

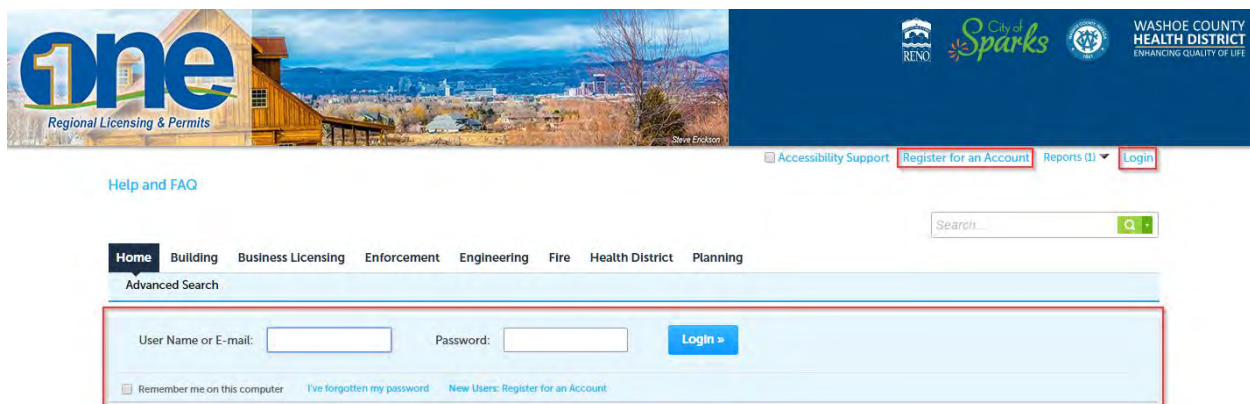
Applying for Permits Online – ONE Regional Licensing & Permits

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. Depending on what type of application you are working with VISA may NOT be available as an option.
5. 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.
6. The examples used in this document reference a Building Inspection application. The same guidelines hold true for other online applications (e.g. Planning, Code Enforcement, Business Licenses, etc...).
7. There is a convenience fee charged by the County’s 3rd-party payment processor for this service. You will have an opportunity to review the fee prior to completing your payment.
8. Screen shots in this document are subject to change without notice. Even if the screen is different the general flow should be 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”.



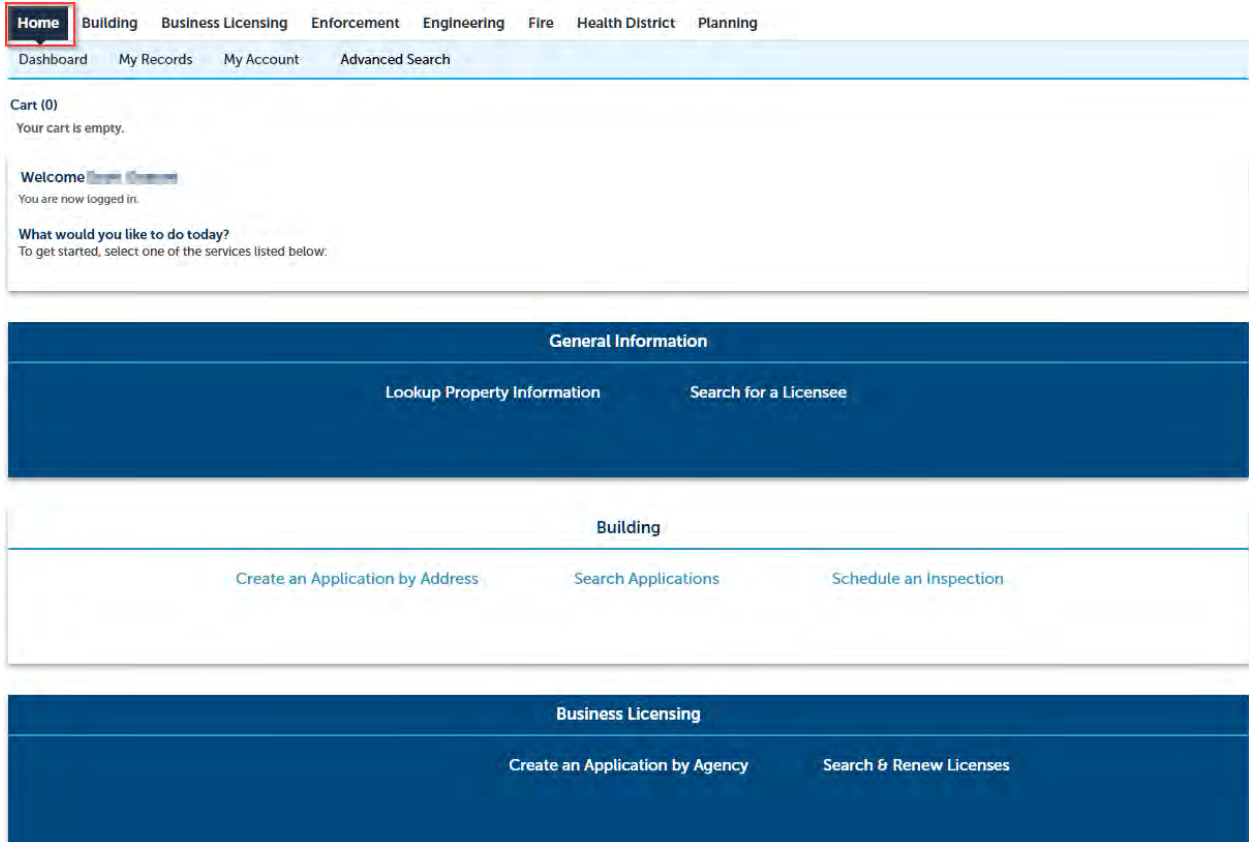
The screenshot shows the website's header with the ONE logo and navigation links for Reno, Sparks, and Washoe County Health District. Below the header is a navigation menu with links for Home, Building, Business Licensing, Enforcement, Engineering, Fire, Health District, and Planning. A search bar is located to the right of the navigation menu. The main content area features a login form with fields for "User Name or E-mail" and "Password", and a "Login" button. Below the login fields are 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 web application dashboard. At the top, there is a navigation bar with tabs: Home, Building, Business Licensing, Enforcement, Engineering, Fire, Health District, and Planning. Below this is a secondary navigation bar with links: Dashboard, My Records, My Account, and Advanced Search. A 'Cart (0)' section indicates the cart is empty. A 'Welcome' message follows, stating 'You are now logged in.' and 'What would you like to do today? To get started, select one of the services listed below.' Below this is a dark blue 'General Information' section with two buttons: 'Lookup Property Information' and 'Search for a License'. The 'Building' section is highlighted with a light blue background and 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 navigation bar. The 'Create an Application by Address' button is highlighted with a red box. Below the navigation bar is a 'Records' section with a blue header. A 'Show on Map' button is visible. Below that, it says 'Showing 0-0 of 0'. A table header is shown with columns: Date, Record Number, Record Type, Project Name, Address, Status, Action, Agency, Description, Expiration Date, and Short Notes. Below the table, it says 'No records found.' There is a 'Search for Records' section with the text 'Enter information below to search for records.' and a list of search criteria: Site Address, Contractor License Information, Parcel Number, and Record Information. At the bottom, there is a blue 'General Search' section.

