



VIEW EXISTING LICENSE & PERMITS: Your account must be linked to your existing license and permits by the email address in your account. This will allow you to renew, amend, reply to notices, and copy some previous applications. Your account will be linked automatically if your account has the same email address you have provided previously.

CAN'T FIND YOUR EXISTING LICENSE & PERMITS? Go to *My Records*. If there are no records, please email your respective jurisdiction below with:

Linking Information Required:

- Your business license and/or permit number
- Name and title
- NV contractor (if applicable)
- Email address used in your account registration address

Business License:

- City of Reno: businesslic@reno.gov
- City of Sparks: customerservice@cityofsparks.us
- Washoe County: businesslicense@washoecounty.us

Permits:

- City of Reno: permits@reno.gov
- City of Sparks: permitservices@cityofsparks.us
- Washoe County: permits@washoecounty.us
- Washoe County Health District: Health-ACAContactUs@washoecounty.us

You will receive an email when your account has been linked.

For STATE CONTRACTORS:

You can send the linking information required to the email addresses above **or** follow the steps below to link your State Contractor License to your account:

- 1) Go To Account Management or My Account

The screenshot shows the website's navigation and account management interface. At the top, there is a header with the 'one' logo and various jurisdictional logos. Below the header, a navigation bar contains links for 'Home', 'Building', 'Business Licensing', 'Enforcement', 'Engineering', 'Fire', 'Health District', 'Planning', and 'Public Works'. The 'Business Licensing' link is highlighted with a red box. Below this, a secondary navigation bar includes 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The 'My Account' link is also highlighted with a red box. The main content area is titled 'Manage Your Account' and includes a message: 'Your current account information is shown below. Click an Edit button to update information within a section.' Below this, there is a section for 'Account Type' which is currently set to 'Licensed Professional Account'. At the bottom, there is a 'Login Information' section with an 'Edit' button.

2) Then go to License Professional Information and click on Add a License.

Licensed Professional Information

Add a License

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) will need to be validated by the agency before you can use it.

3) Follow the steps to add your State contractor license, then click '**Connect**'. Once the agencies have validated your connection to the license **you will receive an email when your account has been linked.**