



# Accela and ePermitHub Online Submittal Requirements

The City of Sparks is pleased to offer electronic plan review through Accela and ePermitHub for submittals of Planning, Engineering, Building and Fire Prevention applications. The ePermitHub Digital Plan Room (DPR) is embedded in the Accela platform providing 24-7 access. In addition to standard mark up, stamping and measuring tools, the DPR includes automatic sheet versioning, file validation, interactive issue resolution and instructional videos.

If you have any questions regarding submitting a new application, please contact:

Building and Fire permits: [permitdesk@cityofsparks.us](mailto:permitdesk@cityofsparks.us) or 775-353-2306

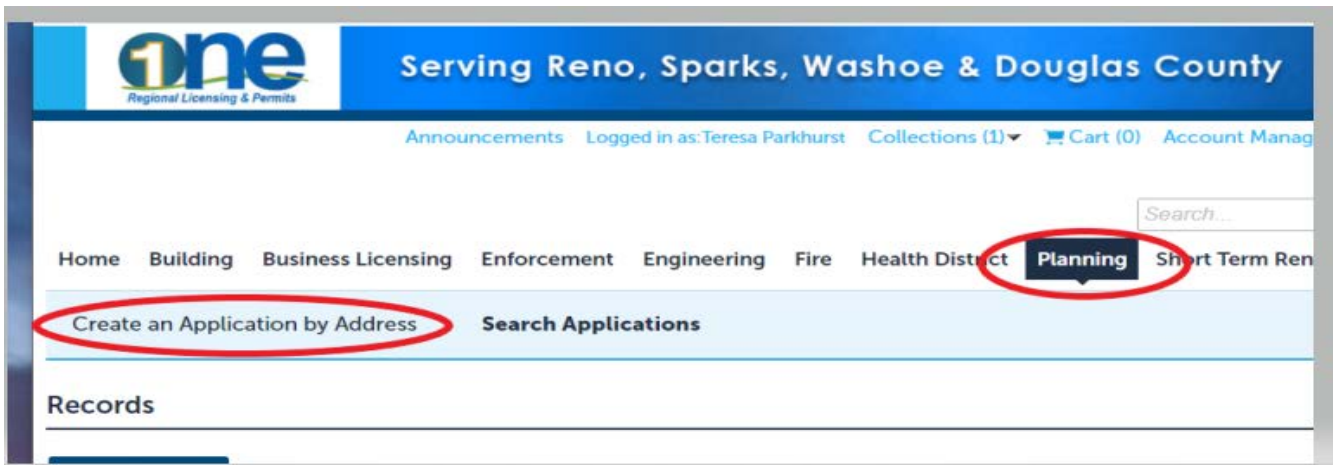
Planning applications: [Planning@cityofsparks.us](mailto:Planning@cityofsparks.us) or 775-353-2300

Engineering applications: [JThomas@cityofsparks.us](mailto:JThomas@cityofsparks.us) or 775-353-1668

### To apply:

Register and login to <https://aca-prod.accela.com/ONE/Default.aspx>

Select the Division you would like to submit an application for and click on “create an application by address”



Enter only the street number and the street name or a parcel number and select search. If the search returns multiple addresses, select the correct one. Expand the drop down for the Division to select the correct application and click continue.



Complete the application making sure to answer “Plans/Plan review required?” with a yes or no as applicable

If Plans/Plan review required was marked yes, and payment of any required fees has been made, the “upload plans and documents” button will be activated.

Some helpful tools for uploading and responding to comments:

[Digital Plan Room Customer Training](#)

[City of Sparks Digital Plan Room How-To Guide](#)

[Youtube video of demonstration](#)

### General Document Standards:

- Files must be in **PDF** format.
- File size not to exceed 250 MB.
- Plans and supporting documents are separate files.
- Plans and documents shall be oriented with the top of the page at the top of the monitor.
- Plans shall be stamped/signed by the Plans Preparer.
- Do not encrypt or protect the documents.
- Plans should include a blank space above the page number in the lower right corner to accommodate the City’s approval stamp.
- Each plan and document file should be named appropriately without special characters (e.g., Architectural Plan Set, Civil Plan set, Site Plans).
- An index of plan sheets is included.
- Plan pages are bookmarked.
- **When submitting revisions, please do not resubmit the entire plan set, upload only the sheets containing changes from the previous submission. Be sure to name each sheet exactly the same as the original.**

Sheet numbering tips:

1. Start sheet IDs with an alpha character to keep pages in proper order. (e.g., A-101, A-102, S-101)
2. Include sheet titles within a table of contents when possible. Each sheet number must be unique. Suggested order for table of contents is as follows:
  - i. C (ex: cover sheet, civil plans)
  - ii. G (ex: general notes)
  - iii. A (ex: architectural)
  - iv. S (ex: structural)
  - v. E (ex: electrical)
  - vi. M (ex: mechanical)
  - vii. P (ex: plumbing)
  - viii. L (ex: landscaping)
3. If the plans do not have assigned sheet numbers, create your own standard sheet numbering system. It is critical for sheet ID’s to maintain consistency throughout the life of the review.
4. If standard sheet IDs are not used, include leading zeroes to ensure the approved job copy will be created in the proper sheet order.