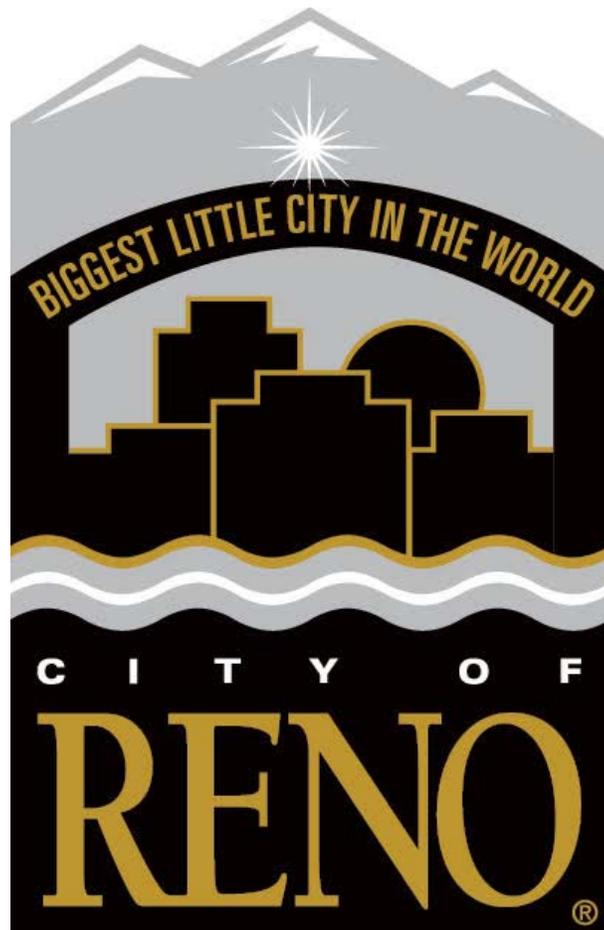


# Electronic Permit Submittal



# Table of Contents:

<b>Introduction</b>	3
<b>Electronic Permit Submittal Process</b>	
Permit Application Submittal	4
Address Validation	5
Permit Type Selection	7
Permit Application Creation	8
Plan Review Fees	15
Permit Review Status	16
Initial Review Complete –Revisions Required	17
Plan Review Complete	20
Permit Issuance	21
Final Approved Plans and Associated Documents	22
Revisions to Active Permits	23
<b>File Standards and Requirements-Business Rules</b>	24
Title Block	25
Cover Sheet	26
Scale	27
Page Orientation	27
Page Size	27
Document Security Standards	28
Bookmarks	29
File Naming	30
File Size	33
Layers	34
File Comments	35
File Type	37

# 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](http://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

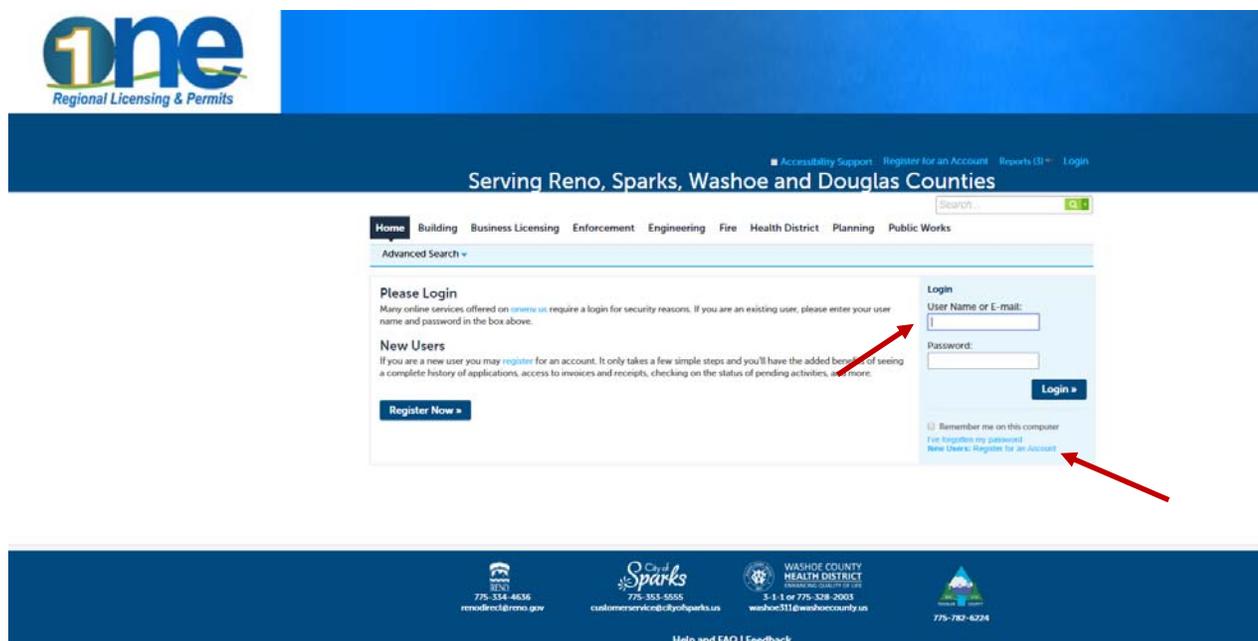
To apply for any of these permit types, please follow the Online Permitting Process outlined in this manual.

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

## Step 1

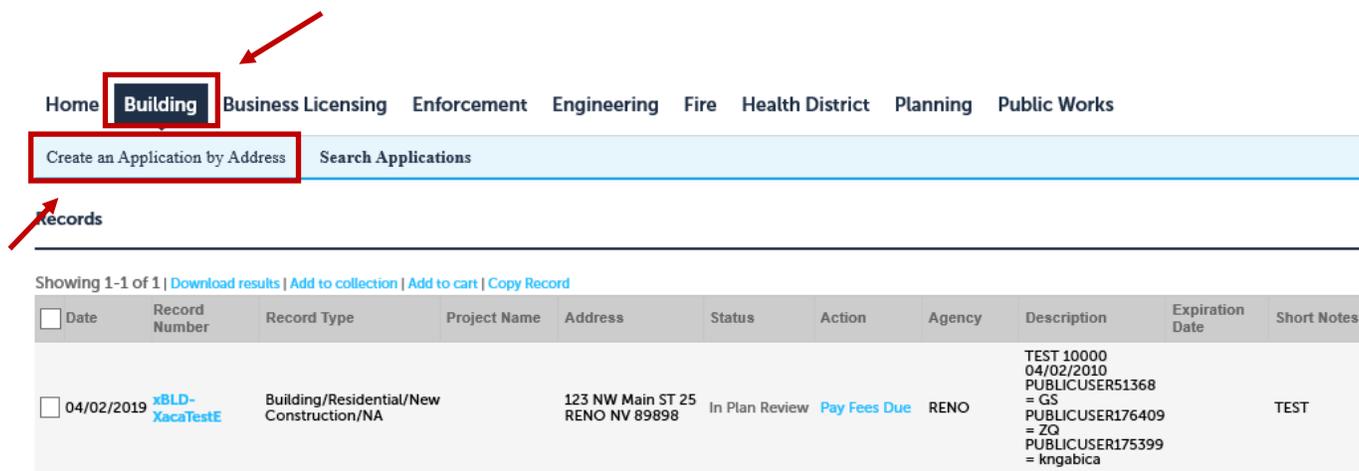
Login to your One account.

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.

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

Create an Application by Address Search Applications

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

#### Enter Work Location

\*Street No.: 450 - To Direction: --Select-- \*Street Name: Sinclair Street Type: --Select--

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

City: State: --Select-- Zip:

**Search** **Clear**

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

#### Enter Work Location

**Use m**

\*Street No.: 450 - To Direction: --Select-- \*Street Name: sinclair Street Type: --Select--

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

City: State: --Select-- Zip:

**Search** **Clear**

Select one address(1 items):

Showing 1 of 1

Address	Description	City	State	Zip	Parcel	Owner
450 SINCLAIR ST RENO NV 89501		RENO	NV	89501	011-501-01	RENO CITY OF

**Search**

Select one service at a time(49 services found):

- ▶ Building EZ - Commercial
- ▶ Building EZ - Residential
  - One- and Two- Family Dwelling Units Only
- ▶ Building
- ▶ Enforcement
  - Submit a complaint.
- ▶ Health
- ▶ Other

**Continue Application**

## 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.**

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

Create an Application by Address Search Applications

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

#### Enter Work Location

\*Street No.:  - To  Direction:  \*Street Name:  Street Type:

Unit Type:  Unit No.:

City:  State:  Zip:

Search Clear

Select one address(100 items):  
Showing 1-10 of 100

Address	Description	City	State	Zip	Parcel	Owner	Action
690 E PATRIOT BLVD 235 RENO NV 89511		RENO	NV	89511	164-100-01	MG VILLAGE AT IRON BLOSSOM APARTMENTS LLC et al	Select
690 E PATRIOT BLVD 241 RENO NV 89511		RENO	NV	89511	164-100-01	MG VILLAGE AT IRON BLOSSOM APARTMENTS LLC et al	Select
690 E PATRIOT BLVD 242 RENO NV 89511		RENO	NV	89511	164-100-01	MG VILLAGE AT IRON BLOSSOM APARTMENTS LLC et al	Select
690 E PATRIOT BLVD 244 RENO NV 89511		RENO	NV	89511	164-100-01	MG VILLAGE AT IRON BLOSSOM APARTMENTS LLC et al	Select
690 E PATRIOT BLVD 245 RENO NV 89511		RENO	NV	89511	164-100-01	MG VILLAGE AT IRON BLOSSOM APARTMENTS LLC et al	Select
690 E PATRIOT BLVD 246 RENO NV 89511		RENO	NV	89511	164-100-01	MG VILLAGE AT IRON BLOSSOM APARTMENTS LLC et al	Select
690 E PATRIOT BLVD 247 RENO NV 89511		RENO	NV	89511	164-100-01	MG VILLAGE AT IRON BLOSSOM APARTMENTS LLC et al	Select
690 E PATRIOT BLVD 250 RENO NV 89511		RENO	NV	89511	164-100-01	MG VILLAGE AT IRON BLOSSOM APARTMENTS LLC et al	Select
690 E PATRIOT BLVD 251 RENO NV 89511		RENO	NV	89511	164-100-01	MG VILLAGE AT IRON BLOSSOM APARTMENTS LLC et al	Select
690 E PATRIOT BLVD 253 RENO NV 89511		RENO	NV	89511	164-100-01	MG VILLAGE AT IRON BLOSSOM APARTMENTS LLC et al	Select

Prev 1 2 3 4 5 6 7 8 9 10 Next >

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**.

