Electronic Permit Submittal

Step by Step Process Guide

And

Business Rules

Signs

Residential Solar and EV Chargers

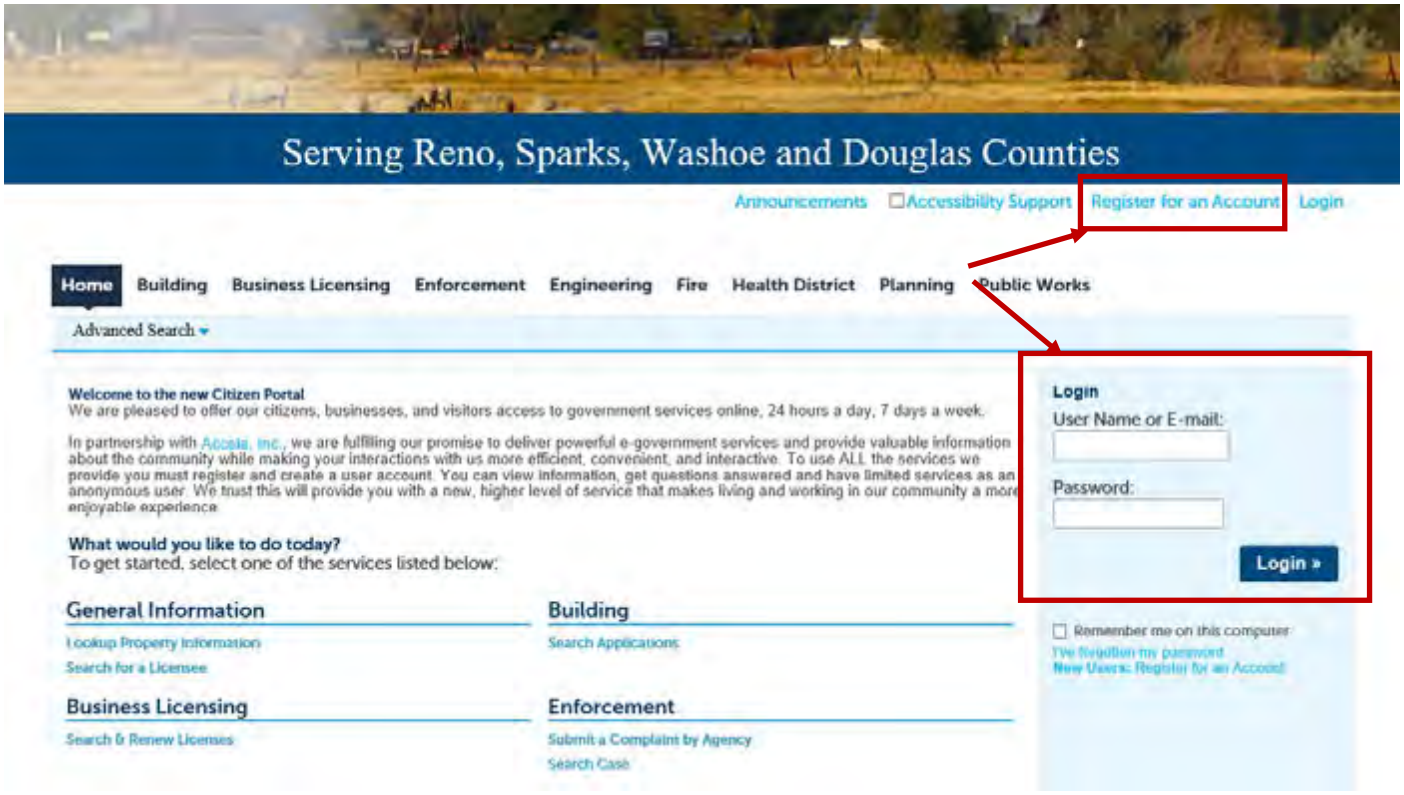
Commercial Solar and EV Chargers

EDR BR ACA 1.1 12/20/2019

Electronic Permit Submittals for the following permit types will be done directly through the ONE site at www.onenv.us

-Signs
-Residential Solar and EV Charger
-Commercial Solar and EV Charger

You must be a registered user and have a login in order to submit your permit application. If you are a first time user you will need to register for an account. Once your account is created, you can follow the login process. From the home page, select either Register for an Account if you are a first time user or input your login information to login.

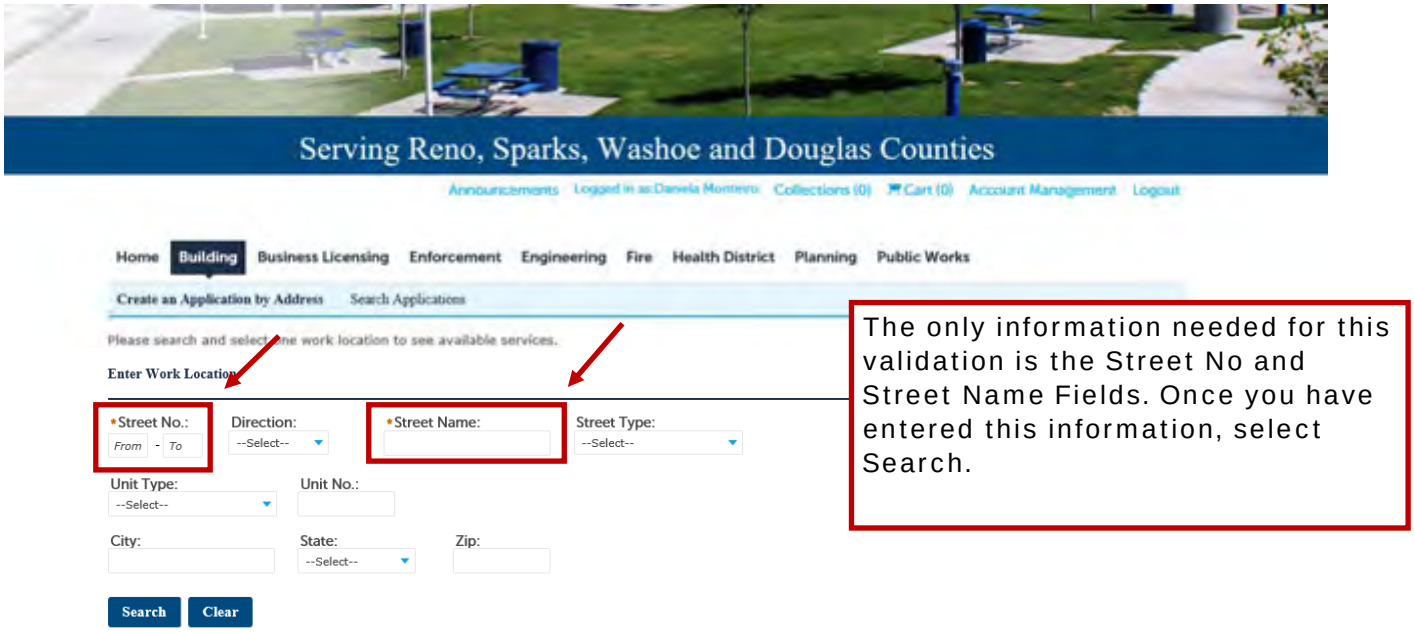


Once you are logged in, you will be taken to the One Home Screen.

To begin an application, select the Building Tab and then select Create an Application by Address.

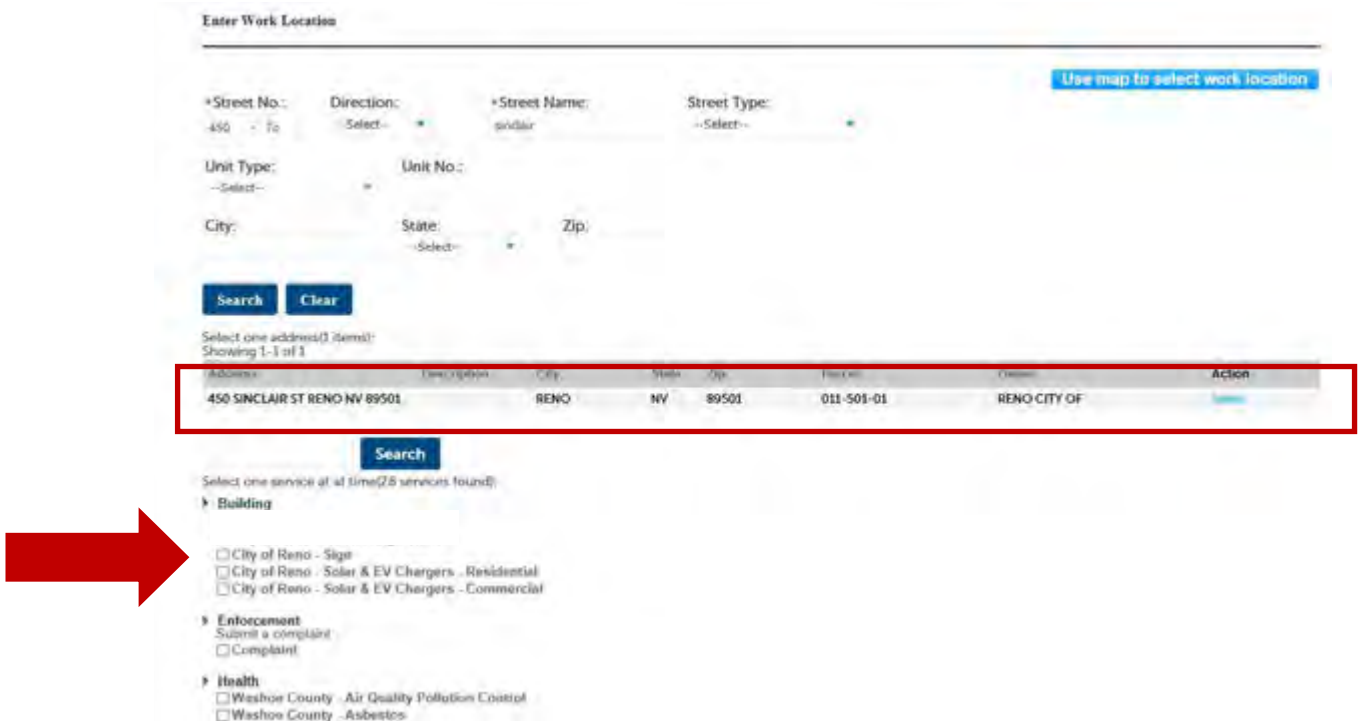
Address Validation

This step will verify will verify which jurisdiction your permit is out of.



The only information needed for this validation is the Street No and Street Name Fields. Once you have entered this information, select Search.

Once you have validated that your address is in the City of Reno, you will be able to see all of the permit options available for that address.

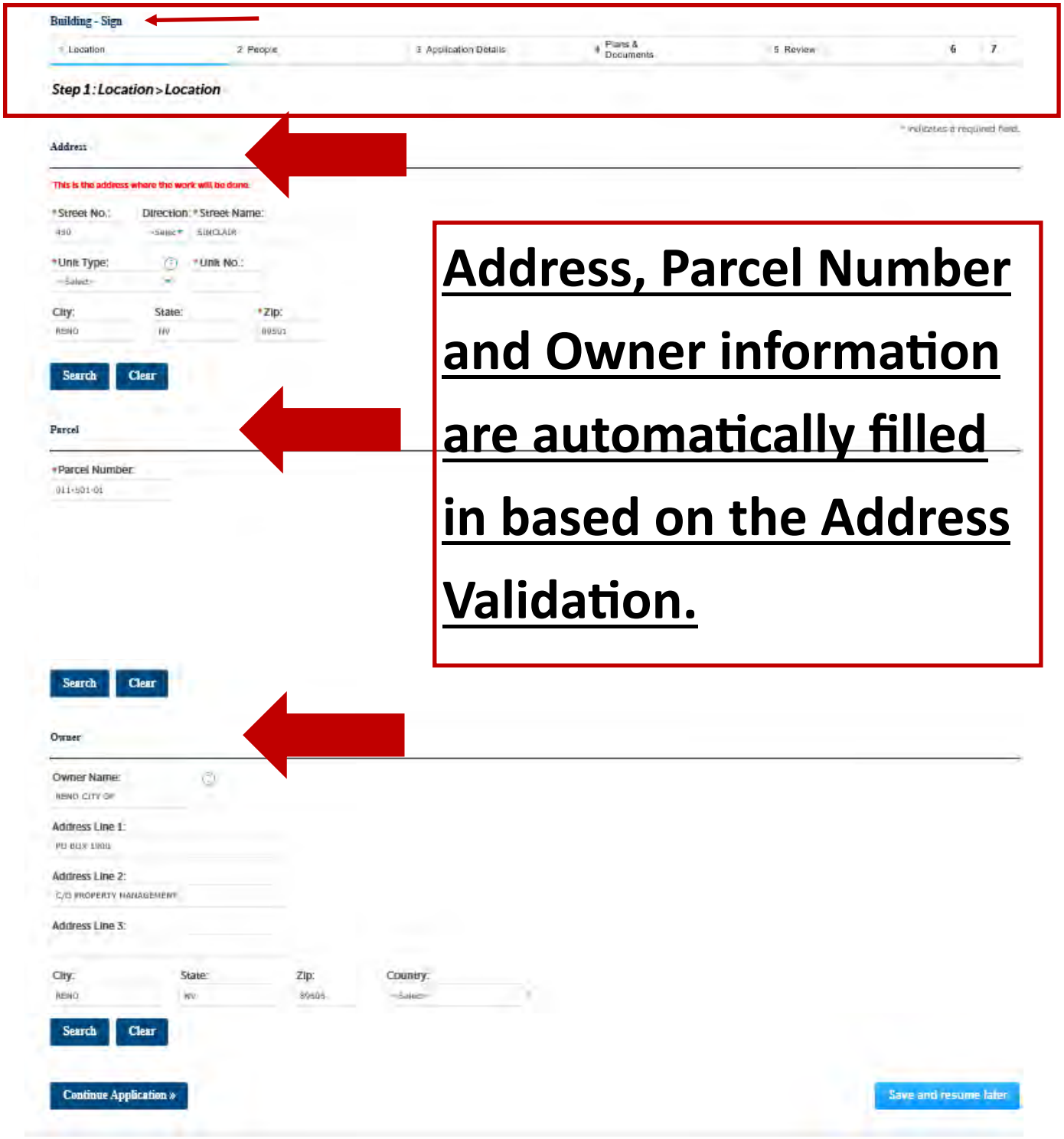


The application is broken down into 7 sections.