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”.

The screenshot shows the 'Business Licensing' section of a website. The navigation bar includes 'Home', 'Building', 'Business Licensing' (highlighted), 'Enforcement', 'Engineering', 'Fire', 'Health District', and 'Planning'. Below the navigation bar are two links: 'Create an Application by Agency' and 'Search & Renew Licenses'. The main heading is 'Select Services'. There is a search input field with a dropdown arrow and a 'Search' button. A list of categories is shown with expandable arrows: 'Building', 'Enforcement' (with sub-item 'Submit a complaint'), 'Engineering', 'Fire' (expanded to show 'City of Sparks - Alarm', 'City of Sparks - Hydrant & Flow', 'City of Sparks - Prevention', and 'City of Sparks - Sprinkler'), 'Health', 'Licenses', and 'Planning'. At the bottom is a 'Continue Application' button.

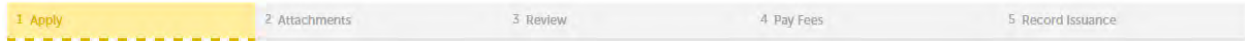
In a different example, when the category of “Engineering” is selected, you will first be asked to enter the work location (below).

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.

The screenshot shows the 'Engineering' section of a website. The navigation bar includes 'Home', 'Building', 'Business Licensing', 'Enforcement', 'Engineering' (highlighted), 'Fire', 'Health District', and 'Planning'. Below the navigation bar are three links: 'Create an Application by Address', 'Search Applications', and 'Schedule an Inspection'. A message reads: 'Please search and select one work location to see available services.' The main heading is 'Enter Work Location'. There is a 'Use map to select work location' button. The form contains several fields: '* Street No.' (with 'From' and 'To' sub-fields), 'Direction' (dropdown), '* Street Name', 'Street Type' (dropdown), 'Unit Type' (dropdown), 'Unit No.', 'City', 'State' (dropdown), and 'Zip'. At the bottom are 'Search' and 'Clear' buttons.

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.
html,htm,mht,mhtml 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,html,mht,mhtml 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".

Home Building Business Licensing Enforcement Engineering Fire Health District Planning

Dashboard My Records My Account Advanced Search

Cart

1 Select item to pay 2 Payment Information 3 Receipt/Record Issuance

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.

PAY NOW

1 Application(s) | \$2,093.72

▶ Detached Accessory Dwelling Unit WASHOE Edit Save for later Remove

Total amount to be paid: \$2,093.72
Note: This does not include additional inspection fees which may be assessed later.

Checkout » Continue Shopping »

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