\*Street No.: 450 - To Direction: --Select-- \*Street Name: sinclair

Unit Type: --Select-- Unit No.: State: --Select-- Zip:

Search Clear

Select one address(1 items):  
Showing 1-1 of 1

Address	Description	City
450 SINCLAIR ST RENO NV 89501		RENO

Search

Select one service at at time(49 services found):

- ▶ Building EZ - Commercial
- ▶ Building EZ - Residential  
One- and Two- Family Dwelling Units Only
- ▶ **Building**
- ▶ Enforcement  
Submit a complaint.
- ▶ Health
- ▶ Other

Continue Application

- ▼ Building
  - 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
  - City of Reno - Com - Pallet & Storage Racking
  - City of Reno - Com - Pool & Spa
  - City of Reno - Com - Remodel & Addition
  - 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 - Res - Demolition (One- and Two- Family Dwellings)
  - City of Reno - Res - Fence & Shed (One- and Two- Family Dwellings)
  - City of Reno - Res - Fire Alarm (One- and Two- Family Dwellings)
  - City of Reno - Res - Fire Sprinkler (One- and Two- Family Dwellings)
  - City of Reno - Res - Garage & Carports (One- and Two- Family Dwellings)
  - City of Reno - Res - Grading & Site Improvements (One- and Two- Family Dwellings)
  - City of Reno - Res - Mobile Home Set Up (One- and Two- Family Dwellings)
  - City of Reno - Res - New Construction (One- and Two- Family Dwellings)
  - City of Reno - Res - Patio Cover (One- and Two- Family Dwellings)
  - City of Reno - Res - Pool & Spa (One- and Two- Family Dwellings)
  - City of Reno - Res - Remodel & Addition (One- and Two- Family Dwellings)
  - City of Reno - Res - Rockery & Retaining Walls (One- and Two- Family Dwellings)
  - City of Reno - Res - Solar & EV Chargers (One- and Two- Family Dwellings)
  - City of Reno - Res - Structure Damage - Demo (One- and Two- Family Dwellings)
  - City of Reno - Res - Structure Damage - Repair (One- and Two- Family Dwellings)
  - City of Reno - Sign

Select the appropriate permit type and select Continue Application.

- City of Reno - Res - Mobile Home Set Up (One- and Two- Family Dwellings)
- City of Reno - Res - New Construction (One- and Two- Family Dwellings)
- City of Reno - Res - Patio Cover (One- and Two- Family Dwellings)
- City of Reno - Res - Pool & Spa (One- and Two- Family Dwellings)
- City of Reno - Res - Remodel & Addition (One- and Two- Family Dwellings)
- City of Reno - Res - Rockery & Retaining Walls (One- and Two- Family Dwellings)
- City of Reno - Res - Solar & EV Chargers (One- and Two- Family Dwellings)
- City of Reno - Res - Structure Damage - Demo (One- and Two- Family Dwellings)
- City of Reno - Res - Structure Damage - Repair (One- and Two- Family Dwellings)
- City of Reno - Sign

- ▶ Enforcement  
Submit a complaint.
- ▶ Health

Continue Application

## 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

Search...

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

Create an Application by Address Search Applications

Commercial Fence

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

Step 1: Location >>

\* indicates a required field.

Address

## Record Creation – 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.:     Direction:     \*Street Name:

\*Unit Type:     \*Unit No.:

City:     State:     \*Zip:

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



Clear

Do not select Search, continue to bottom of page.

### Parcel

\*Parcel Number:

Search

Clear

### Owner

Owner Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Zip:

Country:

Search

Clear

Select Continue Application.

Continue Application >

## Record Creation – 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.

### **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.

##### **Individual**

##### **Daniela Monteiro**

monteirod@reno.gov

Phone: 775-334-2225

Address: 1 East First St  
Reno, NV 89505

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

▶ [Contact Addresses](#)

#### **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 S list.

**Select from Account**

**Look Up**

✔ **Licensed contractor removed successfully.**

**Continue Application »**

#### **Look Up License**

License Type:

--Select--

**Contractor License  
Number:**

0078395

Name of Business:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Phone:

**Look Up**

**Clear**

[Discard Changes](#)

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 – 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.

*Step 3: Application Details >>*

### Additional Information

Permit Valuation shall include total value of work, including materials and labor.

 \* Project Valuation (\$):

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

### Custom Fields

BUILDING EZ APP

#### GENERAL

\* Existing Electrical Service Size:

Amps

\* New Electrical Service Size:

Amps

\* Number of Electrical Service Panels to be Changed:

[Continue Application »](#)

# Record Creation 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.

EZ Reroof - Commercial

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

Step 4: Plans & Documents > Document Upload \* Indicates a required field.

Attachment

\*Asbestos Letter is required.

The maximum file size allowed is 250 MB. html;htm;mht;mhtml;js;exe;zip are disallow

Name	Type
No records found.	

**Add**

**Continue Application »**

**File Upload** × **Save and resume later**

The maximum file size allowed is 250 MB. html;htm;mht;mhtml;js;exe;zip are disallowed file types to upload.

Name	Progress
Asbestos Letter Example.pdf	100%

**Continue** **Add** **Remove All**

Step 4: Plans & Documents > Document Upload

Attachment

\*Asbestos Letter is required.

The maximum file size allowed is 250 MB. html;htm;mht;mhtml;js;exe;zip are disallowed file types to upload.

Name	Type	Size	Latest Upd
No records found.			

\*Type:  
ASBESTOS\_LETTER (Asbestos Letter)

File:  
Asbestos Letter Example.pdf  
100%

Description:

**Save** **Add** **Remove All**

**Continue Application »**

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 – 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.

1	2 People	3 Application Details	4 Review	5 Pay Fees	6 Record Submit
---	----------	-----------------------	----------	------------	-----------------

**Step 4 : Review**

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

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

**Building Type**

EZ Service Change - Commercial [Edit](#)

**Address** [Edit](#)

450 SINCLAIR NA, RENO, NV 89501

**Parcel** [Edit](#)

Parcel Number: 011-501-01

**Owner** [Edit](#)

RENO CITY OF  
PO BOX 1900  
C/O PROPERTY MANAGEMENT  
RENO NV 89505

**Applicant** [Edit](#)

Individual  
Daniela Monteiro  
1 East First St  
Reno, NV, 89505  
United States  
Home Phone: 775-334-2225  
Phone: 775-334-2225  
E-mail: monteirod@reno.gov

**Licensed Contractor** [Edit](#)

PAINT N MORE  
2574 NEW MORNING AVE  
HENDERSON, 89052  
Phone: 702-285-9108  
Contractor - 0078395

**Additional Information** [Edit](#)

Project Valuation (\$): 3,000.00

**Custom Fields** [Edit](#)

**BUILDING EZ APP** [Edit](#)

**GENERAL**

Existing Electrical Service Size: 100  
New Electrical Service Size: 125  
Number of Electrical Service Panels to be Changed: 2

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: 03/13/2020

[Continue Application >](#)

Select Continue Application to submit your permit

## Record Creation Step 6– Application Submitted

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

### Confirmation



Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

### Print/View Summary

450 SINCLAIR ST NA RENO NV 89501

---



RENO

BLD20-00432E

EZ Service Change - Commercial

[View Summary](#)

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.

The screenshot shows a web interface for a building sign record. At the top, there is a navigation menu with 'Building' selected. Below the menu, there are links for 'Create an Application' and 'Search Applications'. A green notification box states: 'The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.' The record title is 'Building - Sign' with ID 'SGN19-00033' and status 'In Plan Review'. There are tabs for 'Record Info' and 'Payments', with 'Payments' selected. Under 'Payments', there is a 'Fees' section. A table shows one outstanding fee with a date of 02/11/2019, invoice number 718863, and amount of \$750.75. A 'Pay Fees' button is highlighted with a red box.

Outstanding:		
Date	Invoice Number	Amount
02/11/2019	718863	\$750.75
Total outstanding fees: \$750.75		

\*\*\*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 see this reflected on the due 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.

The screenshot shows a web interface with two tabs: "Record Info" and "Payments". The "Record Info" tab is active, displaying a "Processing Status" section. This section includes a list of review steps, each with a green checkmark and a right-pointing arrow:

- Application Accepted
- Permit Technician Review
- Plan Review Routing

Below these steps, there is a due date and assignment information: "Due on 02/11/2019, assigned to TBD" and "Marked as EDR-Activate Review Process on 02/11/2019 by \_\_\_\_\_".

The bottom part of the interface shows a list of review categories, each with a right-pointing arrow and a small hourglass icon:

- Building Review
  - Engineering Review
  - Environmental Review
  - Fire Review
- Health Review
- Planning Review
- Plans Coordination
- Charge Out
- Permit Issued
- Inspection

# 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 in the application process where you will be able to submit revised plans and documents .