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

The application type selected will appear at the top of the application.

STEP 1-Location



Address, Parcel Number and Owner information are automatically filled in based on the Address Validation.

Step 2– People

Signs

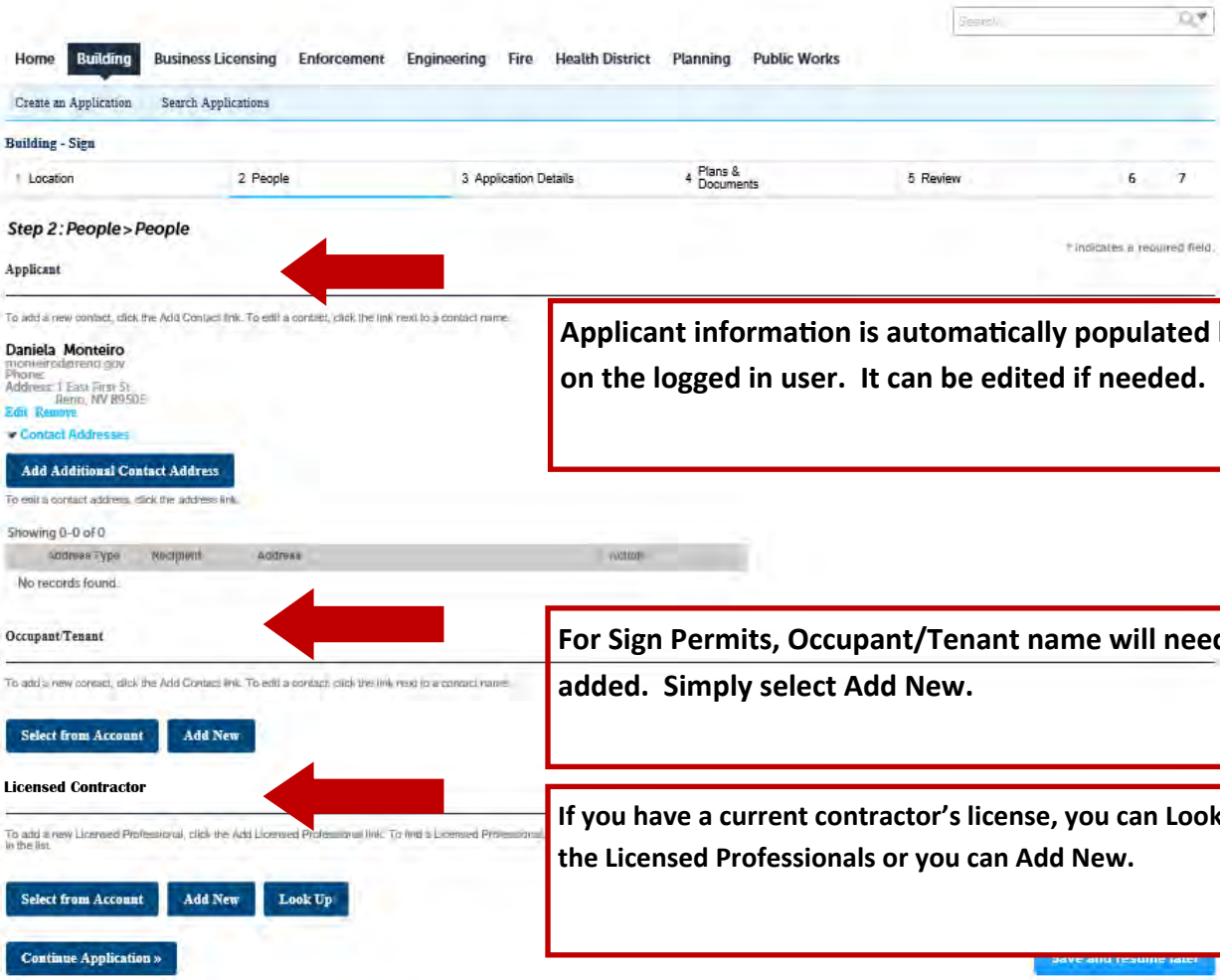
This step has three sections:

- **Applicant**
- **Occupant/Tenant**
- **Licensed Professional**

Solar & EV Chargers

This step has three sections:

- **Applicant**
- **Licensed Contractor**
- **Engineer (Optional)**



Applicant information is automatically populated based on the logged in user. It can be edited if needed.

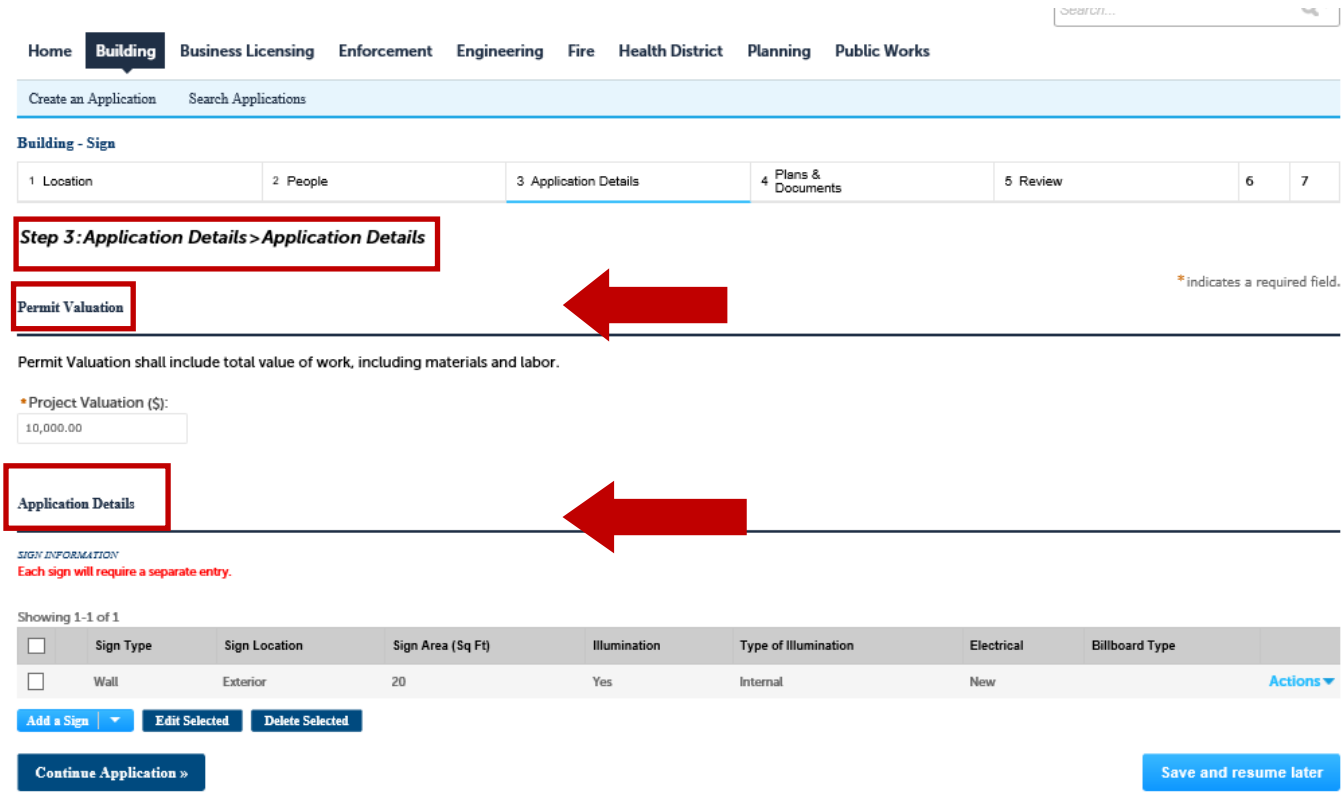
For Sign Permits, Occupant/Tenant name will need to be added. Simply select Add New.

If you have a current contractor's license, you can Look up the Licensed Professionals or you can Add New.

Step 3-Application Details

Permit Valuation and Application Details sections will need to be completed.

This section will change based on the type of Application selected.



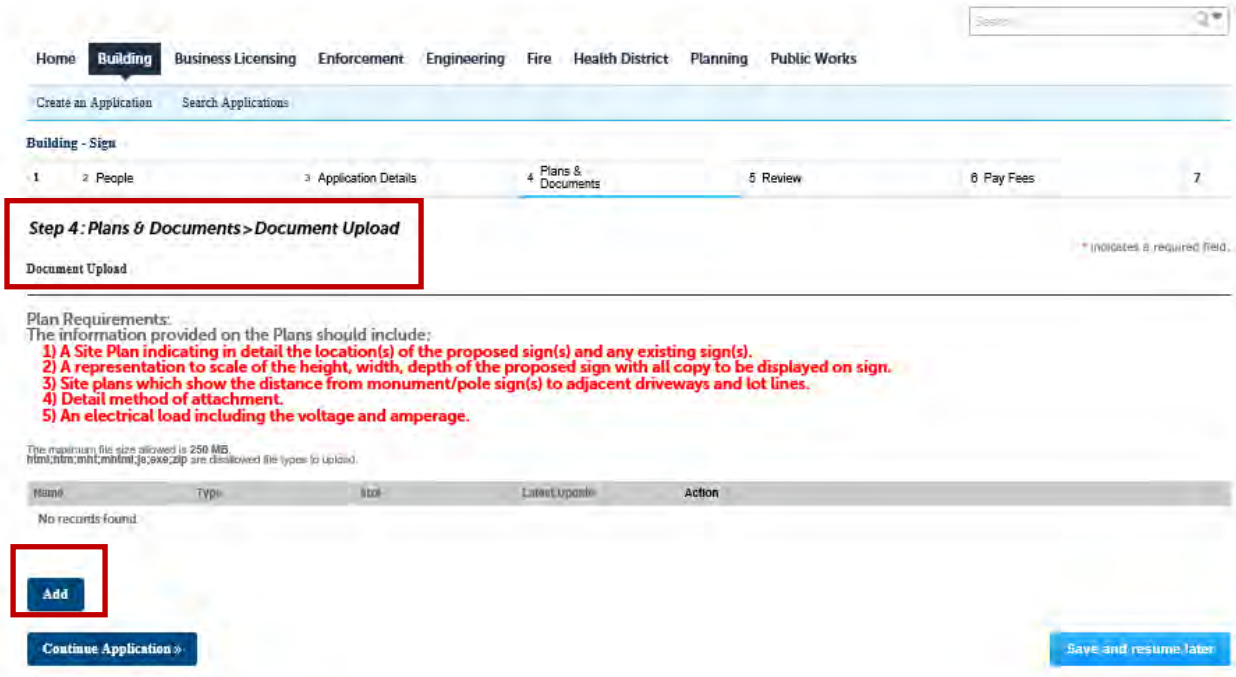
Supplemental Application Details-

Some application types will have supplemental application details that will be required.

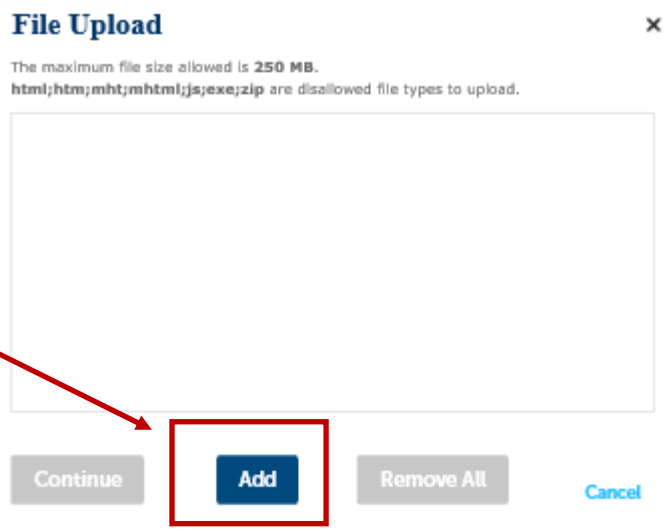
Step 4-Plans & Documents-Document Upload

This is the step where plans and all associated documents can be uploaded.

To start this process, simply select Add.

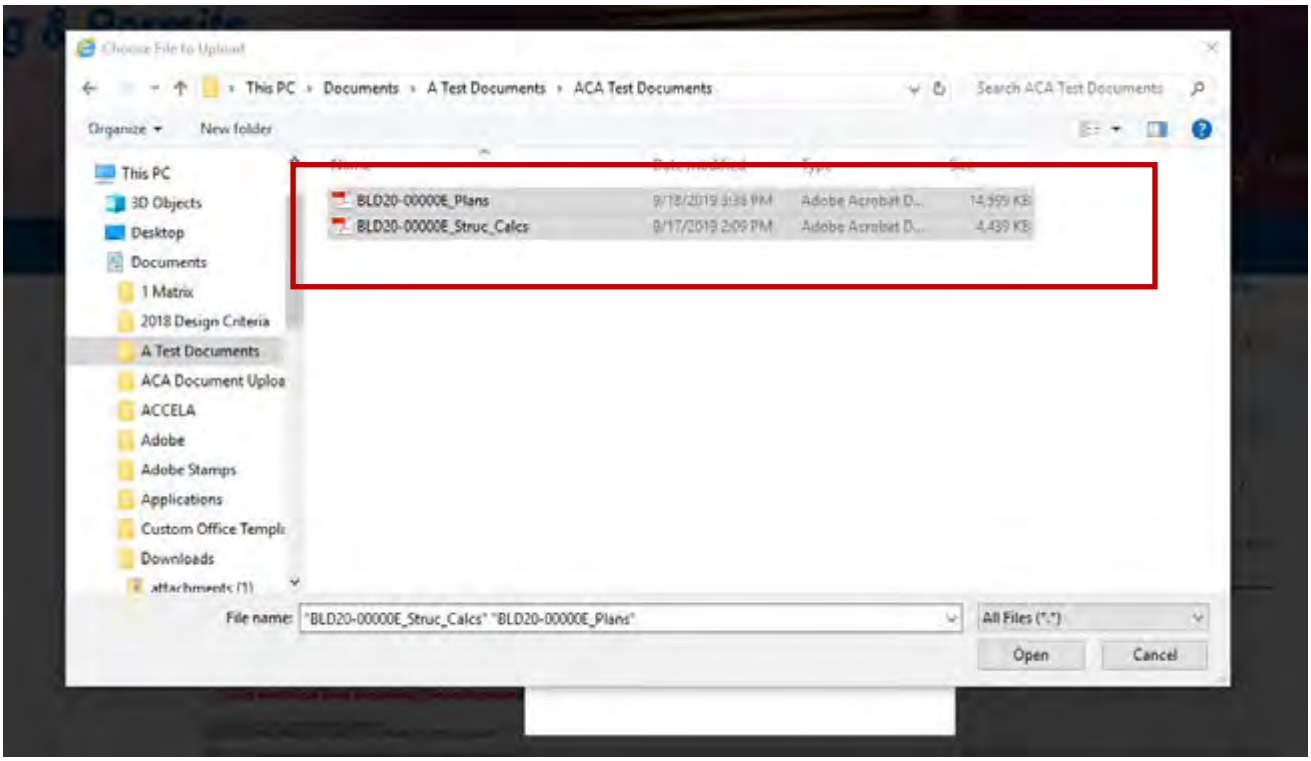


File Upload box will pop up. From here, select Add.

