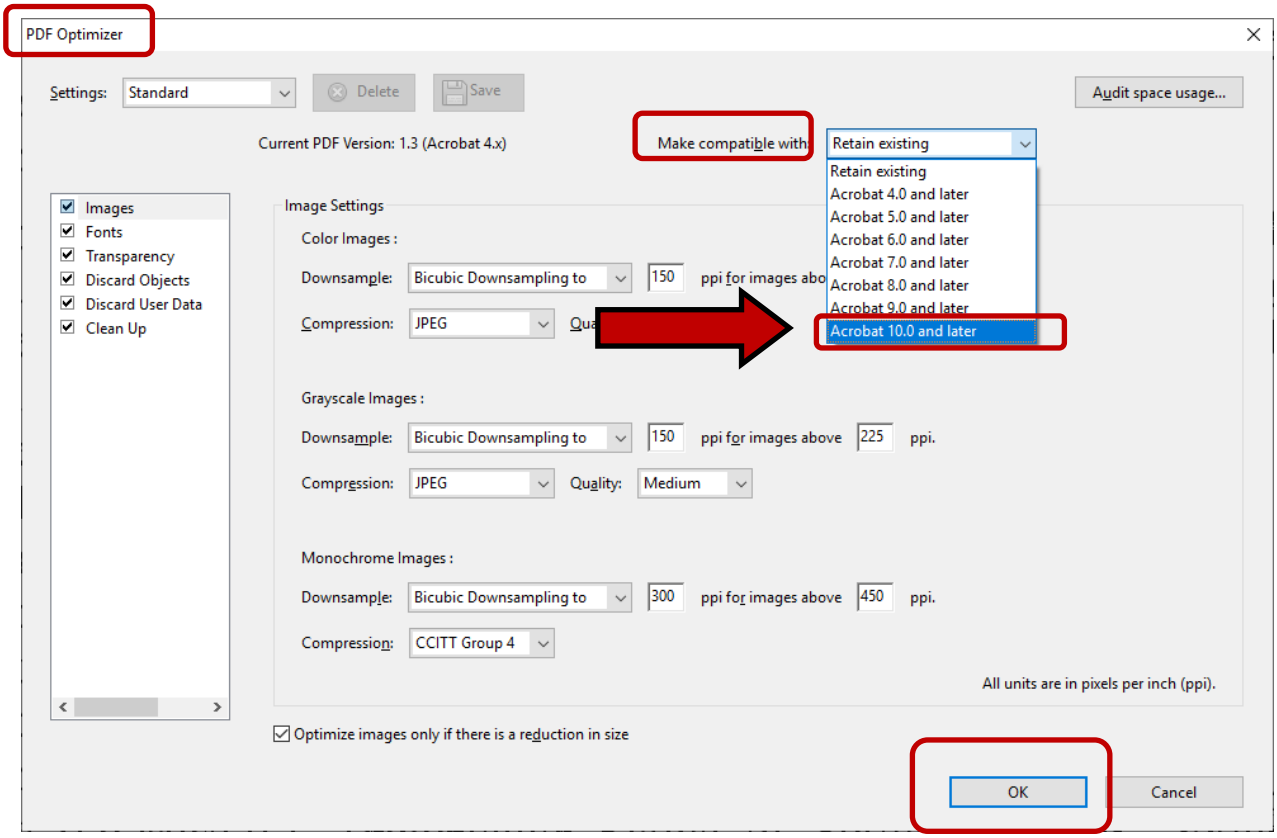
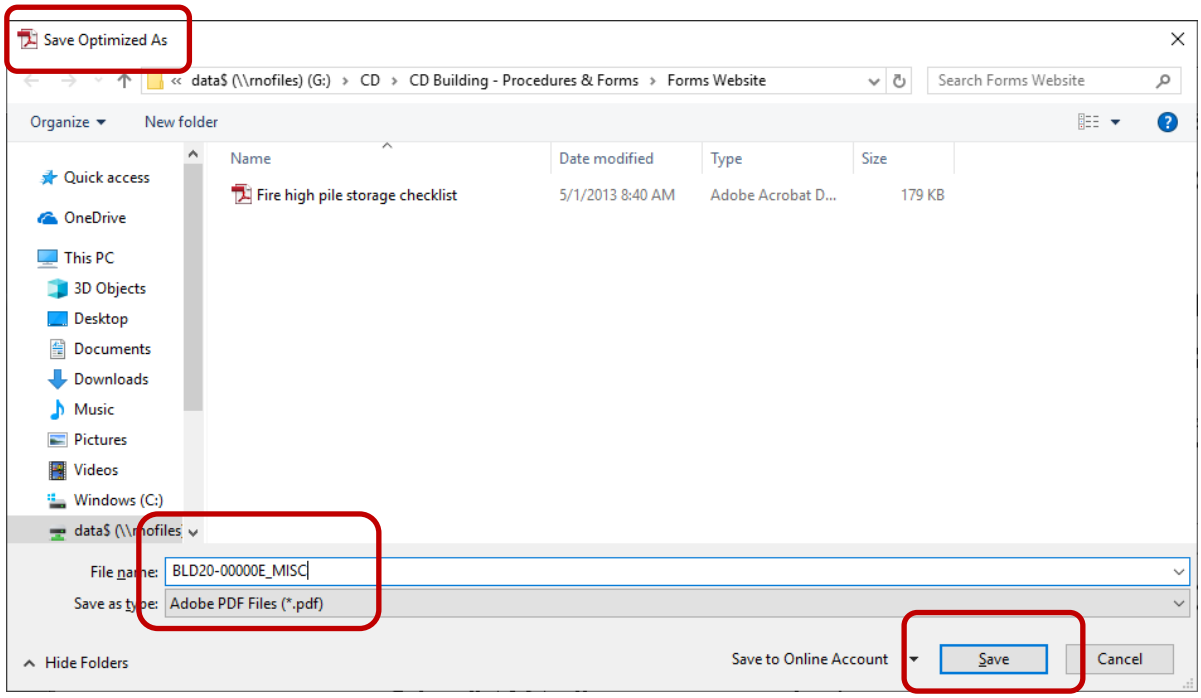


PDF Document will need to be Optimized in order for it to be compatible with Acrobat 10.

From the File Menu, Select Save As Other... and then select Optimize PDF...



The PDF Optimizer menu will open. From the drop down menu under Make Compatible with, select Acrobat 10.0 and later. Select OK.



Save Optimized window will open. Name the new file accordingly and select Save. This will create a compatible PDF for review.