To check the status of your permit, from the Record Info dropdown, select Processing Status



The screenshot shows a web application interface for permit management. At the top, there is a navigation bar with links for Home, Building, Business Licensing, Enforcement, Engineering, Fire, Health District, Planning, Short Term Rentals, and more. Below the navigation bar, there are two buttons: 'Create an Application by Address' and 'Search Applications'. The main content area displays information for a specific permit: 'Building xBLD-XacaTestE: Residential New Construction' with a 'Permit Status: In Plan Review'. A dropdown menu is open under 'Record Info', showing options for 'Payments', 'Processing Status' (highlighted in yellow), 'Related Buildings', 'Plans & Documents', 'Inspections (Only the inspections printed on your permit are required)', and 'Valuation Calculator'. To the right of the dropdown, there is a 'Project Information' section with details like 'TEST 10000 04/02/2010 PUBLICUSER1368 - GS' and 'PUBLICUSER176409 - ZQ PUBLICUSER175399 - kngabica'. There are also social media sharing buttons for 'Like' and 'Tweet'.

Processing status will display all activities associated with the permit application. Each field can be expanded by clicking on the arrow next to each activity.

This screenshot shows the same permit application interface as the previous one, but with the 'Processing Status' dropdown menu expanded. The dropdown menu lists various activities associated with the permit application, each with a small arrow icon next to it. The activities are: Application Accepted, Permit Technician Review, Plan Review Routing, Building Review, Planning Review, Engineering Review, Fire Review, Environmental Review, Health Review, Code Enforcement Review, Public Works Review, Plans Coordination, Charge Out, Permit Issued, and Inspection.

This screenshot shows the 'Processing Status' dropdown menu expanded, displaying a list of activities with their respective dates and assigned personnel. The activities are: Application Accepted, Permit Technician Review, Plan Review Routing, Building Review, Planning Review, Engineering Review, Fire Review, Environmental Review, Health Review, Code Enforcement Review, Public Works Review, and Plans Coordination. Each activity has a small arrow icon next to it. The 'Plans Coordination' activity is highlighted in yellow. Below the list, there are several lines of text providing details for each activity, including the date, the assigned personnel, and the status of the activity.

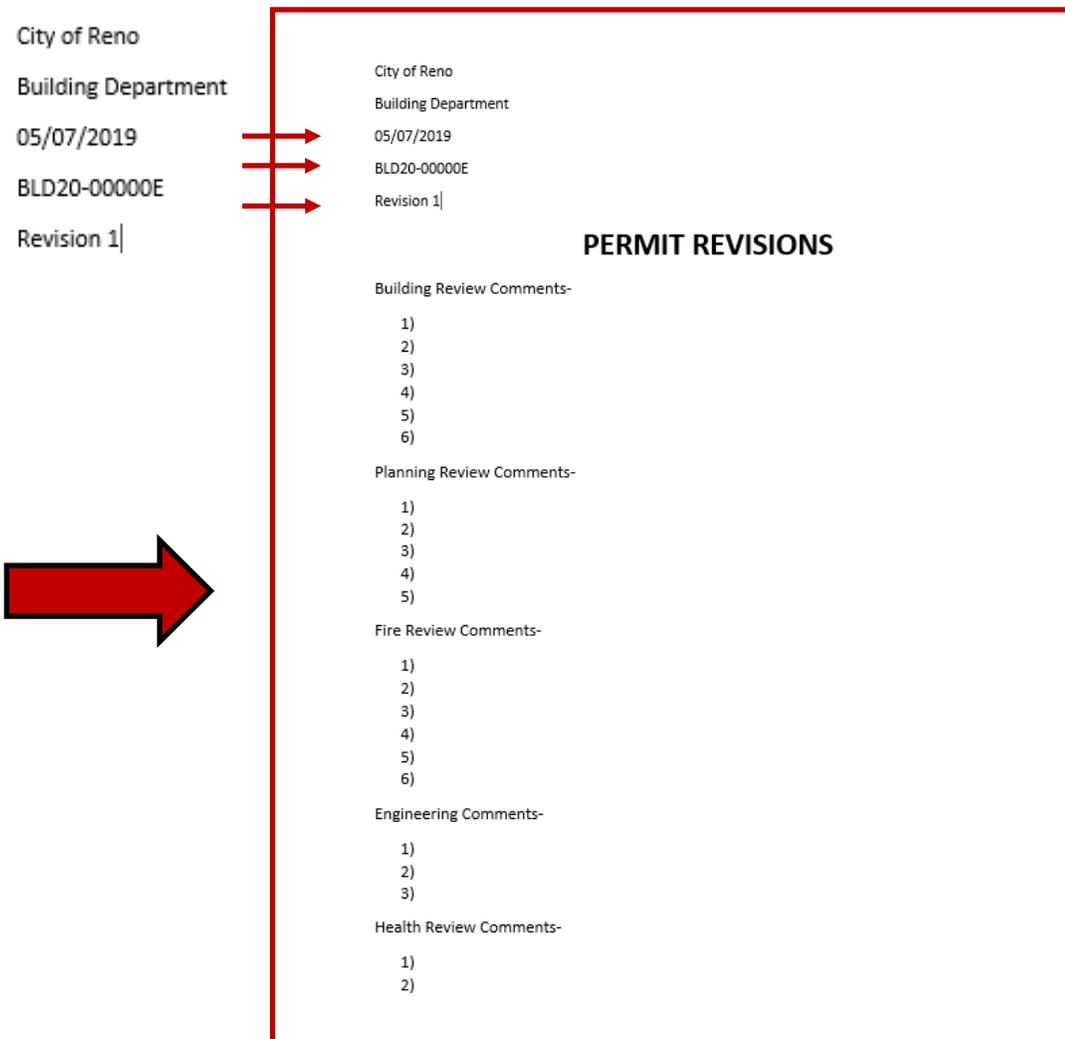
# Step 7 Continued

## 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 31.

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.



# 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.

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

Create an Application by Address Search Applications

**Building BLD-XacaTestE:**  
Building/Residential/New Construction/NA  
Record Status: Revisions Required

Add to cart  
Add to collection  
Tweet

Record Info Payments

Plans & Documents

The maximum file size allowed is 950 MB  
html;htm;mht;mhtml;js;exe;zip are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
BLD20-00000E_PLANS_REVIEW1.pdf	BLD-XacaTestE	Building/Residential/New Construction/NA	Record	PLANS (Plan Drawing)	478.54 KB	10/07/2019	Resubmit Actions	Building/Residential/New Construction/NA - BLD-XacaTestE

< Prev 1 2 Next >

**Please review File Naming Rules for Subsequent Submittals prior to resubmittal.**  
**Please see Page 30 of Business Rules**

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

Create an Application by Address Search Applications

**Building BLD-XacaTestE:**  
Building/Residential/New Construction/NA  
Record Status: Revisions Required

Add to cart  
Add to collection  
Tweet

Record Info Payments

Plans & Documents

The maximum file size allowed is 950 MB  
html;htm;mht;mhtml;js;exe;zip are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
BLD20-00000E_PLANS_REVIEW1.pdf	BLD-XacaTestE	Building/Residential/New Construction/NA	Record	PLANS (Plan Drawing)	478.54 KB	10/07/2019	Resubmit Actions	Building/Residential/New Construction/NA - BLD-XacaTestE
BLD20-00000E_PLANS_REVISION1.pdf	BLD-XacaTestE	Building/Residential/New Construction/NA	Record	PLANS (Plan Drawing)	472.12 KB	10/07/2019	Actions	Building/Residential/New Construction/NA - BLD-XacaTestE

< Prev 1 2 Next >

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.

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

Dashboard **My Records** My Account Advanced Search

Building

Showing 1-2 of 2 | Download results | Add to collection | Copy Record

Date	Record Number	Record Type	Project Name	Address	Status	Action	Agency	Description	Expiration Date	Short Notes
05/06/2019	<b>BLD19-00040E</b>	Building/Residential/New Construction/NA			In Plan Review	<b>Pay Fees Due</b>	RENO	New single family residence.		VIRTUAL PROCESS

Once your Application Fees are displayed, select Continue Application.

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

Create an Application Search Applications

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
Permit Fee	1	\$1,663.21

TOTAL FEES: \$1,663.21

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

[Continue Application »](#)

Follow the online payment options.

**Total amount to be paid: \$96.60**

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

[Checkout »](#)

[Edit Cart »](#)

[Continue Shopping »](#)

\$96.60 + \$0.00 Convenience Fee

# 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.

From the Record Info Dropdown, select Attachments. Documents may take a minute to load.

Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
BLD19-07695E_Plans_Revision1.pdf	Building/Residential/New Construction/NA	Record	Plan Drawing PLANS	29.06 MB	05/06/2019	Resubmit Actions	Building/Residential/New Construction/NA - BLD19-00040E
BLD19-07695E_PLANS_FINAL_05-07-19.pdf	Building/Residential/New Construction/NA	Record	Miscellaneous (review docs) MISC	144.75 KB	05/06/2019	Actions	Building/Residential/New Construction/NA - BLD19-00040E
BLD19-07695E_PLANS_FINAL_05-07-19.pdf	Building/Residential/New Construction/NA	Record	Support Document	88.86 KB	05/07/2019	Actions	Building/Residential/New Construction/NA - BLD19-00040E

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

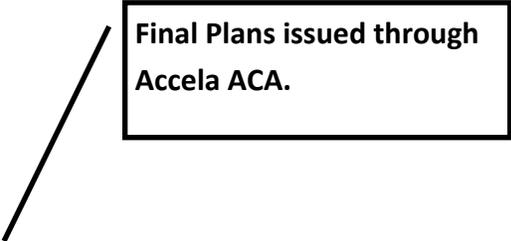
BLD19-07695E\_PLANS\_FINAL\_05-07-19.pdf

PDF File will open at the bottom of your screen.

ELECTRONIC DOCUMENT REVIEW IS NOW COMPLETE

## Step 9: Final Approved Permit and Related Documents

Once all required documents have been processed and all permit fees have been paid, all approved Plans and associated Documents , including the Building Permit, will be available for download through the online portal. All files identified with the word FINAL must be printed and available on the job site.