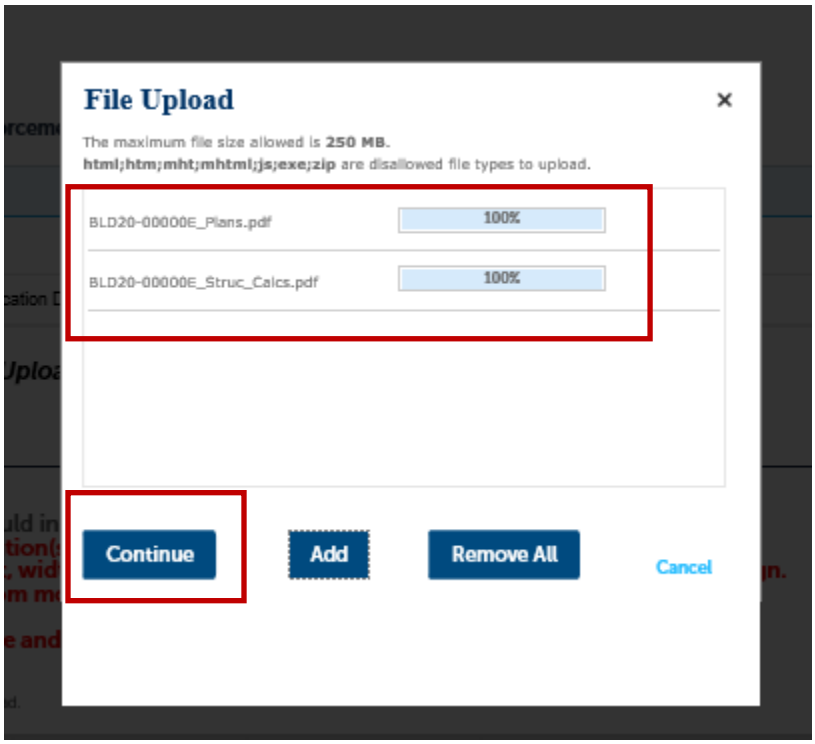


Step 4-Plans & Documents-Document Upload continued

You will be prompted to select the files you would like uploaded from your computer.

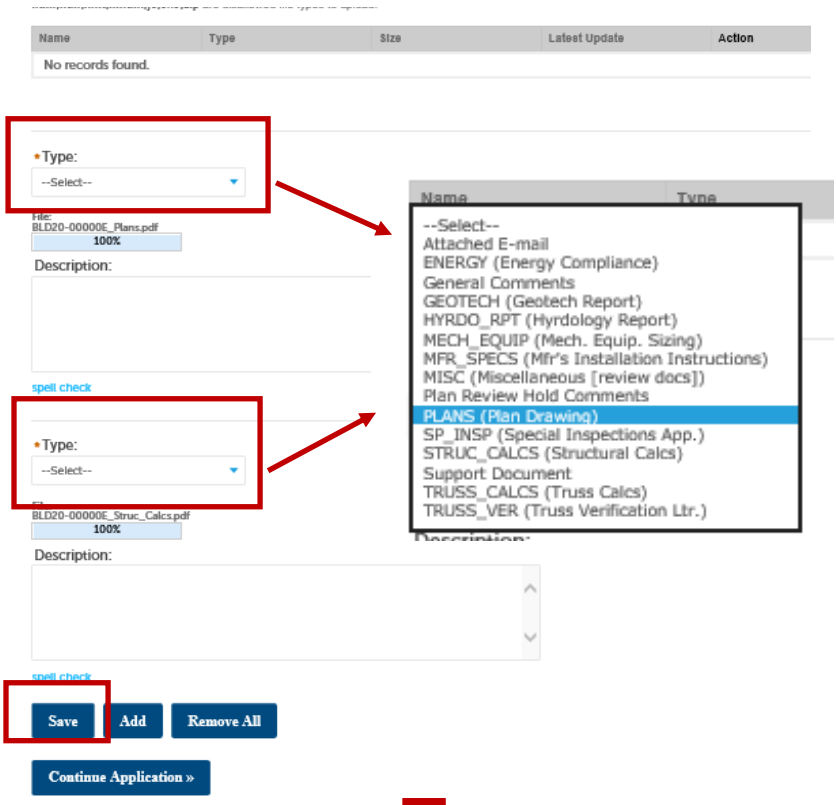


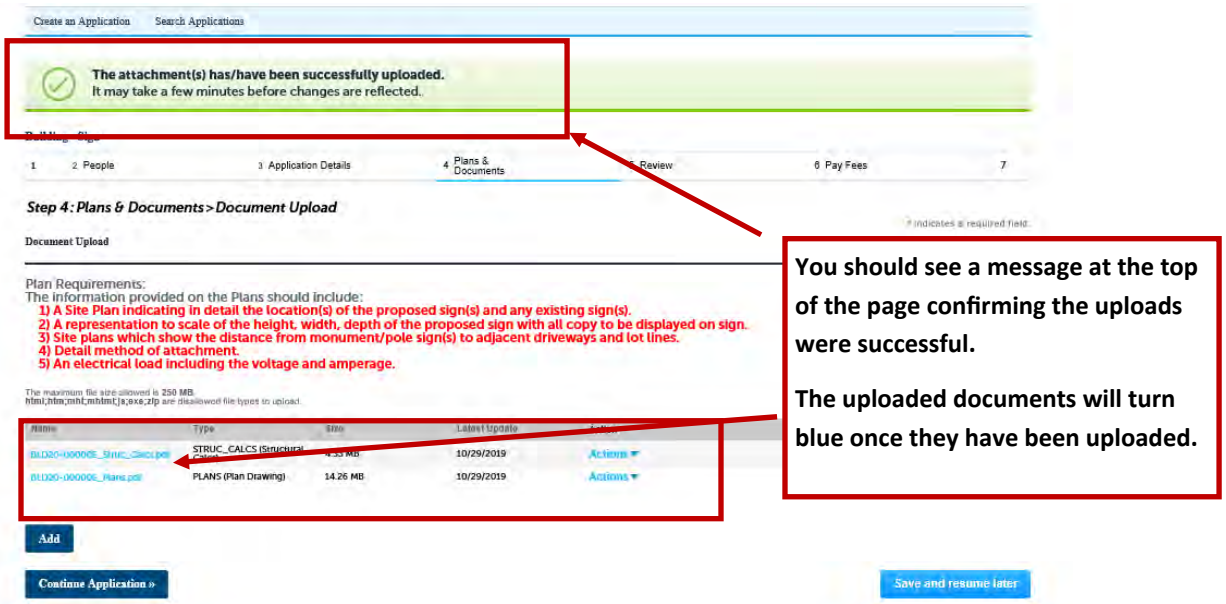
Once files have been completely uploaded, select Continue.



Step 4-Plans & Documents-Document Upload continued

A document Type for each file being uploaded is required and only one type of PLANS file can be uploaded. Once each document has been given a document type, select Save.





You should see a message at the top of the page confirming the uploads were successful.

The uploaded documents will turn blue once they have been uploaded.

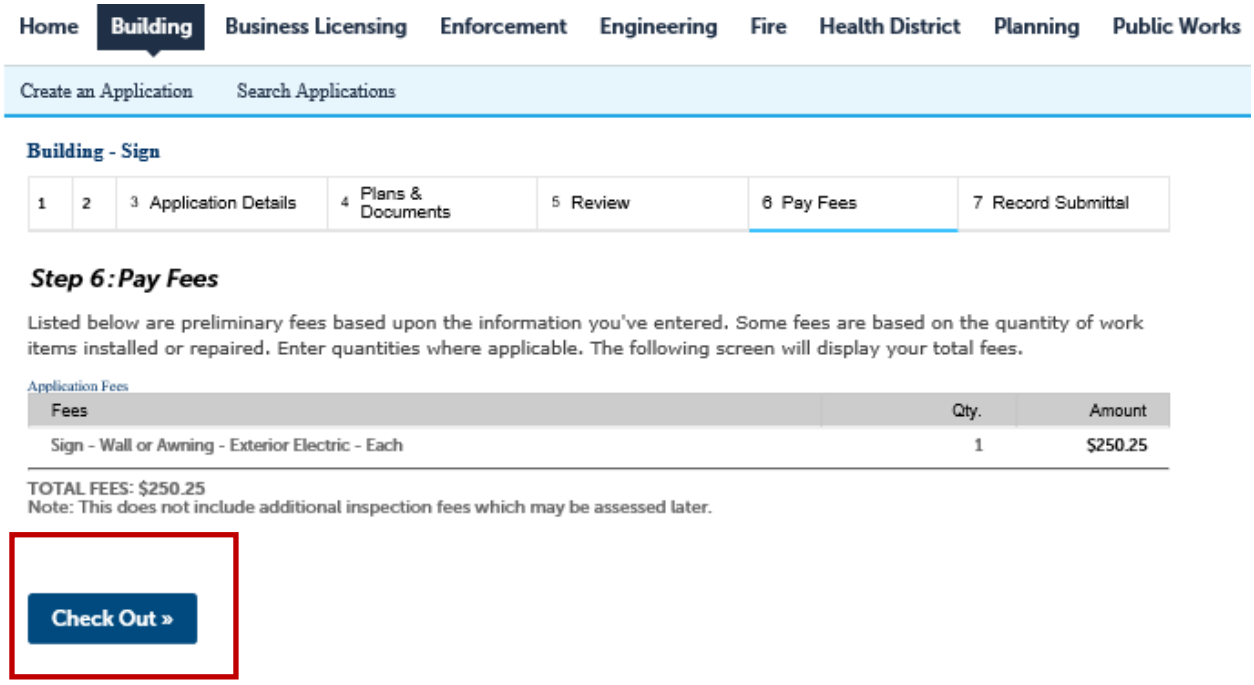
Step 5-Review

This steps allows you to review all sections of the application. You can select the Edit sign associated with any section to make changes to application.

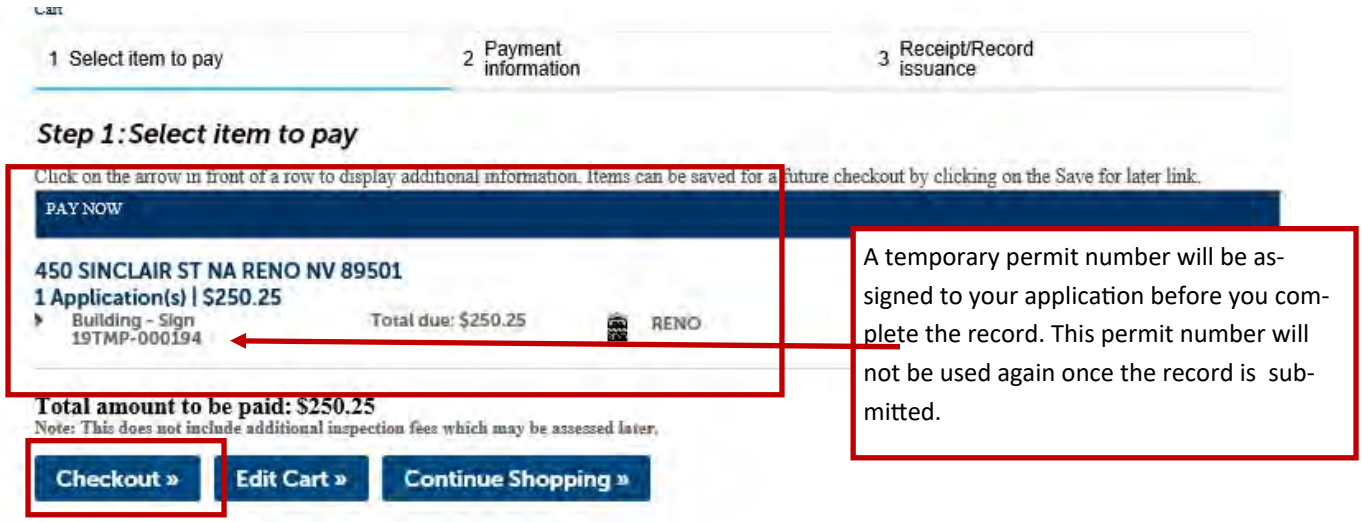
Step 6– Pay Fees

Fees will be assessed based on the information provided. A summary of the fees for the associated permit will be displayed.

***Fees may be adjusted once project is received and reviewed for completeness.**



Once you select Check Out, your shopping cart will be displayed. Here you will find the permit record you have created as well as any records which have outstanding fees.

