

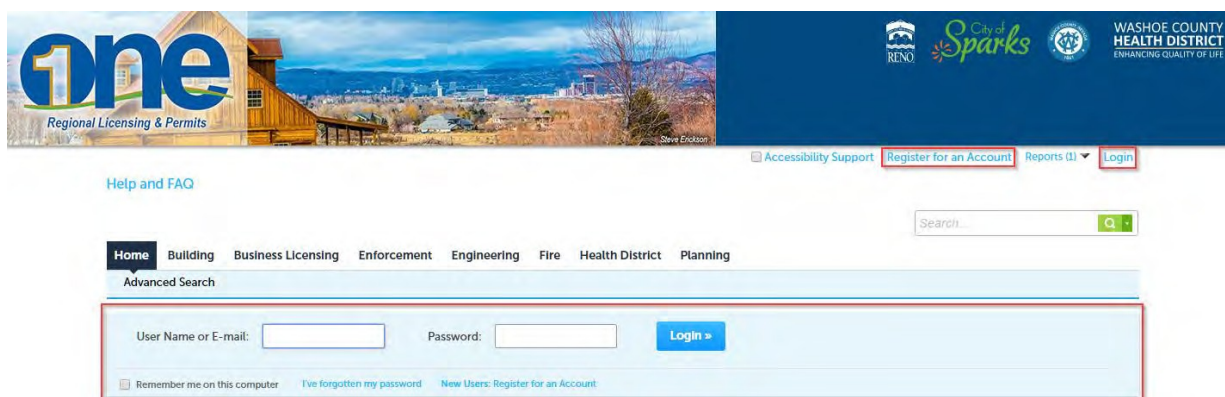
Applying for Permits Online – ONE Regional Licensing & Permits

1. Important Information

1. This website supports several internet browsers. For the latest list, see the “Compatible Browsers” list at www.onenv.info. Using other browsers may cause this site to not function as expected.
2. You must be logged in to use this service.
3. Fee Estimates and Partial Applications are automatically purged from the system 30 days after the initial request is made.
4. Adobe Acrobat Reader is required for viewing and printing reports, receipts and permits. Go to www.onenv.info for a link to the most updated version.
5. The examples used in this document reference a Building Inspection application. The same guidelines hold true for other online applications (e.g. Environmental Health Dept., Planning, Code Enforcement, Business Licenses, etc...).
6. The agencies are currently absorbing the convenience fee charged by the 3rd-party payment processor for this service, there will not be a convenience fee charged to you the citizen. You will have an opportunity to review all fees prior to completing your payment.
7. Some applications will be submitted for review and will need to allow for up to 2 business days to review prior to payment.
8. Screen shots in this document are subject to change. The general flow should still be the same and easy to follow.

2. Login to Account

First-time users will need to register for an account. If you already have an account, find the login screen. If you don't have an account, click “New Users: Register for an Account”.