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/issued permit needs to be revised, simply upload the revisions request along with the revised plans and/or associated documents directly through the online portal. To do so, select Plans and Documents from the Record Info dropdown of the permit requiring revisions.

Building XBLD21-04867:  
Commercial New Construction  
Permit Status: Pending Issuance

Record Info ▾ Payments ▾

**Plans & Documents**

The maximum file size allowed is 950 MB.  
ade;adp;bat;chm;cmd;com;cpt;exe;hta;htm;html;ins;isp;jar;js;json;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pdf;scr

Name	Record ID	Record Type	Entity Type	Type
XBLD21-04867_GEOTECH.pdf	XBLD21-04867	Commercial New Construction	Record	GEOTECH (Geotech R
XBLD21-04867_TRUSS_CALC.pdf	XBLD21-04867	Commercial New Construction	Record	TRUSS_CAL (Truss Calcs
XBLD21-04867_STRUC_CALC.pdf	XBLD21-04867	Commercial New Construction	Record	STRUC_CAL (Structural C
XBLD21-04867_SP_INSP.pdf	XBLD21-04867	Commercial New Construction	Record	SP_INSP (S
XBLD21-04867_TRUSS_VRF_LTR.pdf	XBLD21-04867	Commercial New Construction	Record	TRUSS_VER (Truss Verifi

< Prev 1 2 Next >

**Add**

**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. Only Plan Sheets/Documents that are being revised need to be submitted.**

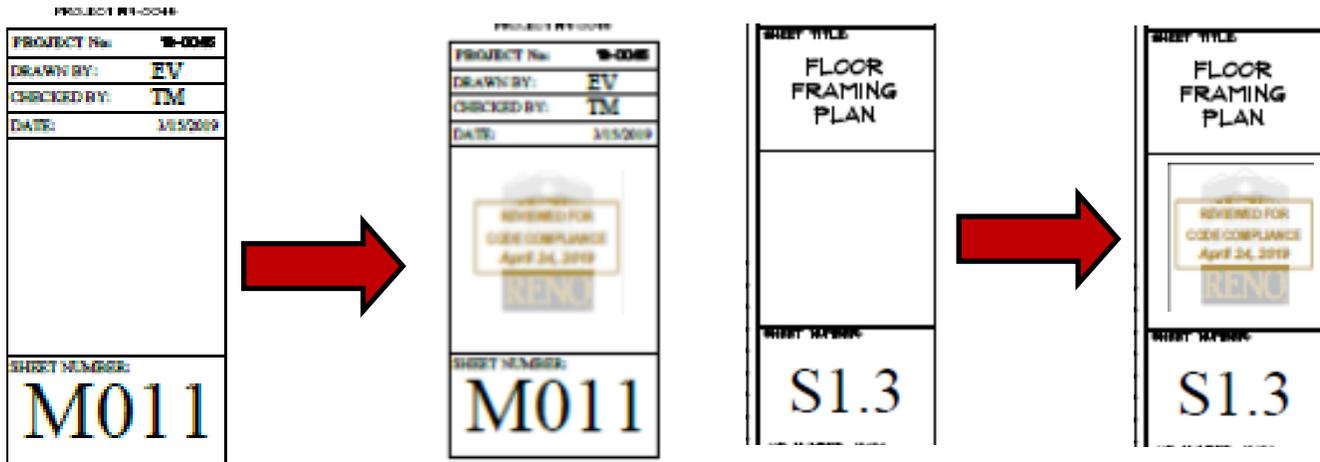
Once all plans and documents have been reviewed and accepted, plans will be routed to appropriate departments for review. Reviews for revisions to active permits will typically be completed by each department within three days from acceptance.

# **Electronic Permit Submittal**

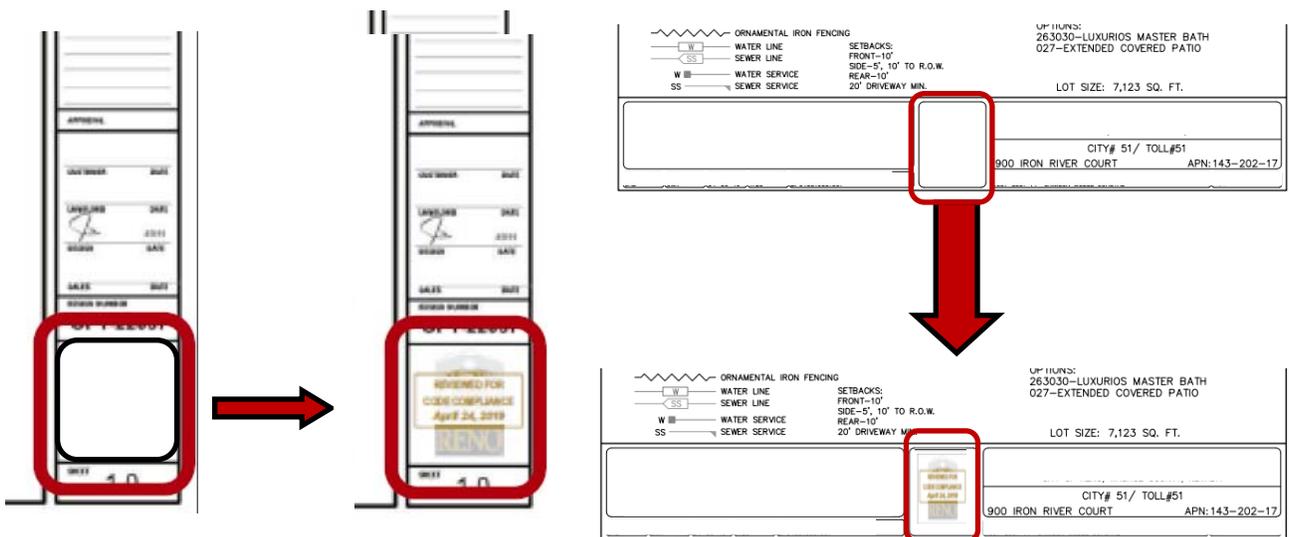
## **Document Requirements and File Standards**

# 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 .

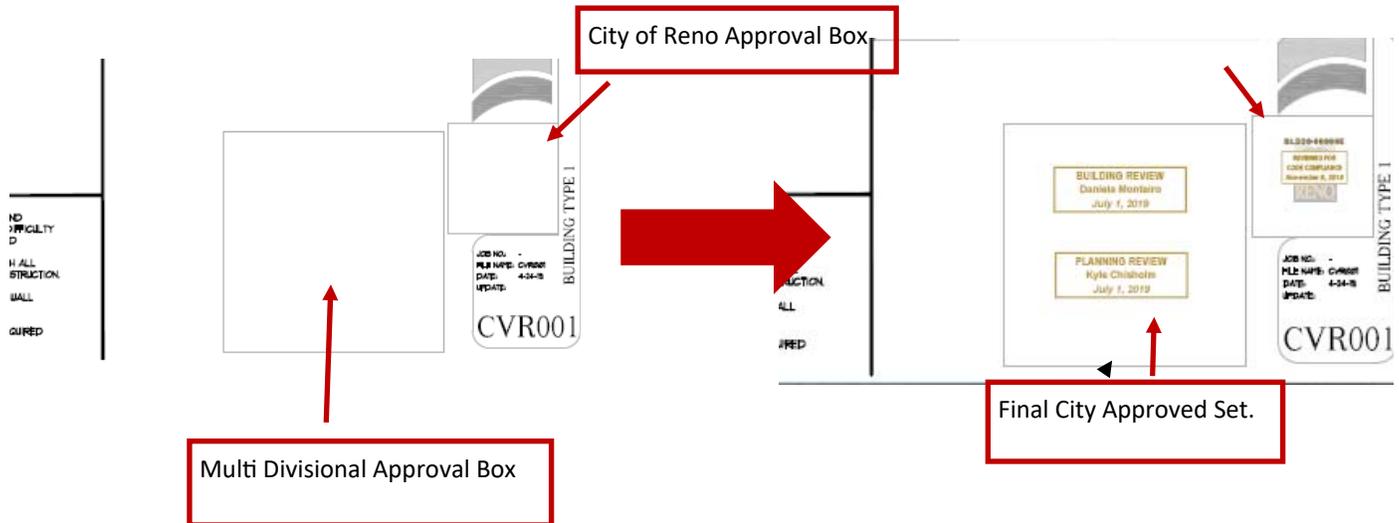


For Plan Sheets sized at 11" x 17", a 1"x 1" approval box, located directly above plan sheet numbering box, must be located on the title block of all pages to allow for final City of Reno approval.

