

Guide to submitting a new permit application online

1. Please log in to your Accela account at <https://aca.accela.com/ONE/Default.aspx>
2. Select on the appropriate department for your permit, then select "Create an Application by Address".



3. Type in the address for the job. Please *only* fill in the highlighted boxes below. Also, be aware that the system sometimes struggles with apartments and street names that include an apostrophe. If you can't get the system to accept the address and are 100% sure that it belong to Sparks (please call to confirm), you can enter the permit under '431 Prater Way' and enter the correct address in the description of the permit.

The screenshot shows the "Enter Work Location" form. It contains several input fields: "*Street No.:" with "431" entered, "Direction:" with "--Select--", "*Street Name:" with "Prater" entered, and "Street Type:" with "--Select--". Below these are "Unit Type:" with "--Select--" and "Unit No.:". Further down are "City:", "State:" with "--Select--", and "Zip:". There are "Search" and "Clear" buttons. Below the form, it says "Select one address(1 items): Showing 1-1 of 1". A table lists the address details:

Address	Description	City	State	Zip	Parcel	Owner
431 PRATER WAY SPARKS NV 89431		SPARKS	NV	89431	033-183-02	SPARKS CITY OF

Below the table is a "Search" button. Underneath, it says "Select one service at a time(89 services found):" followed by a list of departments: "Building", "Enforcement" (with subtext "Submit a complaint."), "Engineering", "Fire", "Health", "Licenses" (with subtext "Select all license types that pertain to your business"), and "Planning". At the bottom is a "Continue Application" button.

4. Select the permit type that fits your scope of work. It is very important that the correct record type is selected. If you are unsure, please reach out to us.

Select one service at a time(89 services found):

- ▼ **Building**
 - City of Sparks - Alteration - Accessory Buildings
 - City of Sparks - Alteration - Commercial
 - City of Sparks - Alteration - Residential
 - City of Sparks - Bridges & Boat Docks
 - City of Sparks - Carports
 - City of Sparks - Conveyors
 - City of Sparks - Decks
 - City of Sparks - Demolition - Accessory Buildings
 - City of Sparks - Demolition - Commercial
 - City of Sparks - Demolition - Residential
 - City of Sparks - Electrical Permit
 - City of Sparks - Footing - Accessory Buildings
 - City of Sparks - Footing - Commercial
 - City of Sparks - Footing - Residential
 - City of Sparks - Fences
 - City of Sparks - Grading & Site Improvement
 - City of Sparks - Mechanical
 - City of Sparks - Mobile
 - City of Sparks - New - Accessory Buildings
 - City of Sparks - New & Additions - Commercial
 - City of Sparks - New & Additions - Residential
 - City of Sparks - Parks
 - City of Sparks - Patio Covers & Gazebos
 - City of Sparks - Plumbing
 - City of Sparks - Pools & Spas
 - City of Sparks - Racking & High Pile Storage
 - City of Sparks - Re-Roof
 - City of Sparks - Rockery & Retaining Walls
 - City of Sparks - Siding & Stucco
 - City of Sparks - Signs
 - City of Sparks - Tanks & Silos
 - City of Sparks - Telecommunications
 - City of Sparks - Water Heater Permit
- ▶ **Enforcement**
Submit a complaint.
- ▶ **Engineering**
- ▶ **Fire**
- ▶ **Health**
- ▶ **Licenses**
Select all license types that pertain to your business
- ▶ **Planning**

5. Follow the prompts through the next pages. If you have any trouble, please call 775-353-2306 so a permit technician can assist you.
6. Upload any plans or related documents to the permit.

Step 2: Attachments > Page 1/1

Attachment

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

Name	Type	Size	Latest Update
No records found.			



7. Once accepted, the Building Department will review and let you know if anything else is required.

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
----------------------	-----------------------	---------------------------

Step 3: Receipt/Record issuance

Confirmation



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