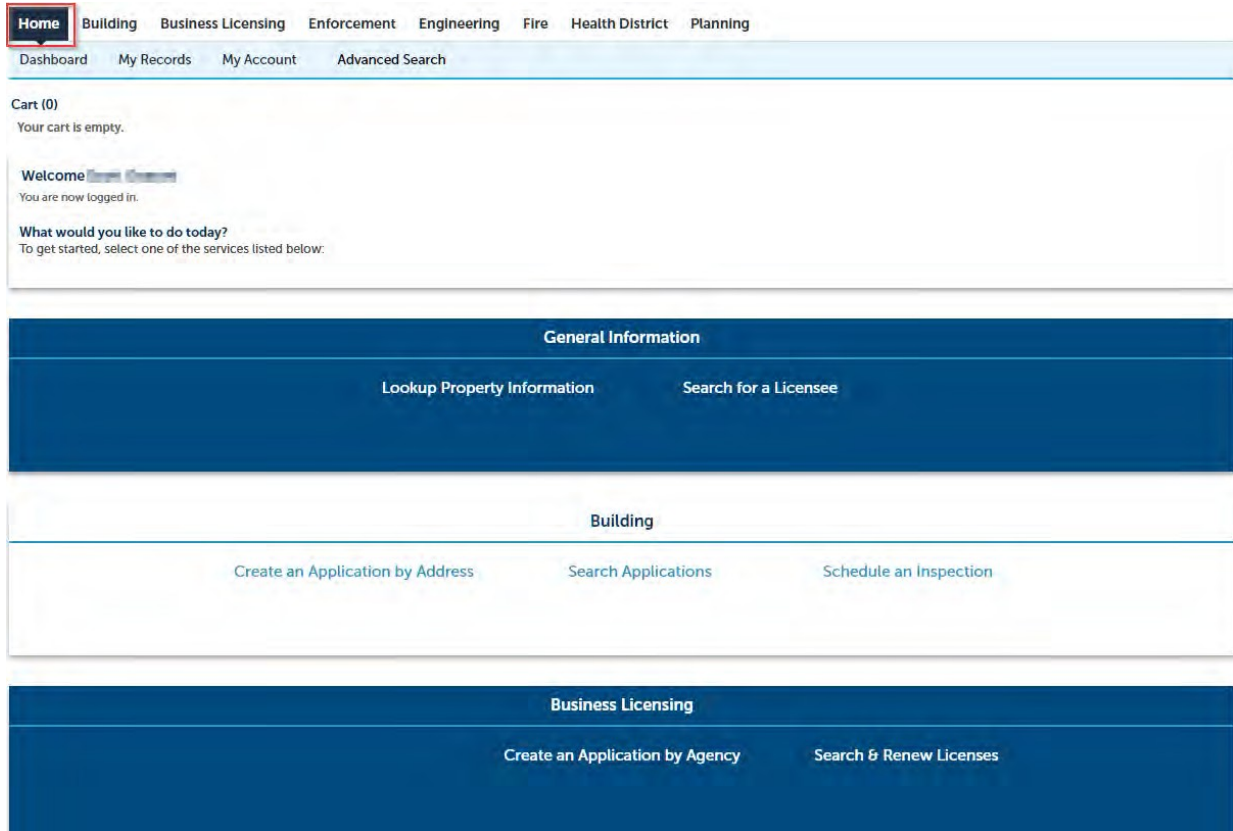
The screenshot shows the website's header with logos for ONE Regional Licensing & Permits, City of Sparks, and Washoe County Health District. Navigation links include Accessibility Support, Register for an Account, Reports (1), and Login. A search bar is present. A main menu includes Home, Building, Business Licensing, Enforcement, Engineering, Fire, Health District, and Planning. Below the menu is an Advanced Search section with a login form. The login form has fields for User Name or E-mail and Password, a Login button, and links for Remember me on this computer, I've forgotten my password, and New Users: Register for an Account.

3. Begin the Application Process

To create an application, first you have to decide the area that you need the application from. Choose between Building, Business Licensing, Engineering, Fire, Health District or Planning.



Another way to determine which area is to scroll down if you're on the "Home" page.



Find the "Create an Application..." button in each section.

The screenshot shows a dashboard with a top navigation bar containing links for Home, Building, Business Licensing, Enforcement, Engineering, Fire, Health District, and Planning. Below this is a secondary navigation bar with Dashboard, My Records, My Account, and Advanced Search. A 'Cart (0)' section indicates the cart is empty. A welcome message follows, and a section titled 'What would you like to do today?' lists services. A dark blue bar labeled 'General Information' contains 'Lookup Property Information' and 'Search for a Licensee'. Below that, a white bar labeled 'Building' contains three buttons: 'Create an Application by Address' (highlighted with a red box), 'Search Applications', and 'Schedule an Inspection'.

Or find it underneath each tab.