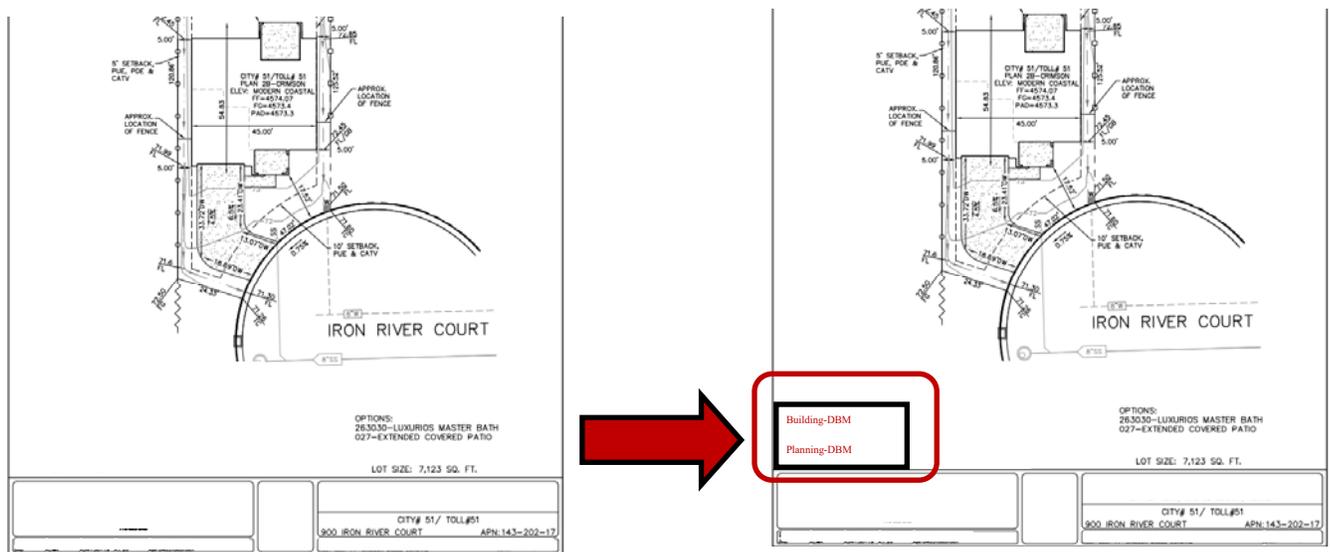


# Cover Sheet

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:

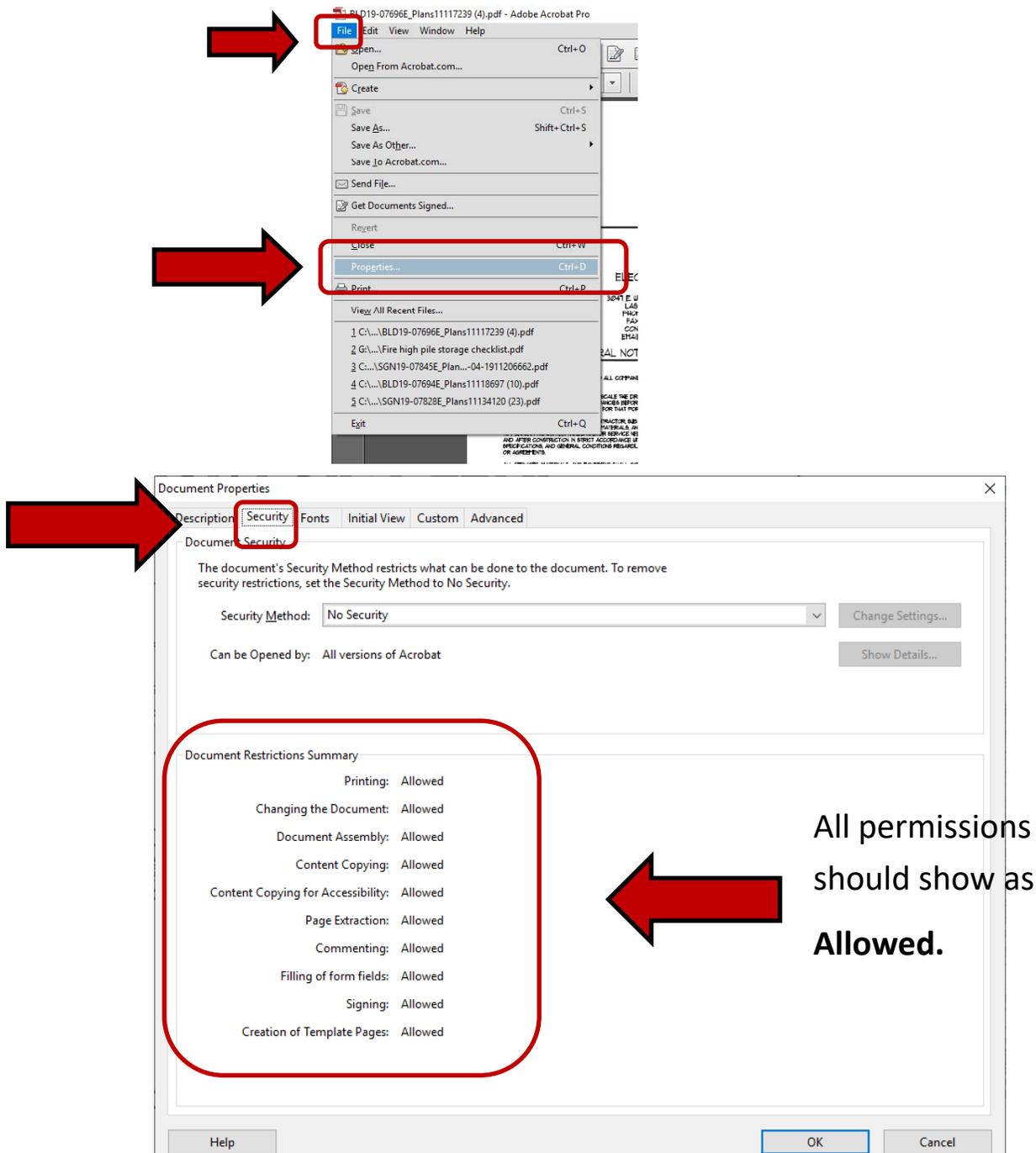
- ◆ **Solar**
- ◆ **Signs**
- ◆ **Residential Patio Covers**
- ◆ **Single Family Repeats**
- ◆ **Single Family Fence Repeats**
- ◆ **Fire Sprinkler Repeats**

## Associated Documents

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

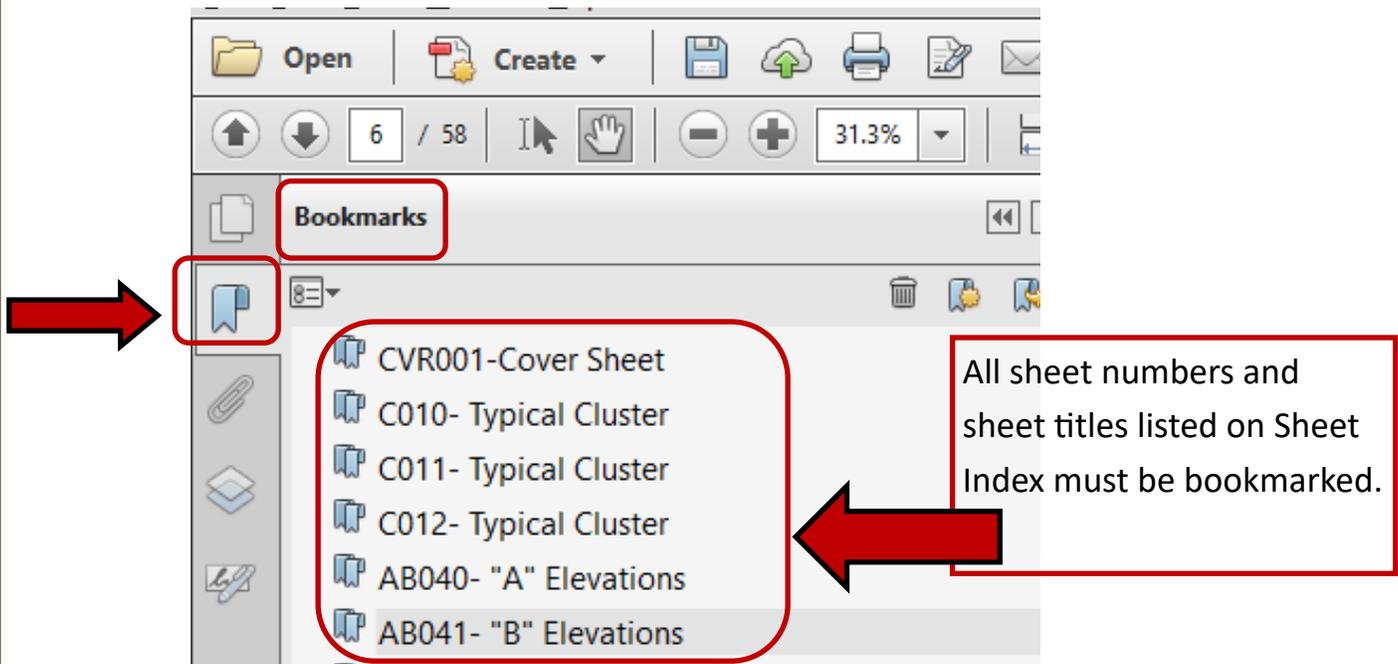
# Document Security Settings

Document Security Settings must not restrict markups on or printing of any submitted files. To make sure documents are free of restrictions, from the File tab, select Properties. The Document Properties window will open. Select the Security Tab. All actions should be shown 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 Submittals

When a permit is first submitted online, documents will be automatically named upon the initial submittal. If changes are required prior to acceptance, please follow the document naming structure below:

<u>File Type</u>	<u>Naming Structure</u>
<b>Plans–</b>	<b>BLD20-00000E_PLANS</b>
<b>Structural Calcs–</b>	<b>BLD20-00000E_STRUC_CALCS</b>
<b>Energy Compliance–</b>	<b>BLD20-00000E_ENERGY</b>
<b>Geotech Report–</b>	<b>BLD20-00000E_GEOTECH</b>
<b>Truss Calcs–</b>	<b>BLD20-00000E_TRUSS_CALCS</b>
<b>Truss Verification Letter–</b>	<b>BLD20-00000E_TRUSS_VER</b>
<b>Special Inspections–</b>	<b>BLD20-00000E_SP_INSP</b>
<b>Mechanical Equip Sizing–</b>	<b>BLD20-00000E_MECH_EQUIP</b>
<b>Mfr’s Install Instructions–</b>	<b>BLD20-00000E_MFR_SPECS</b>
<b>Hydrology Report–</b>	<b>BLD20-00000E_HYDRO_RPT</b>
<b>Miscellaneous–</b>	<b>BLD20-00000E_MISC</b>
<b>Master Matrix–</b>	<b>BLD20-00000E_MATRIX</b>