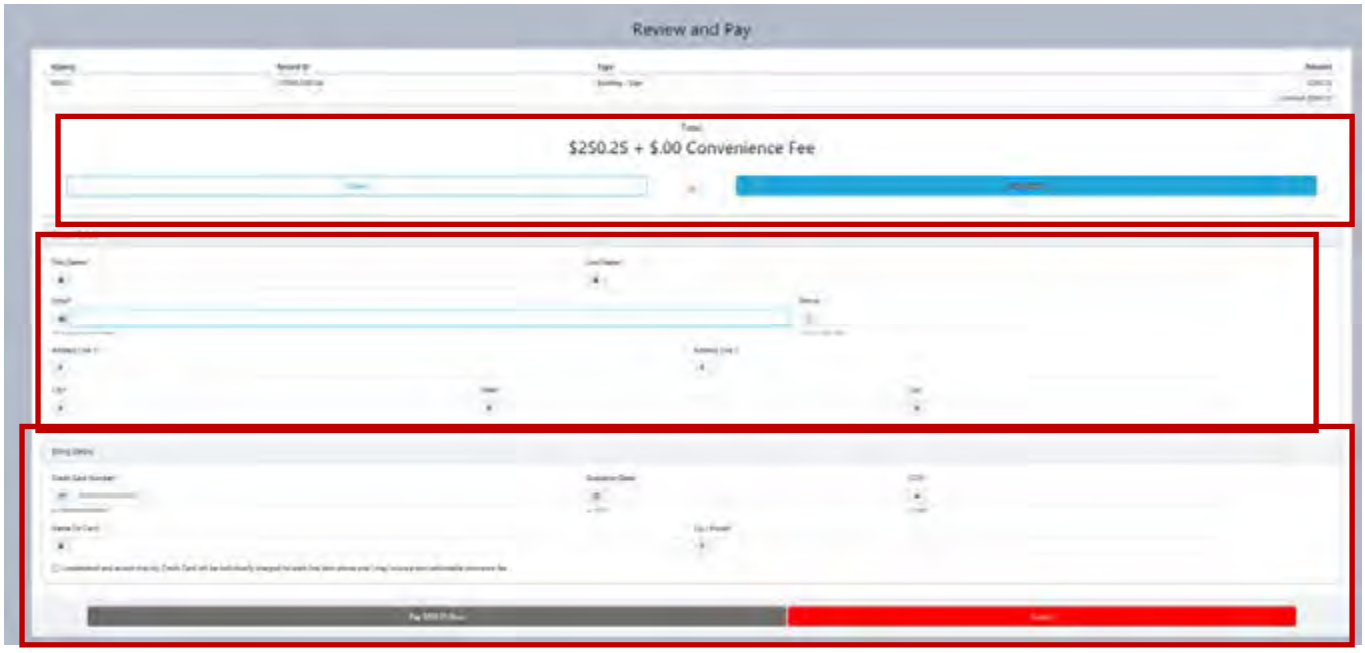


A temporary permit number will be assigned to your application before you complete the record. This permit number will not be used again once the record is submitted.

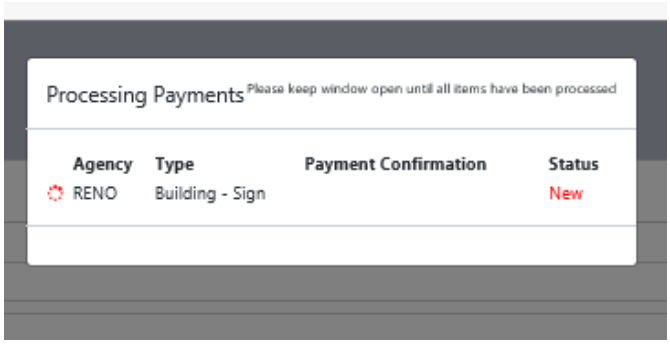
Select Checkout once you have selected the records you would like to pay.

Step 6– Pay Fees Continued

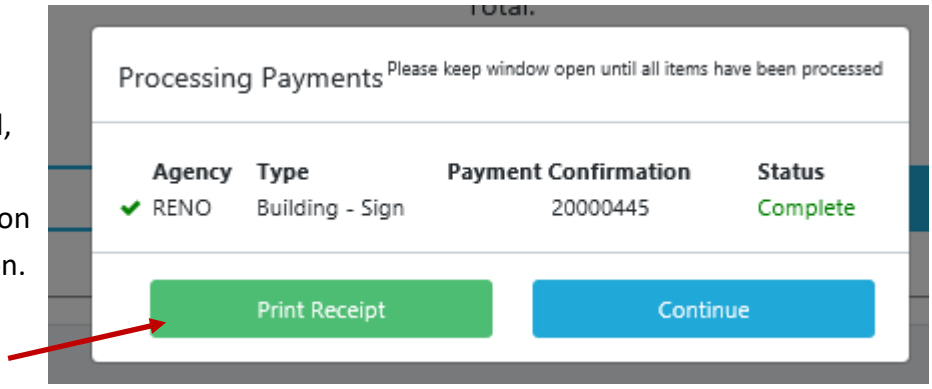
You have now reached the Payment Processing Screen. From this screen you will select the payment type, fill out the contact details and provide the Billing Information.



Once the form is completed and you select Pay Now, a pop up box will appear while payment is processing.

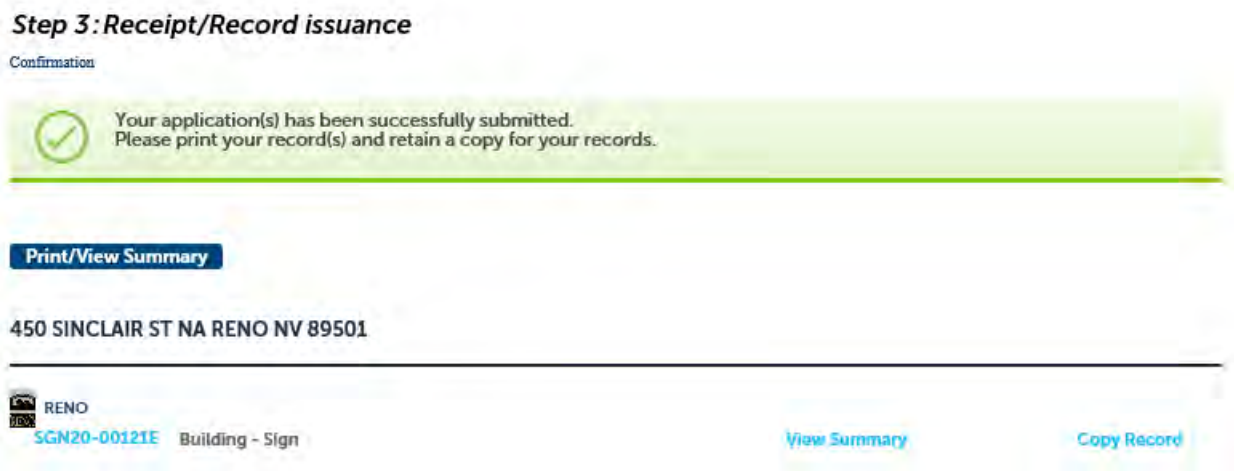


Once payment has been processed, you will receive a confirmation screen which will give you the option to print a receipt for the transaction.

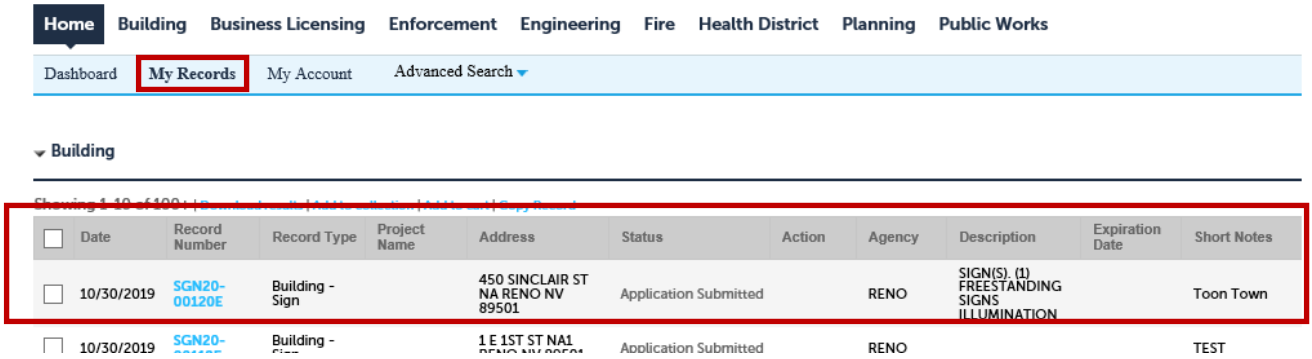


Receipt/Record Issuance

A confirmation page will be displayed with your permit number.



This permit can now be found under the My Records page. From here, you will be able to see the most current application status, upload required revisions and print the final approved plans and building permit.



Permit Review Status

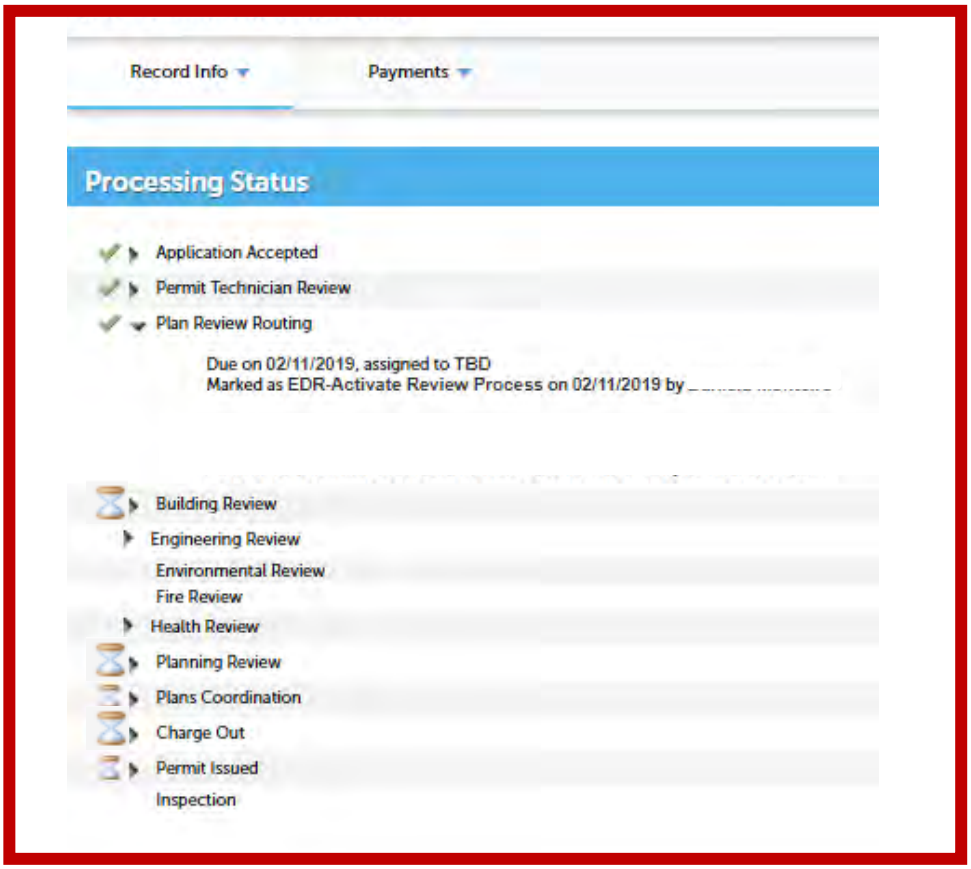
PLAN REVIEW-FIRST SUBMITTAL

The initial review of most plans will be completed within 5 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

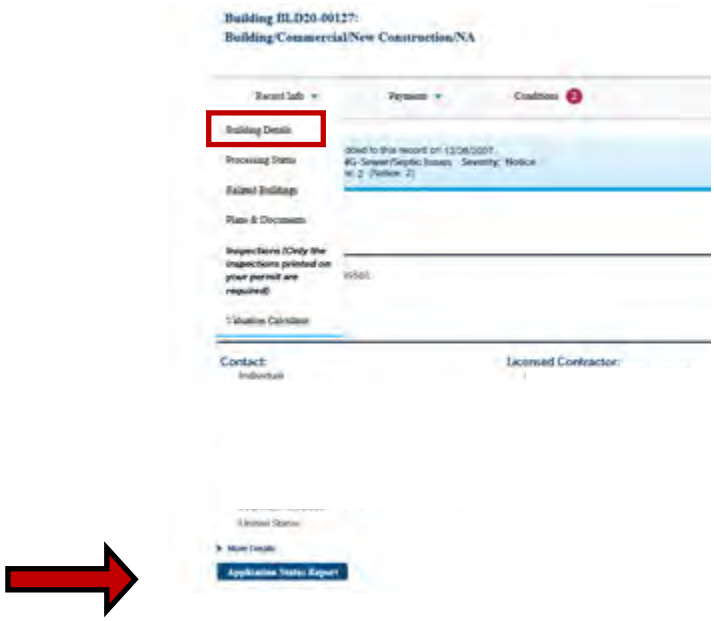
If revisions are required, revised plans will need to be uploaded following the original document upload process as well as the document resubmittal process, revisions will need to follow document naming rules for revisions. Secondary reviews are expedited and are typically completed in 3 business days.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



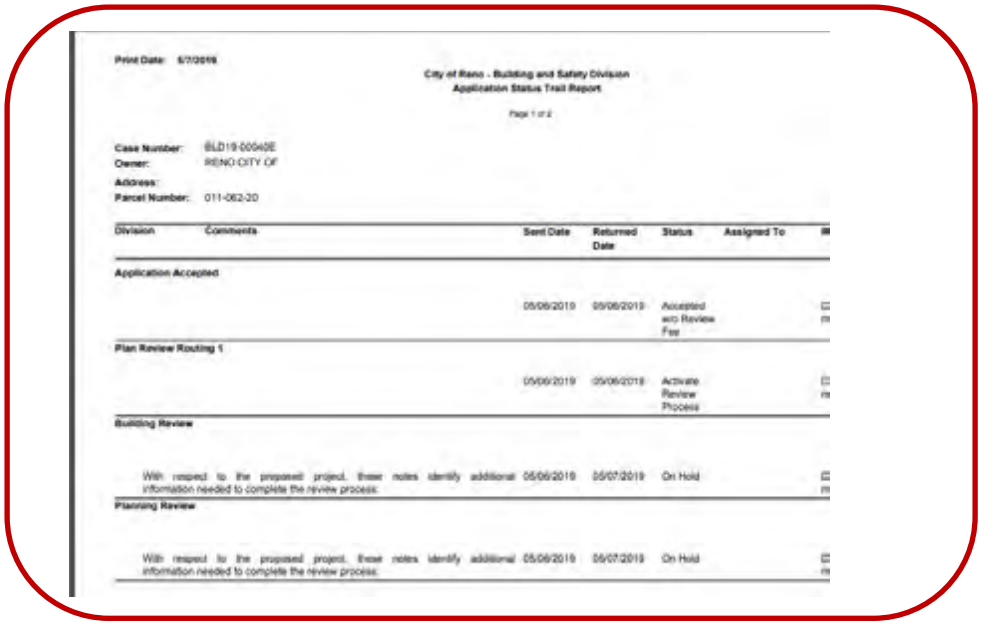
Initial Plan Review Complete-Revisions Required

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.