This screenshot shows the 'Building' tab selected in the top navigation bar. Below the navigation bar, a light blue bar contains three buttons: 'Create an Application by Address' (highlighted with a red box), 'Search Applications', and 'Schedule an Inspection'. A blue bar labeled 'Records' is visible below. Underneath, there is a 'Show on Map' button and a table header with columns: Date, Record Number, Record Type, Project Name, Address, Status, Action, Agency, Description, Expiration Date, and Short Notes. The table content is empty, showing 'No records found.'. Below the table is a 'Search for Records' section with a prompt to enter information and a list of search criteria: Site Address, Contractor License Information, Parcel Number, and Record Information. At the bottom, a blue bar labeled 'General Search' is visible.

Depending on which category you choose, either the option for services will appear or the address for where the permit is being submitted will appear. For example, for Business Licensing the “Select Services” option appears first. Select one and click “Continue Application”.

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

Create an Application by Agency Search & Renew Licenses

Select Services

- ▶ Building
- ▶ Enforcement
 - Submit a complaint.
- ▶ Engineering
- ▼ Fire
 - City of Sparks - Alarm
 - City of Sparks - Hydrant & Flow
 - City of Sparks - Prevention
 - City of Sparks - Sprinkler
- ▶ Health
- ▶ Licenses
- ▶ Planning

In a different example, when the category of “Engineering” is selected, you will first be asked to enter the work location (below).

Enter the information needed to find the address then click the "Search" button. It is not necessary to complete all the fields: Required fields have a gold asterisk next to them. Also available is the “Use map to select work location” button.

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

Create an Application by Address Search Applications Schedule an Inspection

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

Enter Work Location

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

From: To: --Select--

Unit Type: Unit No.:

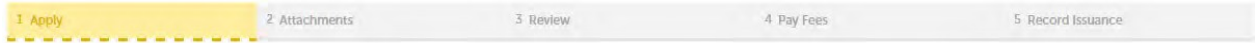
--Select--

City: State: Zip:

--Select--

Track your Progress

Follow the line above the application to see your progress. (Note: This depiction will not necessarily appear like the one on your screen).



Add Contacts

Depending on your application, you will be asked to contact info for several parties. A green check mark will signify that you have met the required criteria.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type:	Minimum
✓ Applicant	1
✓ Billing Contact	1
✓ Business Name	1
✓ Business Owner	1

[Select from Account](#) [Add New](#) [Look Up](#)

✓ Contact added successfully.

Add Applicants

This is required on some applications. This will help users and ONE track your application.

Applicant

Enter contact information, the Applicant information is required. If you are submitting this application, use 'Select from Account' option to copy your contact information from your registration. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

Add Attachments

To add an attachment, click the word "Add" in the lower left corner.

Attachments

The maximum file size allowed is 200 MB.
htm,htm,html are disallowed file types to upload

Name	Type	Size	Description	Document Status	Status Date	Upload Date	Action
No records found.							

[Add](#)

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

File Upload



The maximum file size allowed is 200 MB.

htm;htm;rh;rh.html are disallowed file types to upload.

Continue

Add

Remove All

Cancel

Review and Pay Fees

Review all items before proceeding. Once reviewed, go to "Checkout".

The screenshot shows a web application interface for reviewing and paying fees. At the top is a navigation menu with links: Home, Building, Business Licensing, Enforcement, Engineering, Fire, Health District, and Planning. Below this is a secondary menu with links: Dashboard, My Records, My Account, and Advanced Search. The main content area is titled 'Cart' and contains a three-step process: 1. Select item to pay, 2. Payment Information, and 3. Receipt/Record Issuance. A note states: 'Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.' A prominent blue 'PAY NOW' button is displayed. Below the button, there is a list of items: '1 Application(s) | \$2,093.72'. One item is visible: 'Detached Accessory Dwelling Unit' with a 'WASHOE' logo and 'Edit', 'Save for later', and 'Remove' options. At the bottom, the total amount to be paid is '\$2,093.72', with a note: 'Note: This does not include additional inspection fees which may be assessed later.' Two buttons are at the bottom: 'Checkout >' and 'Continue Shopping >'.

After you submit your payment, you will receive a confirmation page.