# 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)

### File Type

### Naming Structure

<b>Plans–</b>	<b>BLD20-00000E_PLANS_REVISION1</b>
<b>Structural Calcs–</b>	<b>BLD20-00000E_STRUC_CALC_S_REVISION1</b>
<b>Energy Compliance–</b>	<b>BLD20-00000E_ENERGY_REVISION1</b>
<b>Geotech Report–</b>	<b>BLD20-00000E_GEOTECH_REVISION1</b>
<b>Truss Calcs–</b>	<b>BLD20-00000E_TRUSS_CALC_S_REVISION1</b>
<b>Truss Verification Letter–</b>	<b>BLD20-00000E_TRUSS_VER_REVISION1</b>
<b>Special Inspections–</b>	<b>BLD20-00000E_SP_INSP_REVISION1</b>
<b>Mechanical Equip Sizing–</b>	<b>BLD20-00000E_MECH_EQUIP_REVISION1</b>
<b>Mfr’s Install Instructions–</b>	<b>BLD20-00000E_MFR_SPECS_REVISION1</b>
<b>Hydrology Report–</b>	<b>BLD20-00000E_HYDRO_RPT_REVISION1</b>
<b>Miscellaneous–</b>	<b>BLD20-00000E_MISC_REVISION1</b>
<b>Master Matrix–</b>	<b>BLD20-00000E_MATRIX_REVISION1</b>

## File Naming: (continued)

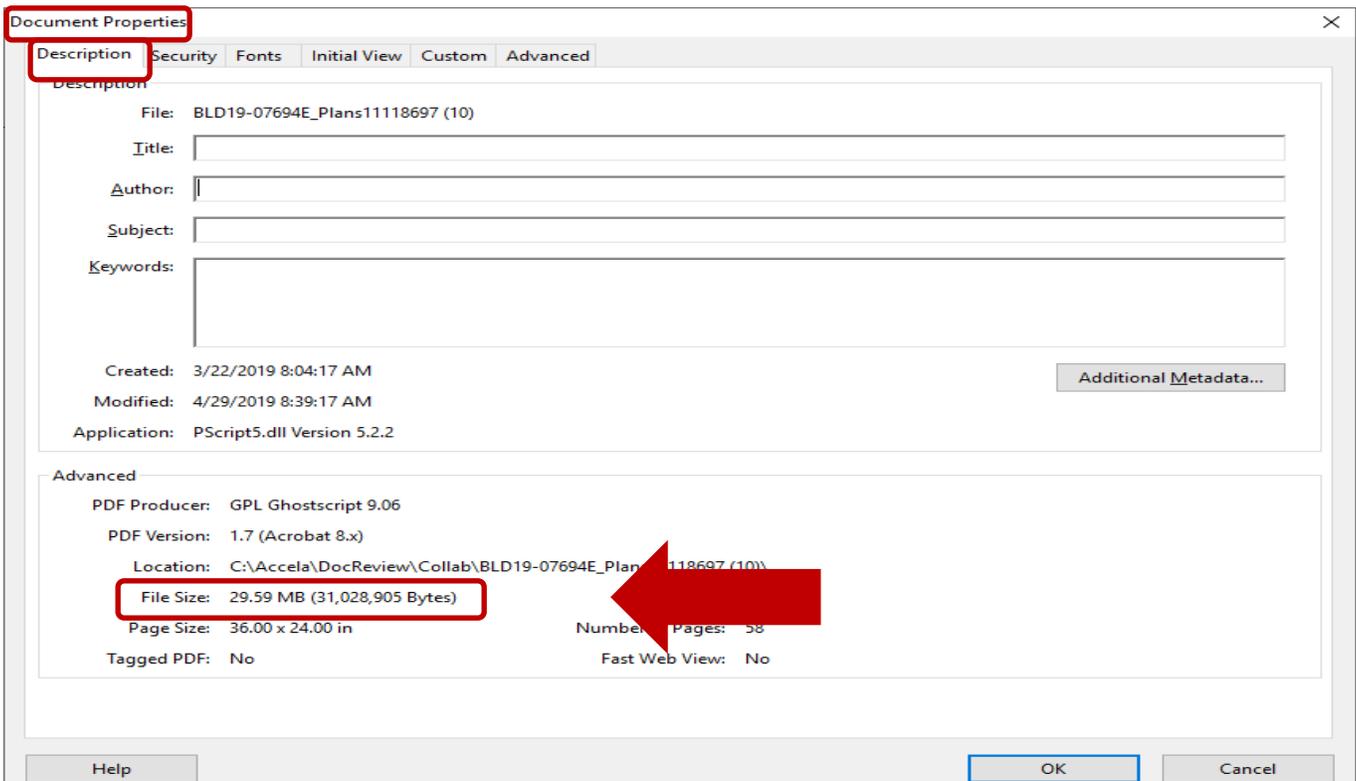
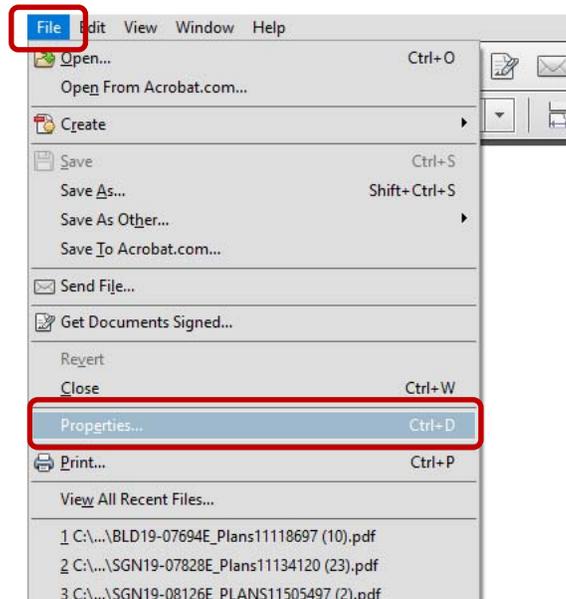
All uploaded documents must follow the following naming format:

### Revisions to Issued Permits

<u>File Type</u>	<u>Naming Structure</u>
Plans–	<b>BLD20-00000E_PLANS_REVISED-05-01-2019</b>
Structural Calcs–	<b>BLD20-00000E_STRUC_CALCS_REVISED-05-01-2019</b>
Energy Compliance–	<b>BLD20-00000E_ENERGY_REVISED-05-01-2019</b>
Geotech Report–	<b>BLD20-00000E_GEOTECH_REVISED-05-01-2019</b>
Truss Calcs–	<b>BLD20-00000E_TRUSS_CALCS_REVISED-05-01-2019</b>
Truss Verification Letter–	<b>BLD20-00000E_TRUSS_VER_REVISED-05-01-2019</b>
Special Inspections–	<b>BLD20-00000E_SP_INSP_REVISED-05-01-2019</b>
Mechanical Equip Sizing–	<b>BLD20-00000E_MECH_EQUIP_REVISED-05-01-2019</b>
Mfr’s Install Instructions–	<b>BLD20-00000E_MFR_SPECS_REVISED-05-01-2019</b>
Hydrology Report–	<b>BLD20-00000E_HYDRO_RPT_REVISED-05-01-2019</b>
Miscellaneous–	<b>BLD20-00000E_MISC_REVISED-05-01-2019</b>
Master Matrix–	<b>BLD20-00000E_MATRIX_REVISED-05-01-2019</b>

# File Size

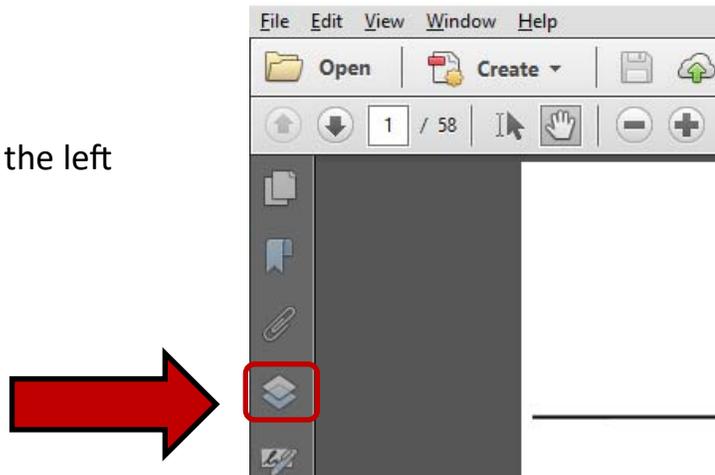
All files will be limited to 500 MB in size. Color and shading on plans should be limited as they can significantly increase the size of the file. Comments and Layers must be flattened. To check the size of each file, from Adobe select File-Properties and the Document Properties will be displayed.



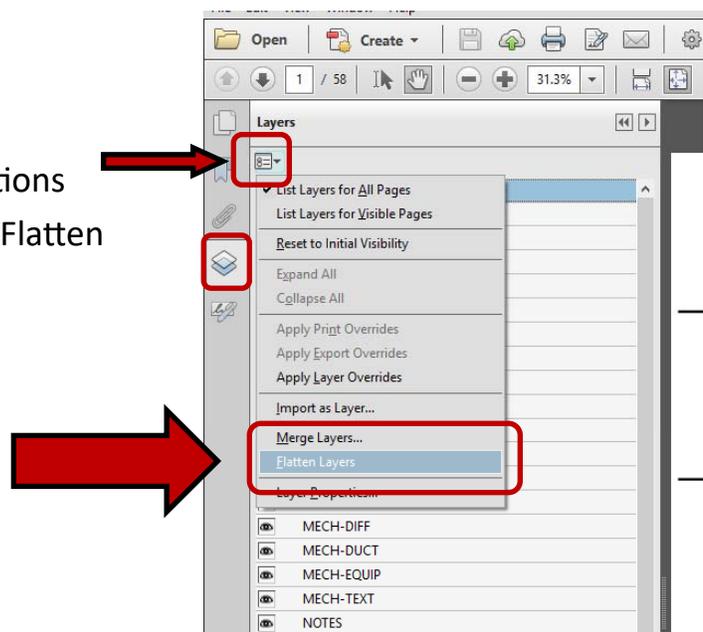
# Layers

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.