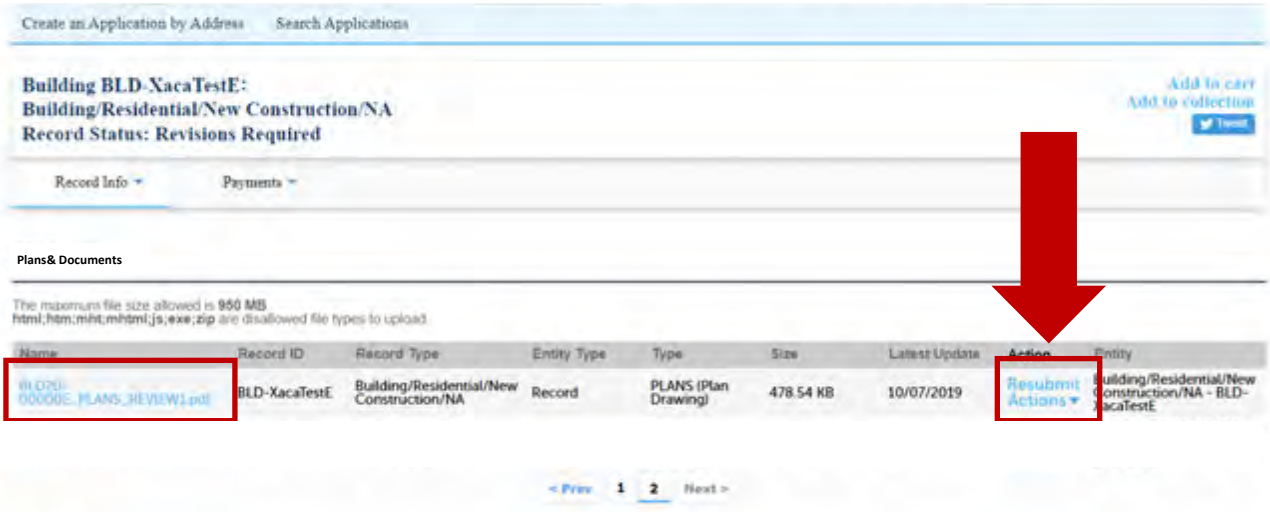
Application Status Trail will be updated live throughout the entire Review Process.



Initial Plan Review Complete-Resubmittal

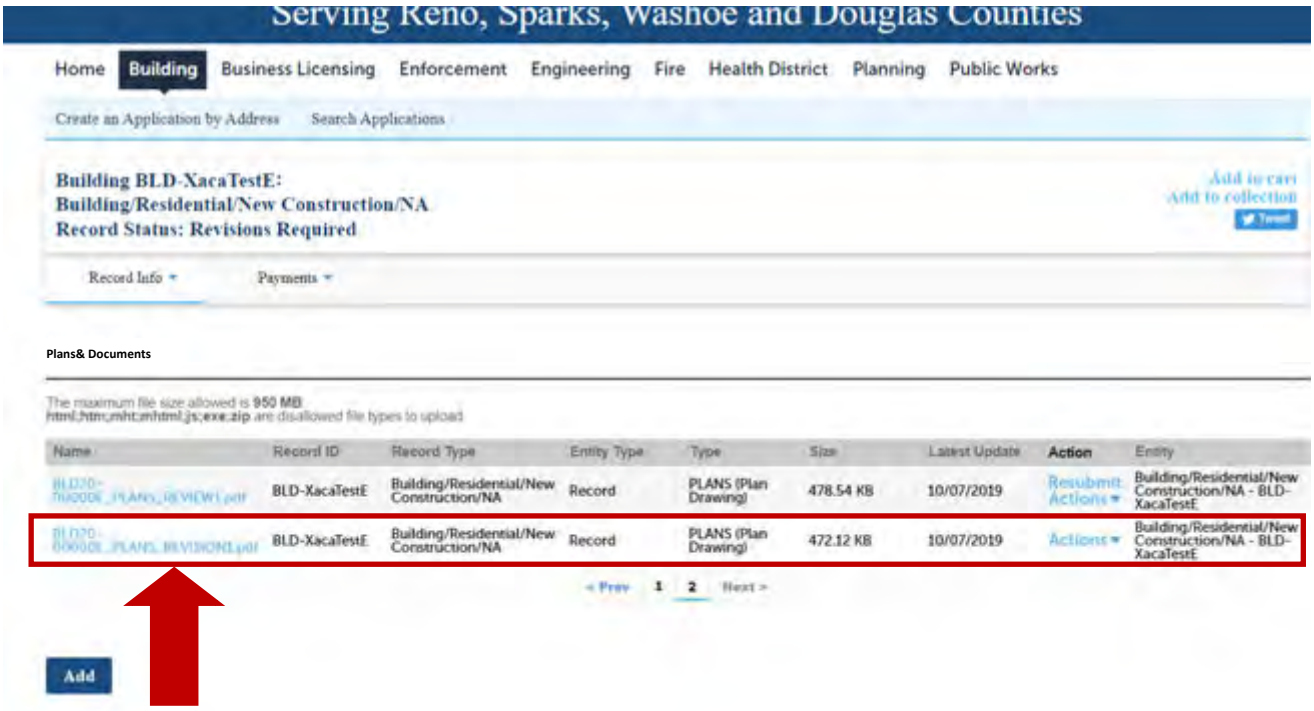
If revisions to a document are required, revised document (s) will need to be resubmitted using the corresponding document's ***Resubmit*** action listed under the associated document in Attachments. This option will be created by the Plans Coordinator once plan review is complete. If a document is being 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

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)

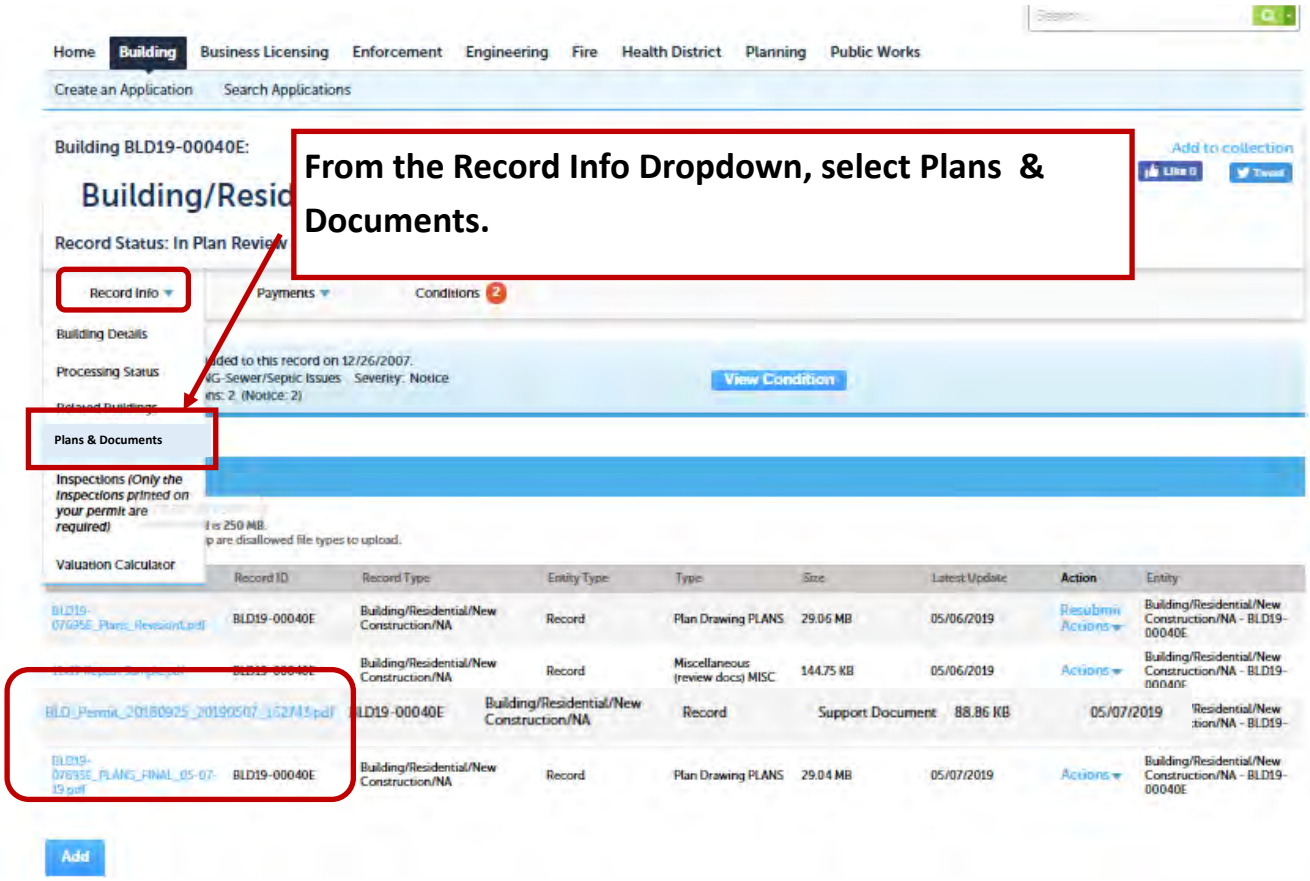
Health Review Comments-

1)
2)

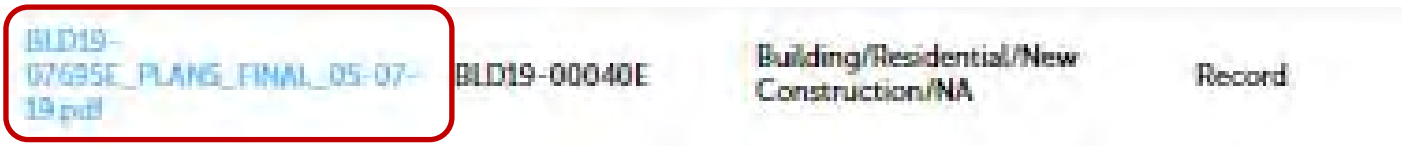
Plan Review Complete

Permit Issuance

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.

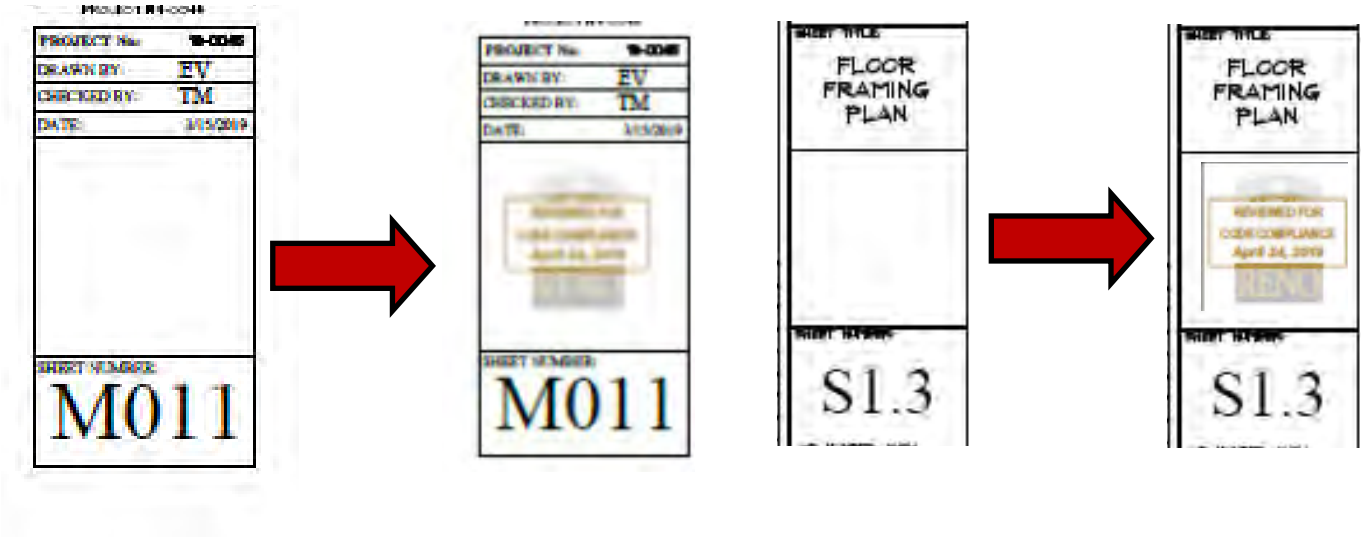
ELECTRONIC DOCUMENT REVIEW IS NOW COMPLETE

Electronic Permit Submittal

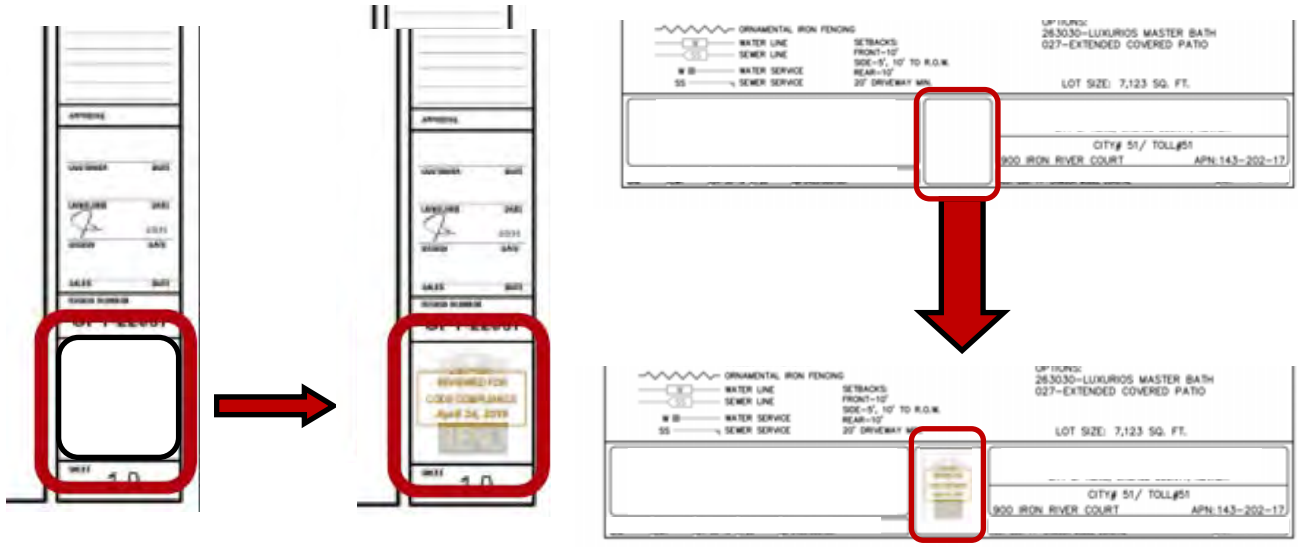
Document Requirements and File Standards

Title Block

For Plan Sheets sized at 24” x 36”, 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 .

