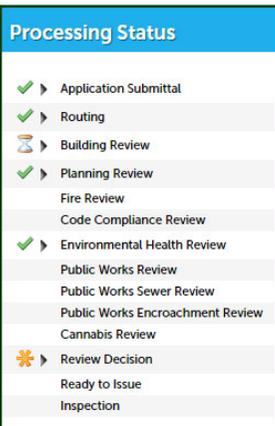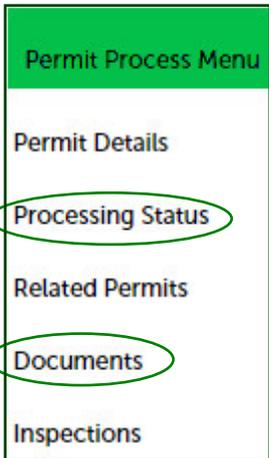# ACCELA CITIZEN ACCESS
Permit Portal for Community Development Agency

permits.nevadacountyca.gov/citizenaccess

Permit Process Menu

- Permit Details
- Processing Status
- Related Permits
- Documents
- Inspections

Processing Status

- ✔ ▶ Application Submittal
- ✔ ▶ Routing
- ⧗ ▶ Building Review
- ✔ ▶ Planning Review
-   Fire Review
-   Code Compliance Review
- ✔ ▶ Environmental Health Review
-   Public Works Review
-   Public Works Sewer Review
-   Public Works Encroachment Review
-   Cannabis Review
- ✳ ▶ Review Decision
-   Ready to Issue
-   Inspection

❖ Access the appropriate Department based on your permit type: Building, Planning or Cannabis. Building Permits have (6) digit number, Planning projects start with PLN, and Cannabis projects start with CCP.

❖ Search for your project by permit number only. If you do not know your permit number, please call the office or search online: *maps.nevadacountyca.gov/myneighborhood/*

❖ After completing the search, your project information should populate. Permit relevant options can be accessed under the green Permit Process Menu. Within the Permit Process Menu, both Processing Status and Documents may contain corrections, please **check both locations for corrections**. Below are directions for accessing corrections in both locations:

- Processing Status: This option provides the details of the permit workflow. An hourglass next to the status step means that the review has not yet been completed by the County. A green checkmark next to the status step mean that the review has been completed. *Please note that completed is not equal to approved.* To locate corrections in Processing Status, click on the black arrow next to the green checkmark to locate more details. If there are corrections from a department review, you can access corrections up by clicking on the boxed "+" next to the notes.

- Documents: This option provides a location for both the applicant and County staff to share files including corrections. To open a document, click on the blue document name. Additionally, there is blue "Add" button to upload documents to the permit.