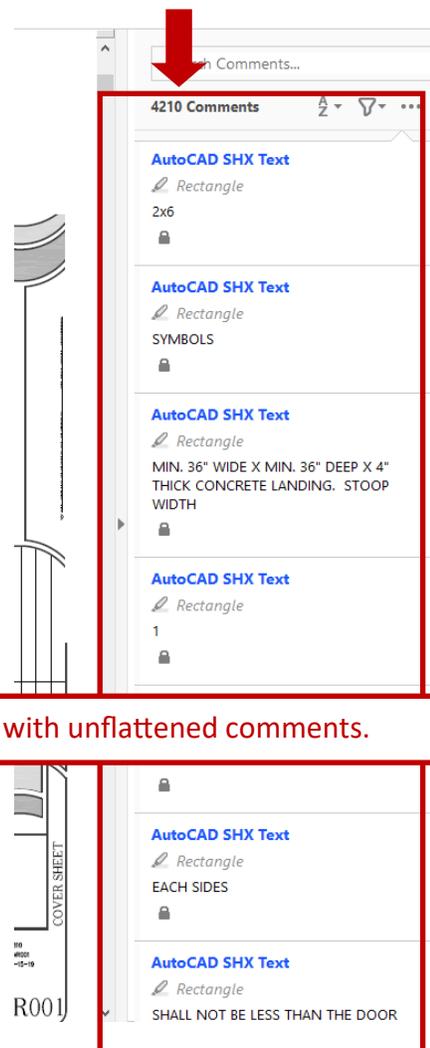
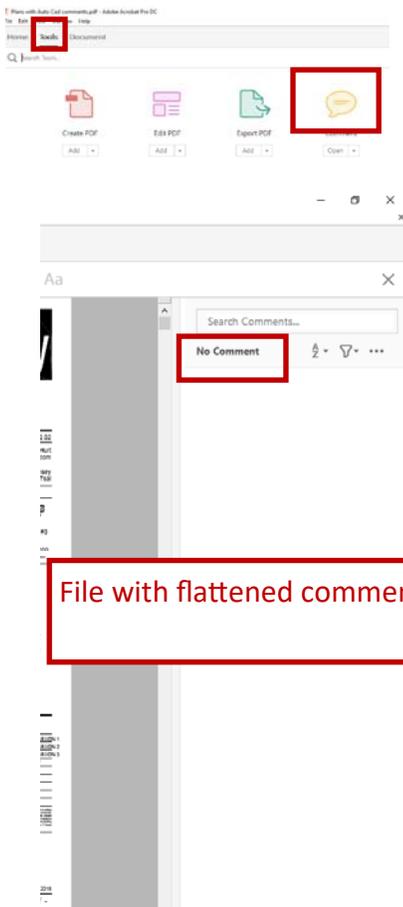


# File Comments

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.



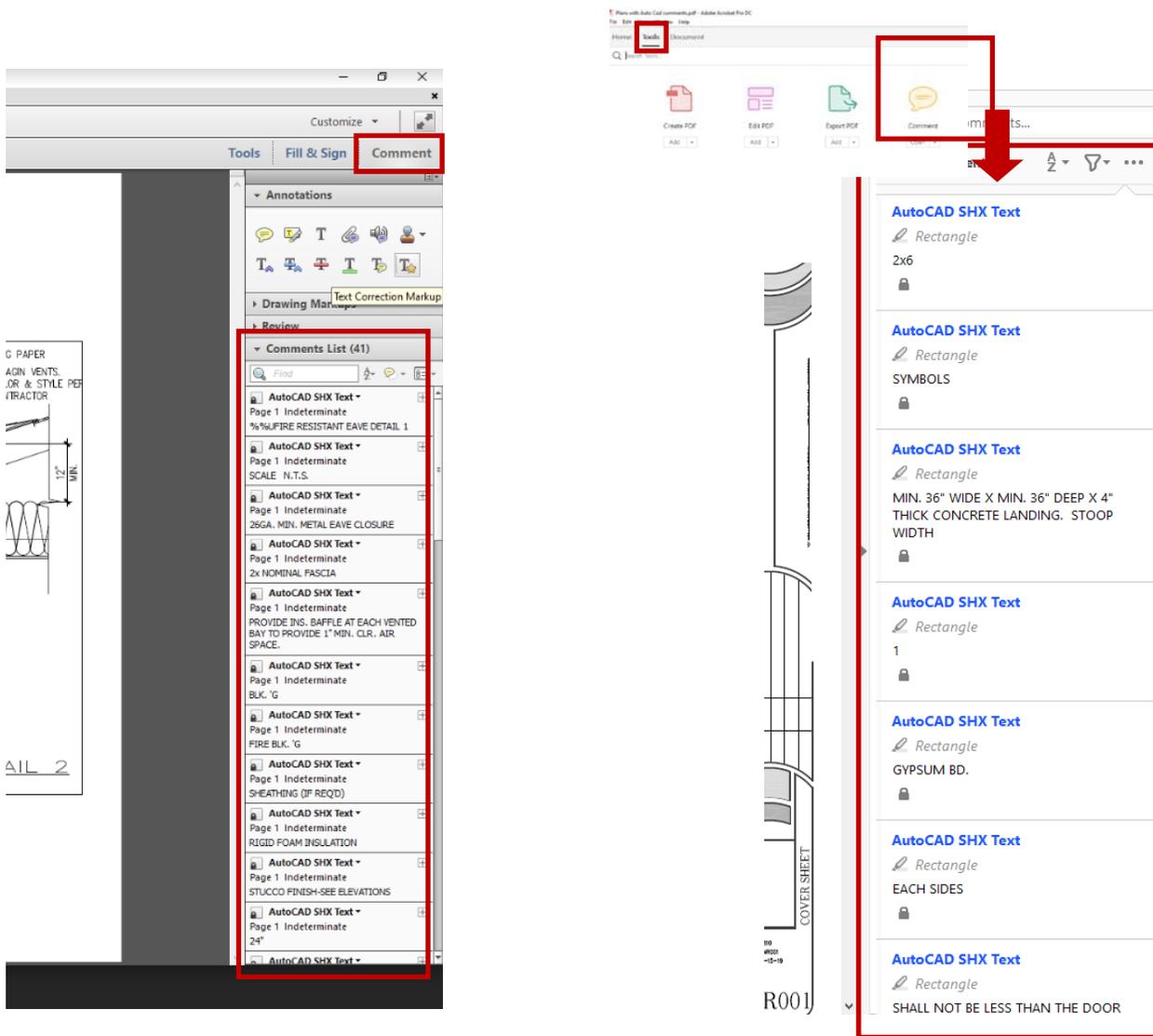
# File Comments continued- AutoCad 2016

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.

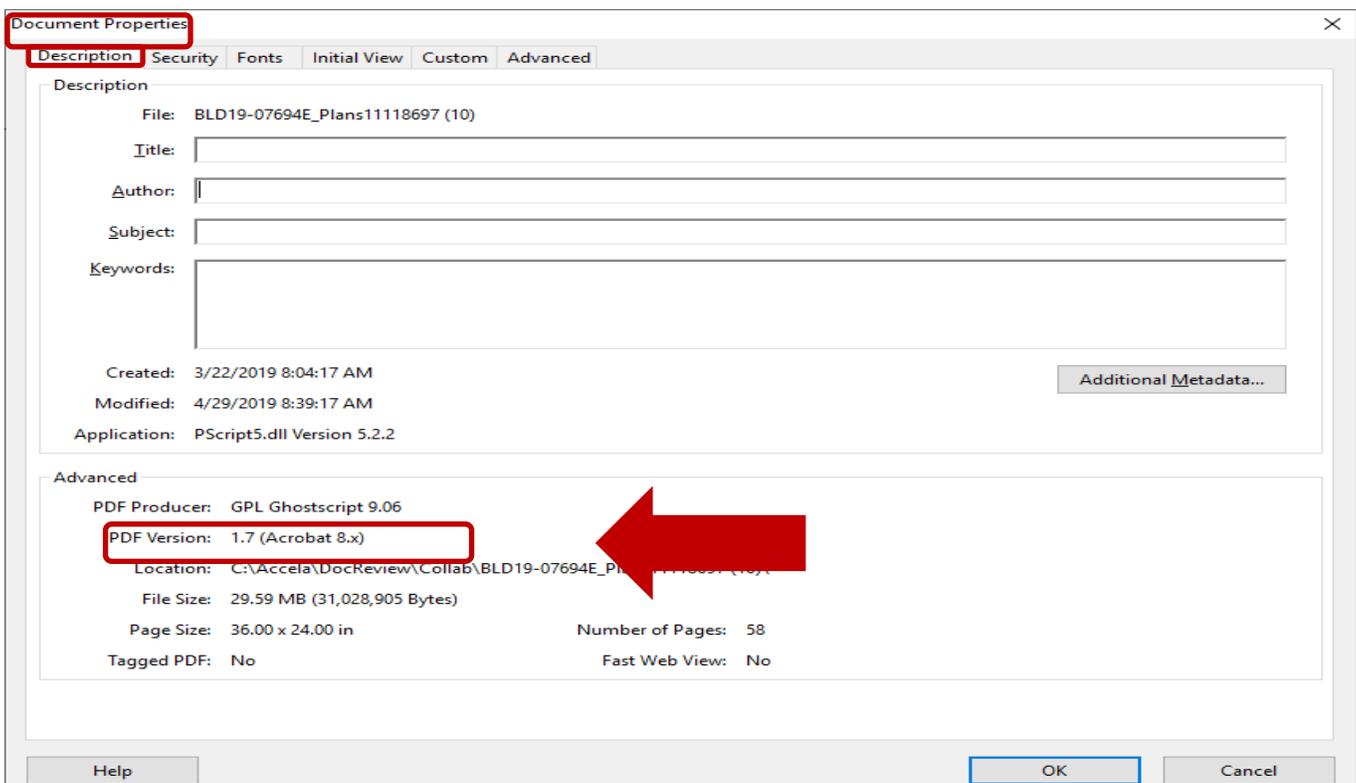
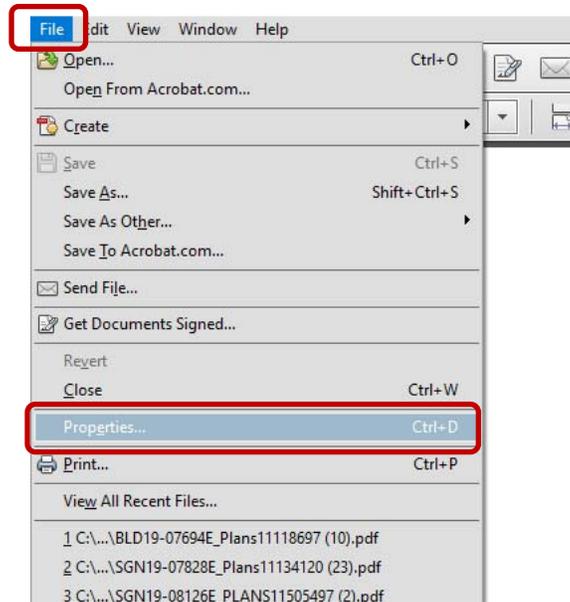
For additional information, please go to:

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



# File Type

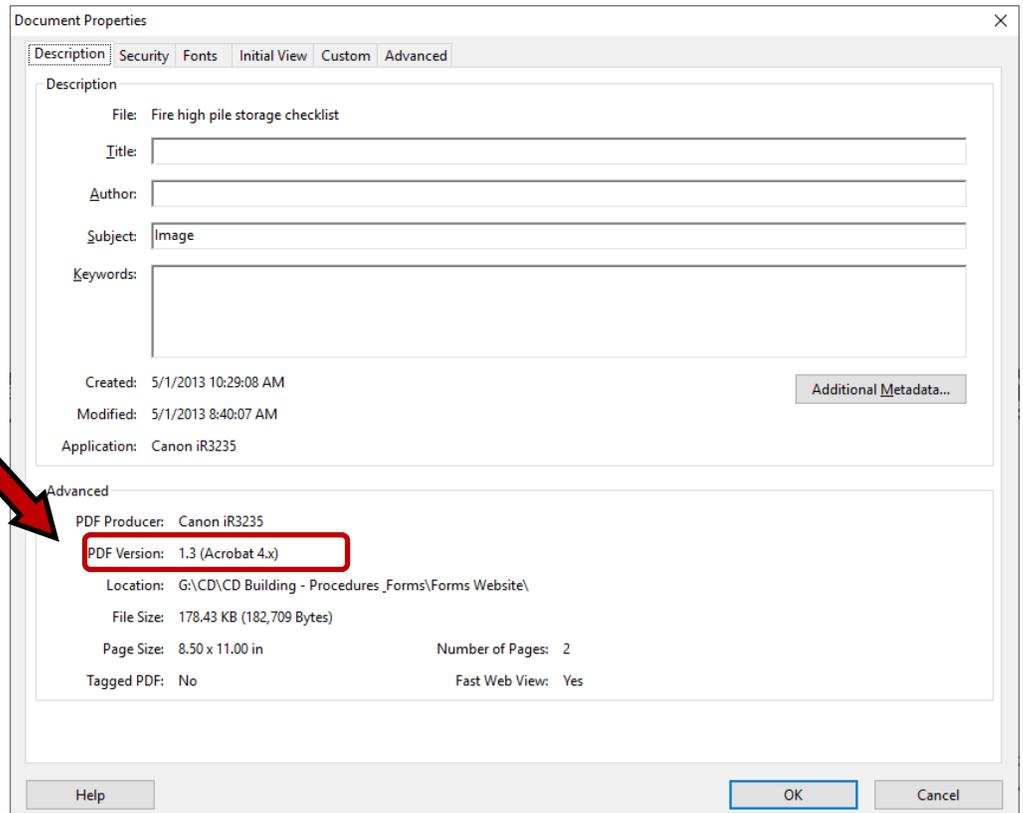
All files should be in Portable Document Format (PDF) and compatible with Adobe Acrobat 10 or newer. Document properties will let you know what PDF version was used.



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

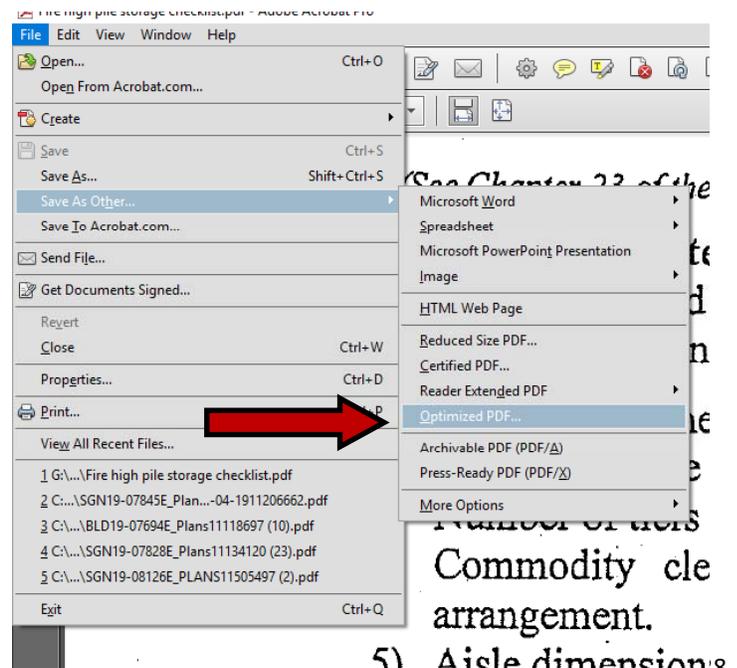
If PDF was created with an older version, document will need to be corrected so that it is compatible with Acrobat 10. The below steps will need to be followed.

PDF version can be found under Document Properties.

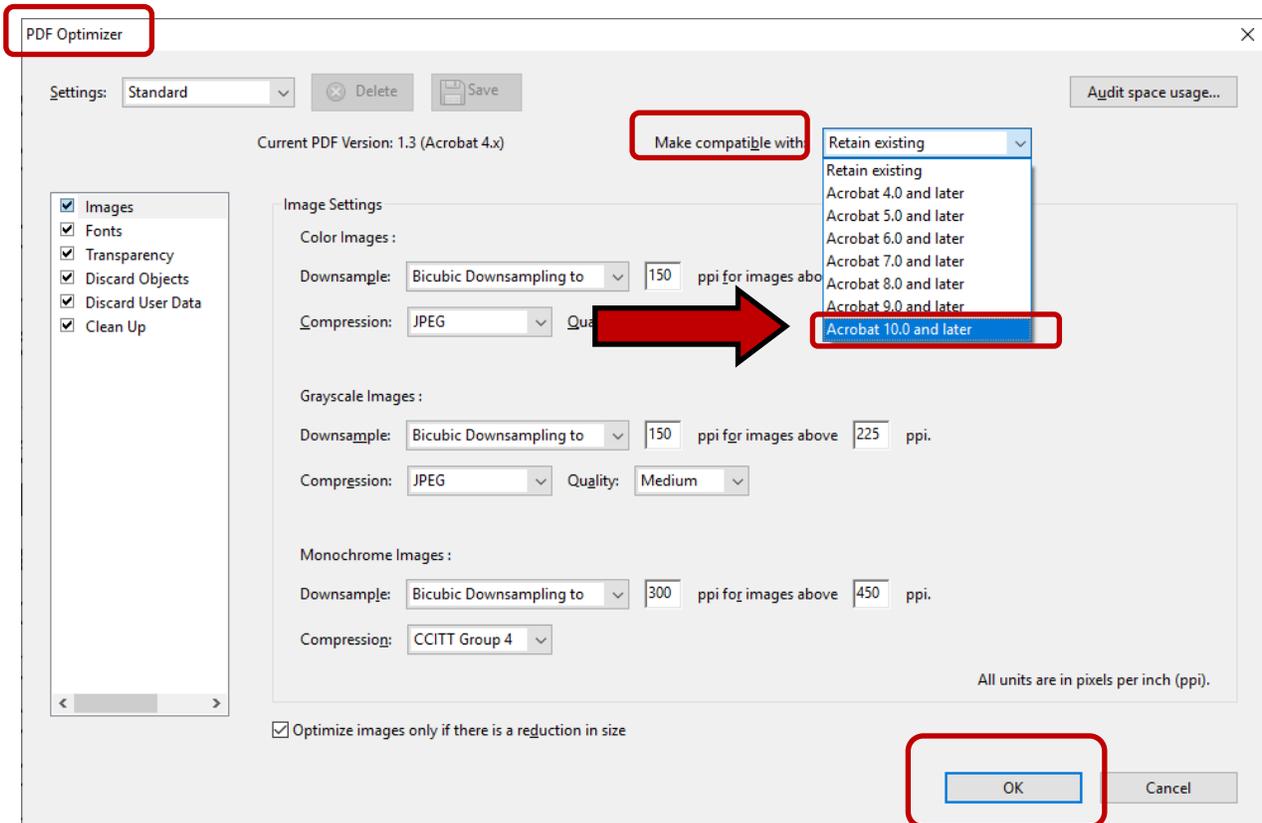


PDF Document will need to be Optimized in order for it to be compatible with Acrobat 10.

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.