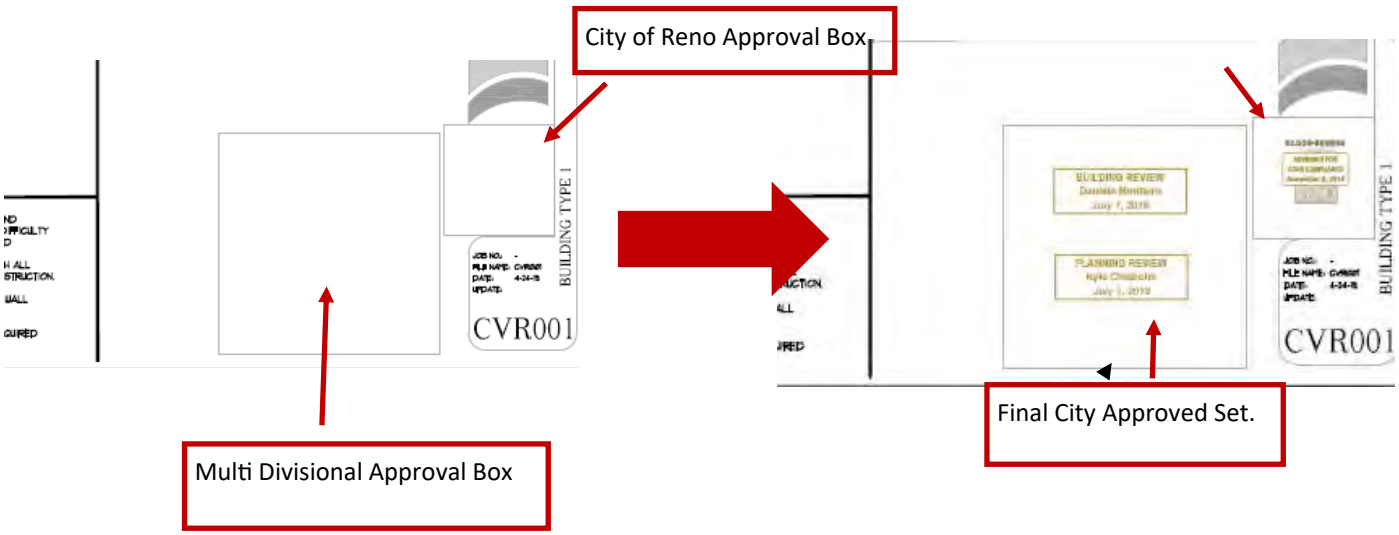


For Plan Sheets sized at 11” x 17”, a 1”x 1” approval box, located directly above plan sheet numbering box, must be located on the title block of all pages to allow for final City of Reno approval.

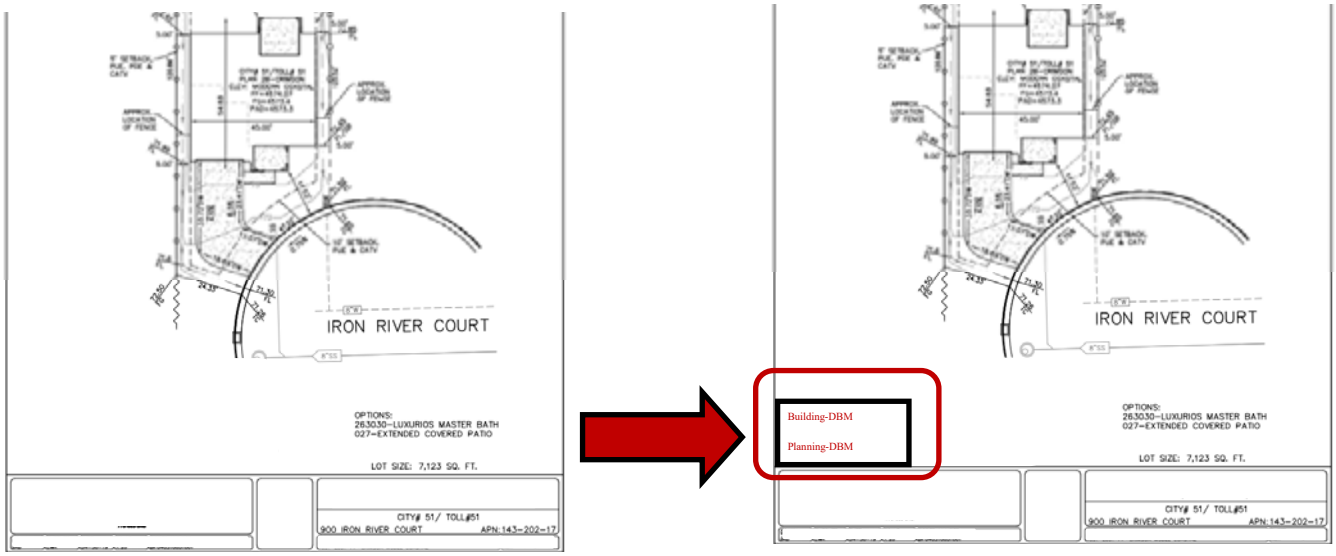


Cover Sheet

For Plan Sheets sized at 24” x 36”, 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:

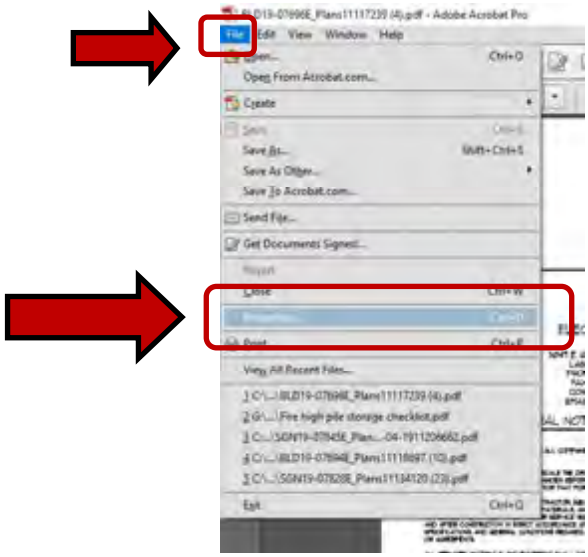
- **Solar & EV Charger**
- **Signs**
- **Residential Patio Covers**
- **Single Family Repeats**
- **Single Family Fence Repeats**
- **Fire Sprinkler Repeats**

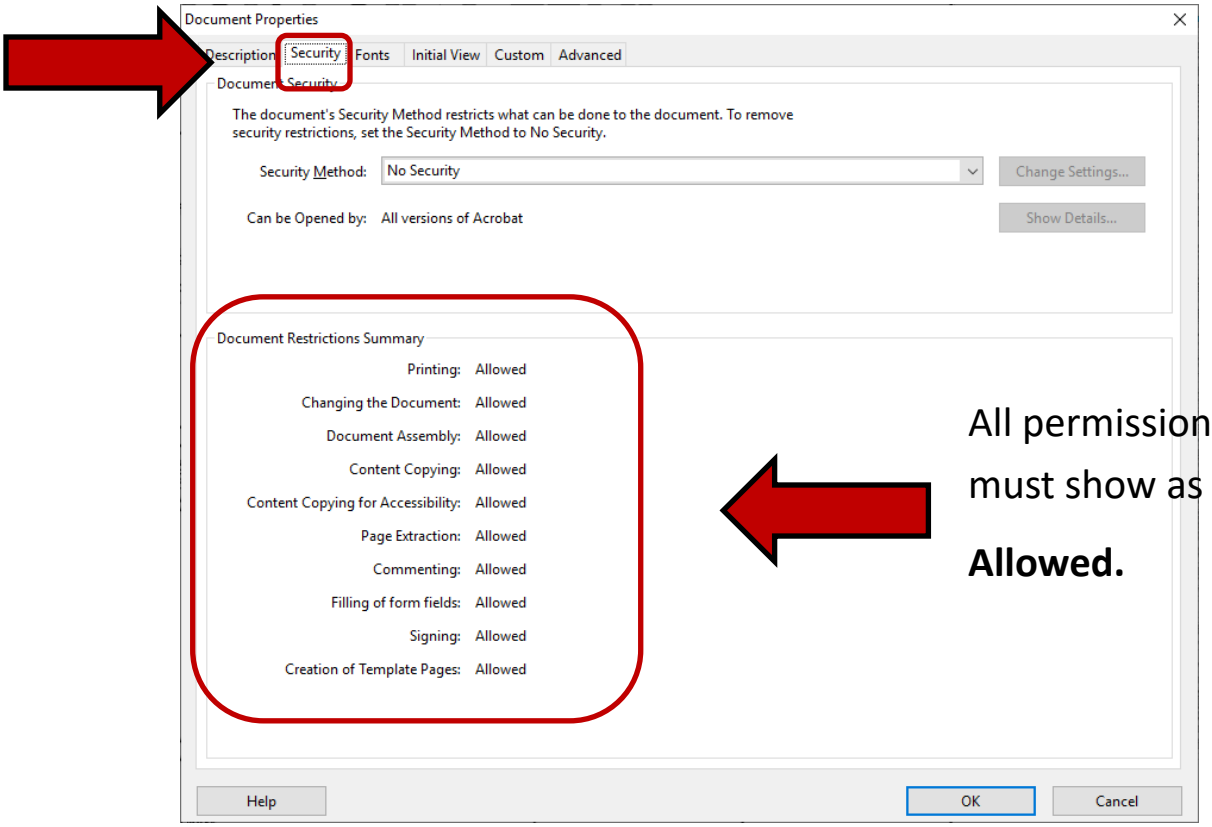
Associated Documents

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".

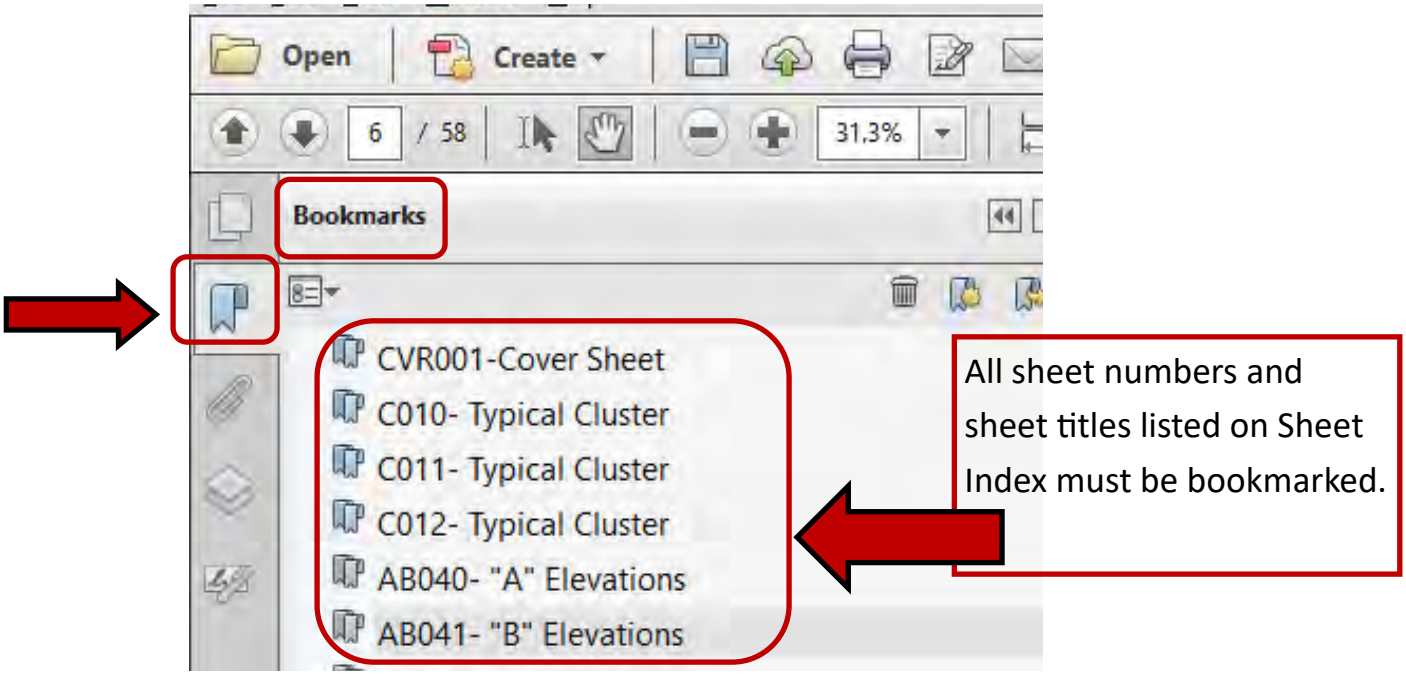




All permissions must show as **Allowed.**

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-

Initial Review
Files will be automatically named

File Naming: (continued)

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

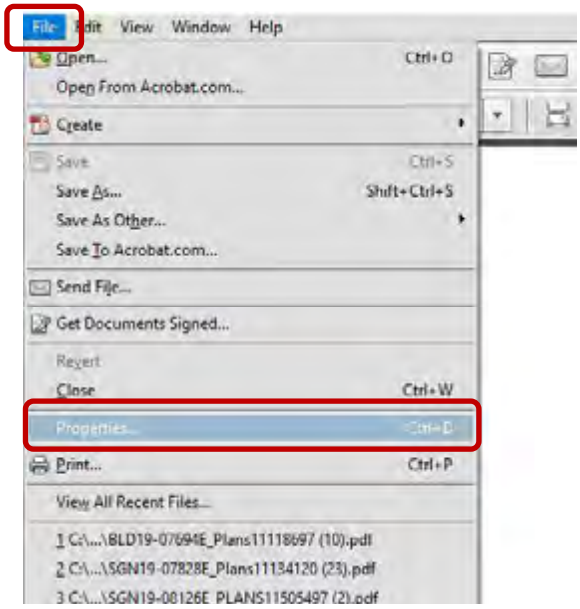
Hydrology Report– BLD20-00000E_HYDRO_RPT_REVISED-05-01-2019

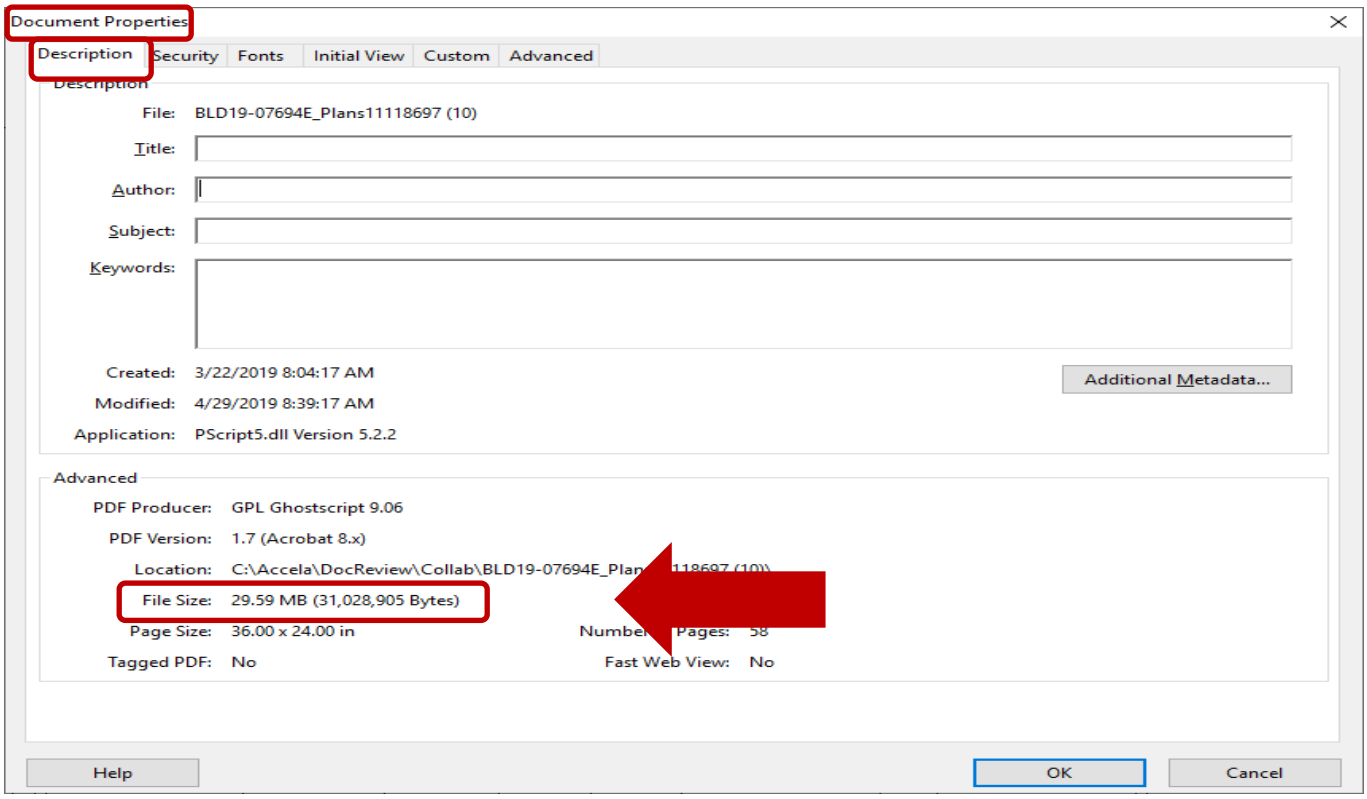
Miscellaneous– BLD20-00000E_MISC_REVISED-05-01-2019

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

File Size

All files will be limited to 200 MB in size. Larger files will take longer to upload, please make sure enough time is being allowed for documents to completely upload. To check the size of each file, from Adobe select File-Properties and the Document Properties will be displayed.

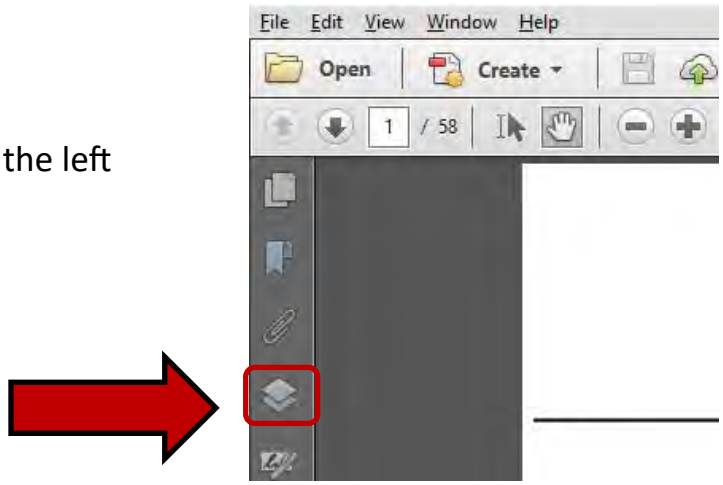




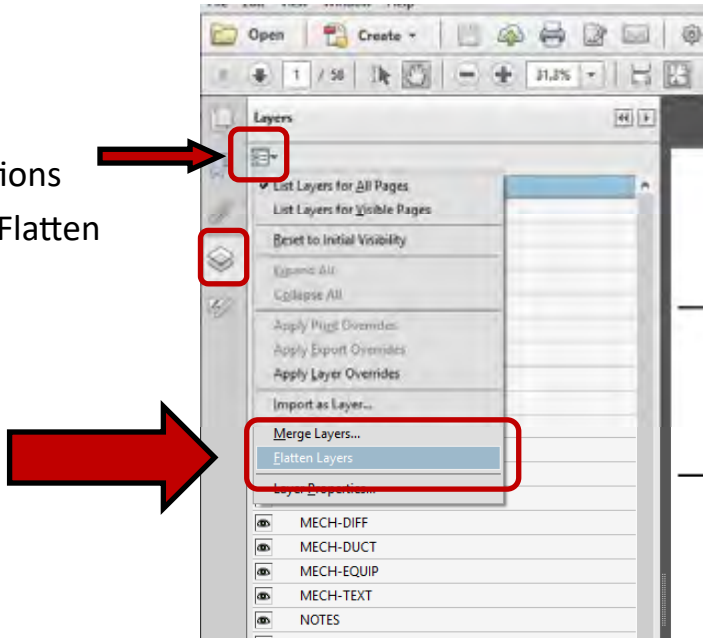
Layers

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.

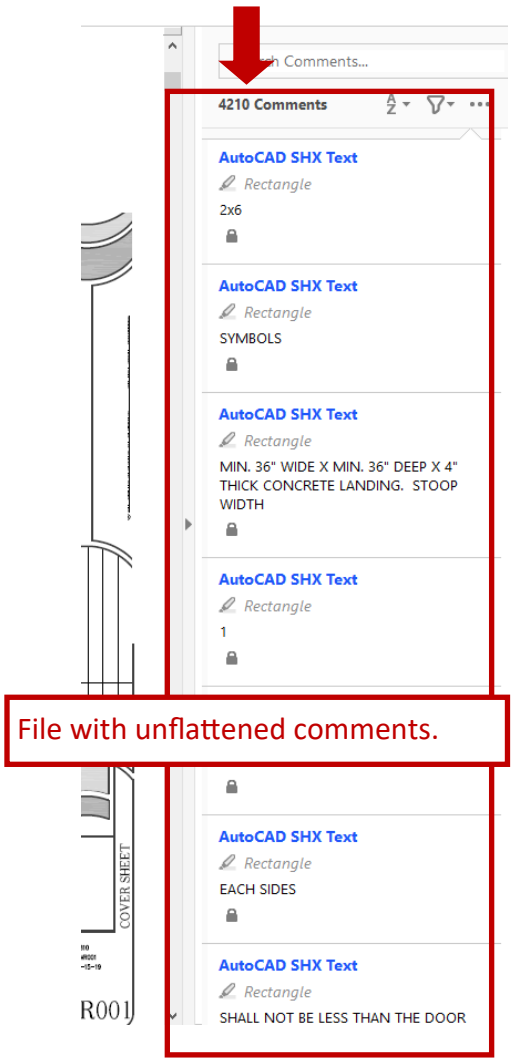


File Comments

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.



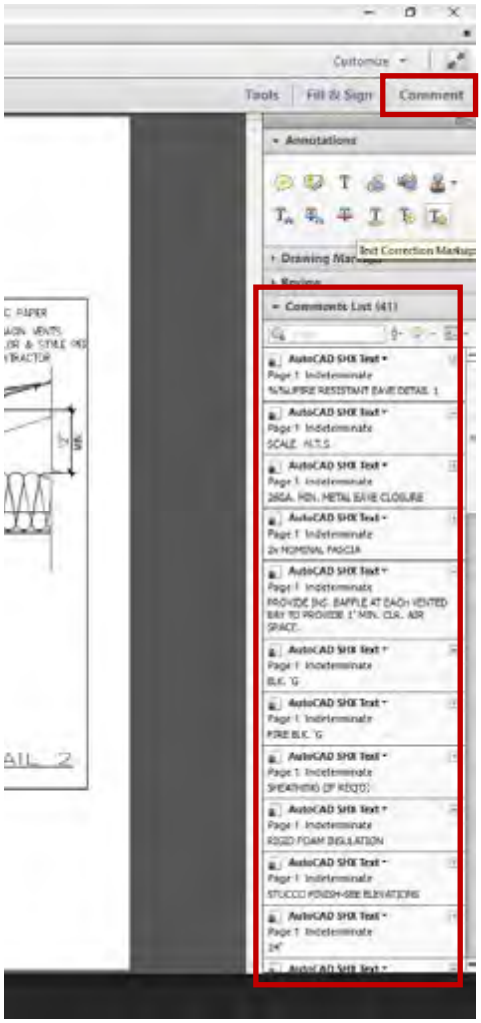
File Comments continued– AutoCad 2016

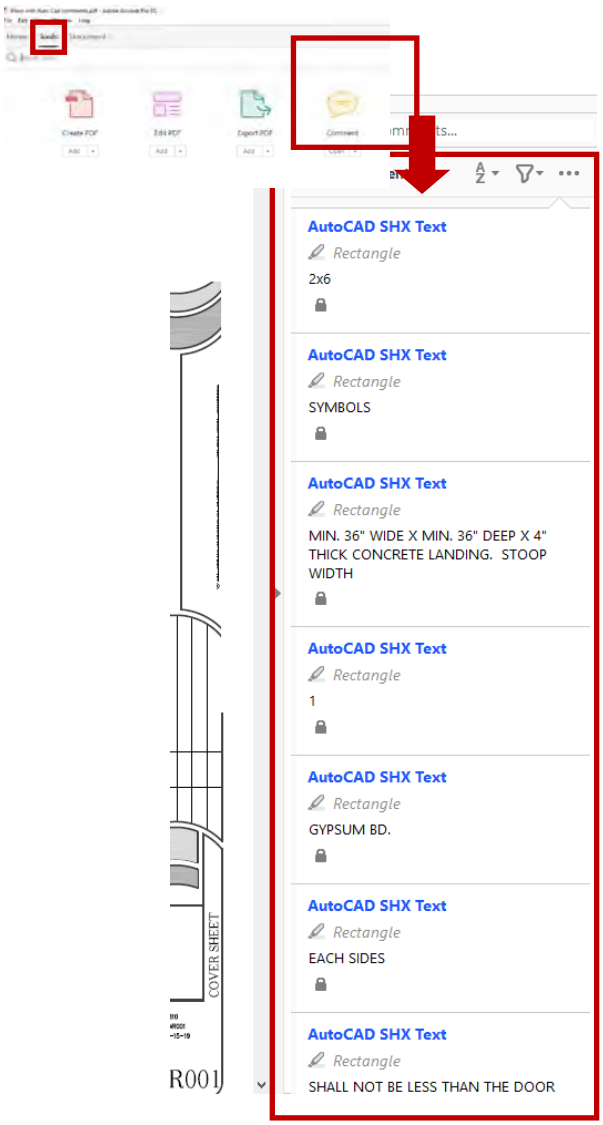
Files created using AutoCad 2016 will generate comments which show up as AutoCAD SHX Text. There is a known issue which causes comments to generate, when using SHX fonts in a drawing. These comments, cannot be flattened or removed using the tools provided in Adobe.

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:

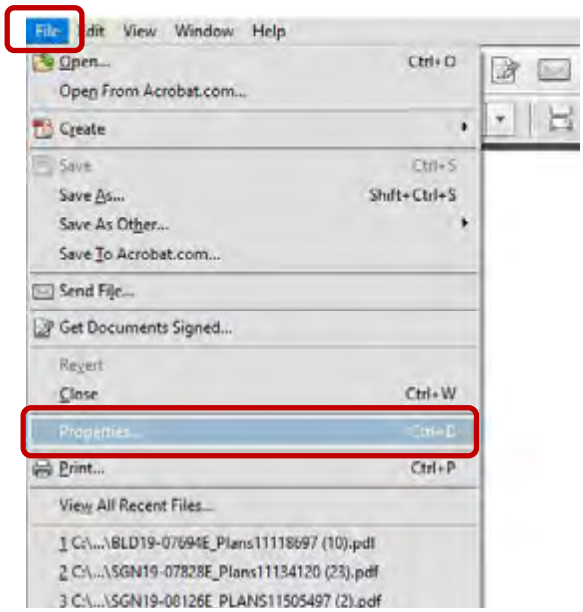
https://knowledge.autodesk.com/support/autocad/troubleshooting/caas/sfdcarticles/sfdcarticles/Drawing-text-appears-as-Comments-in-a-PDF-created-by-AutoCAD.html

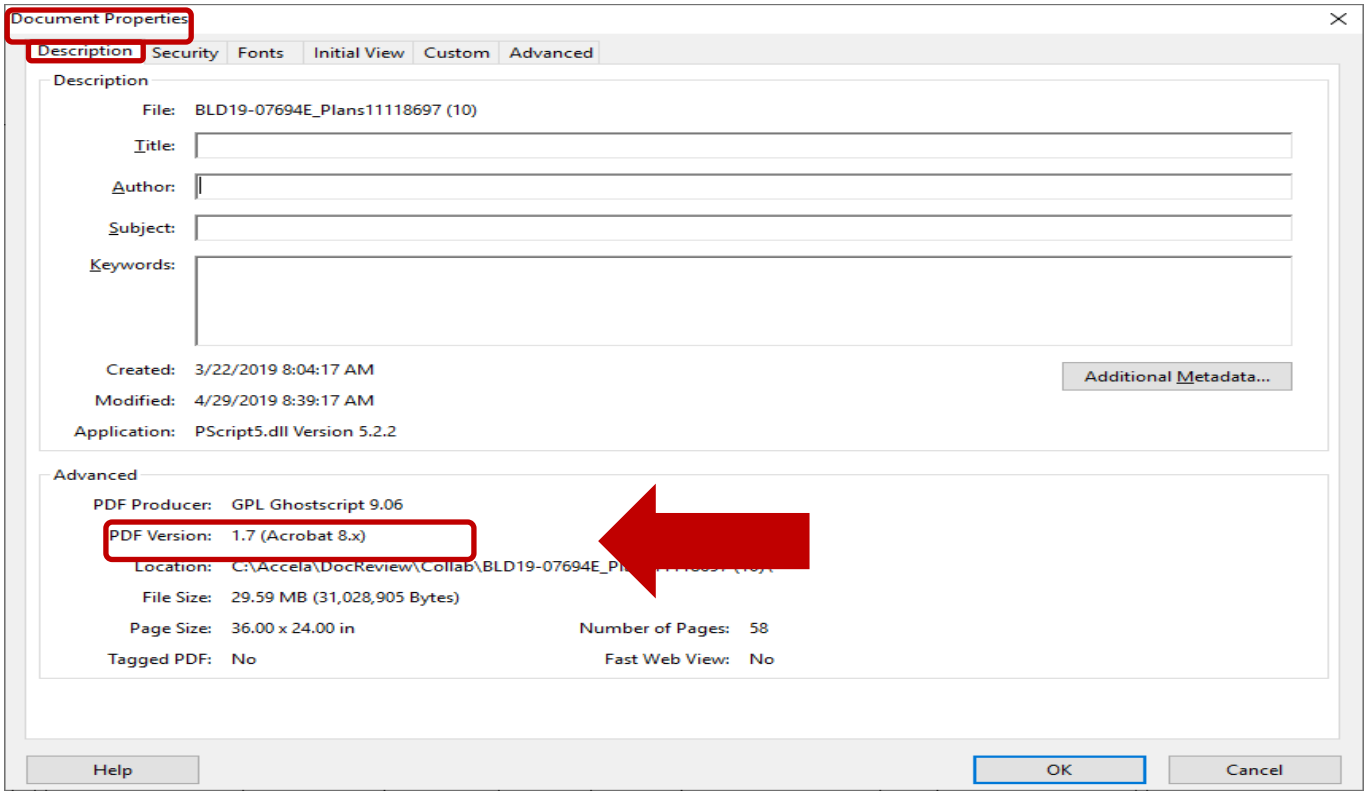




File Type

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.

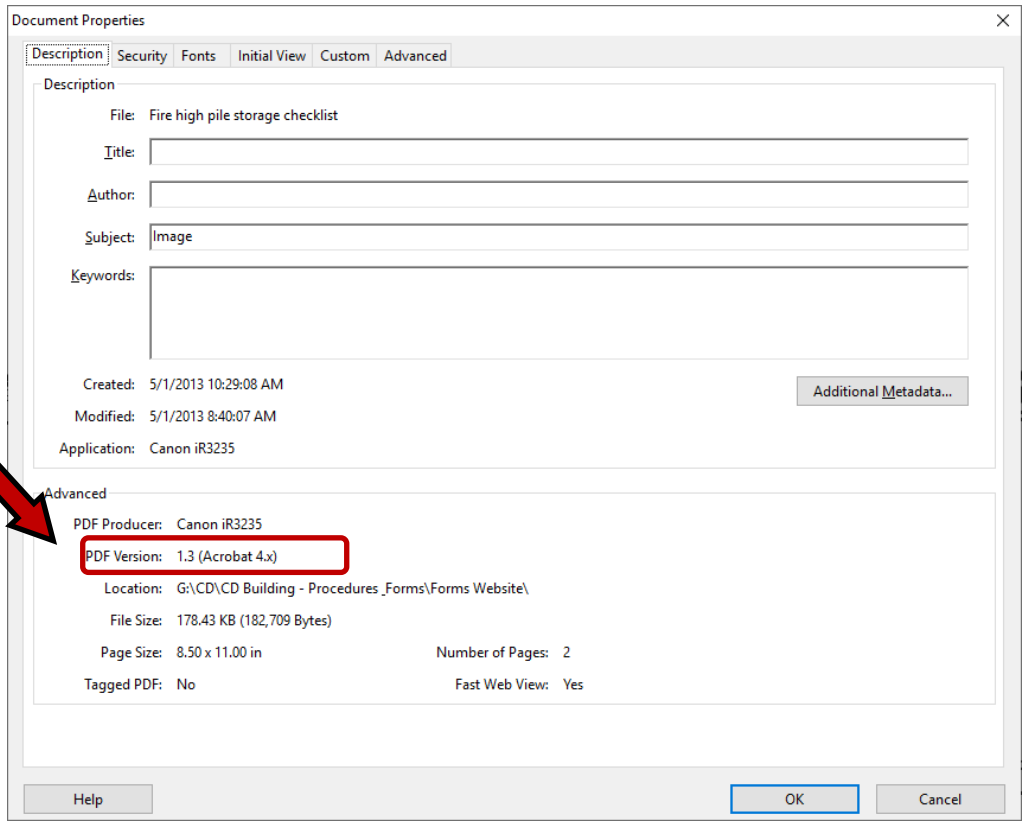




If PDF is from older version, please see the next step on converting PDF to compatible version.

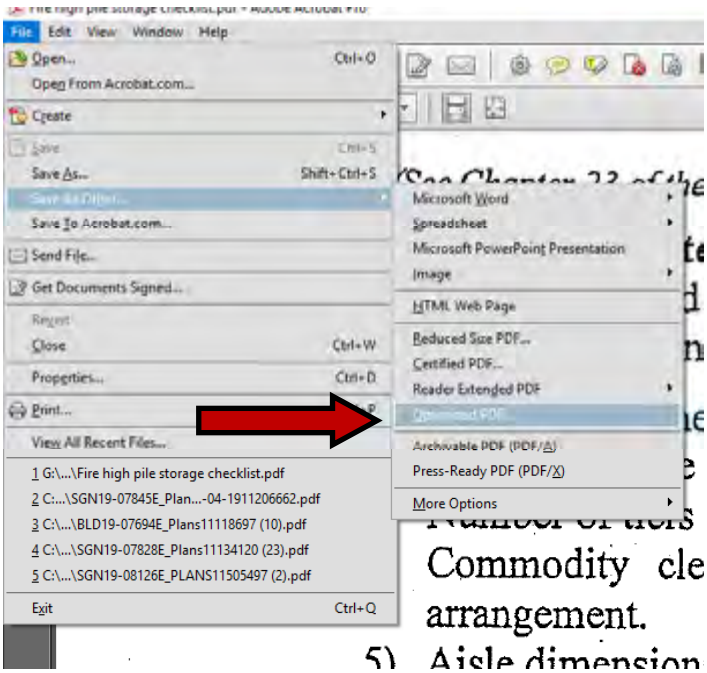
If PDF was created with an older version, document will need to be corrected so that it is compatible with Acrobat 10. The below steps will need to be followed.

PDF version can be found under Document Properties.

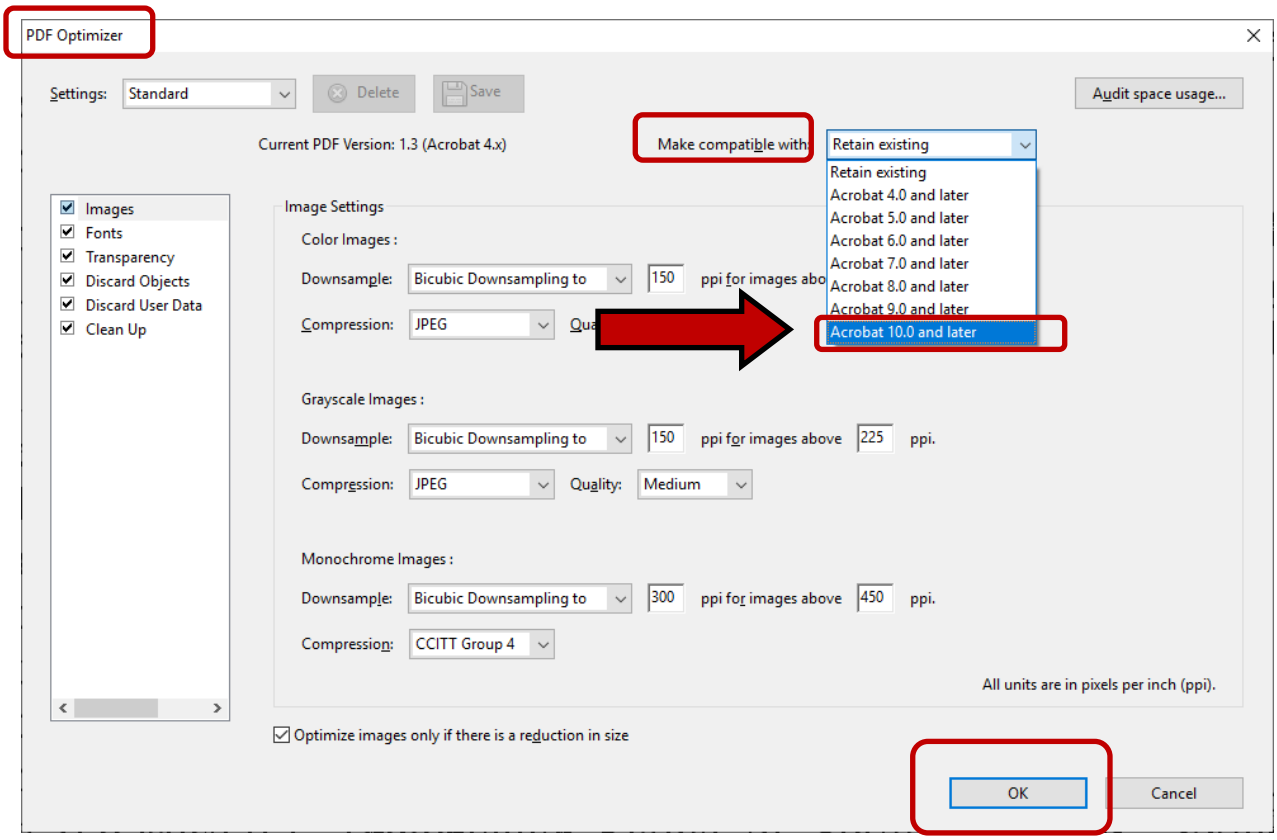
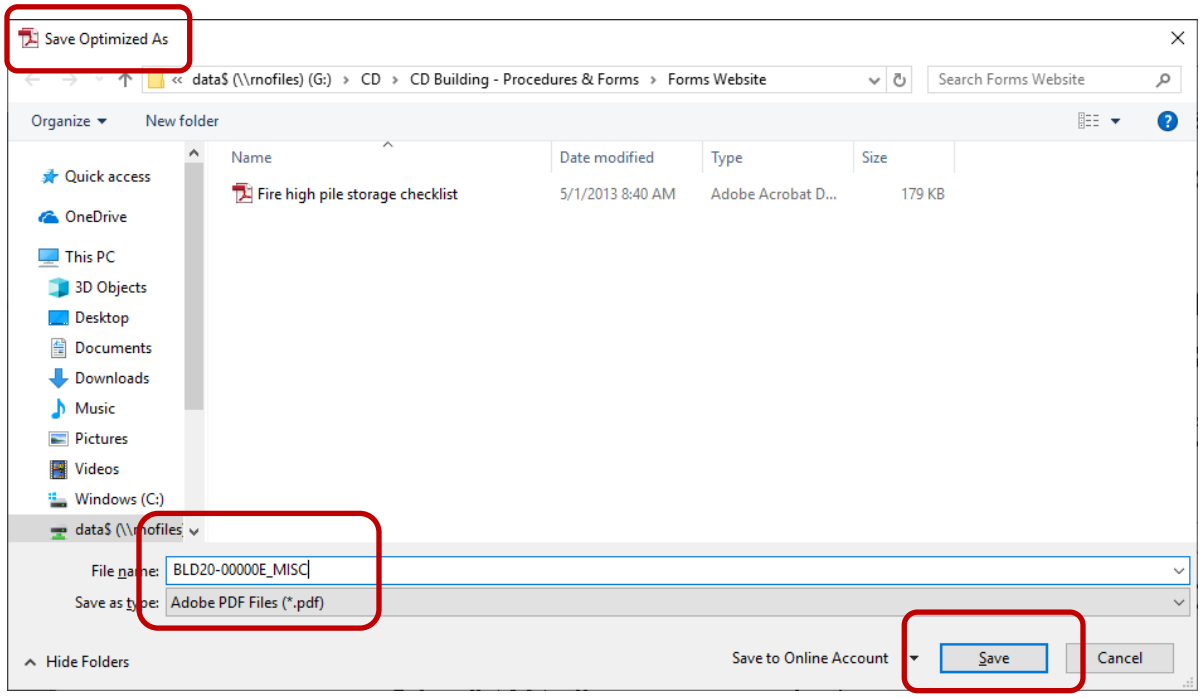


PDF Document will need to be Optimized in order for it to be compatible with Acrobat 10.

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.