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www.carson.org/building

HOW TO SUBMIT AN APPLICATION FOR A BUILDING PERMIT

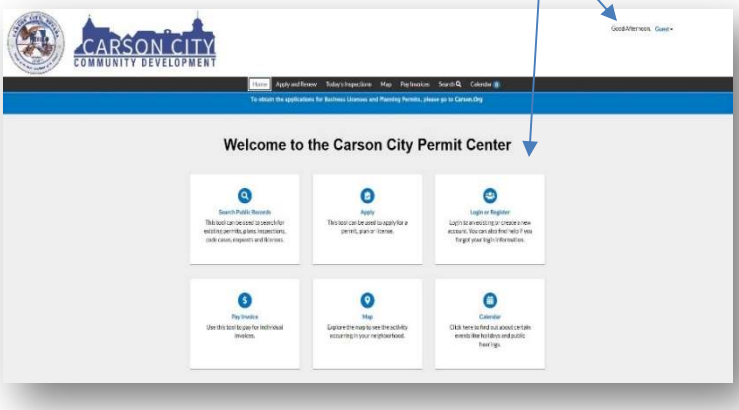
Visit our online portal at www.carson.org/building

Permit Application

How to Apply for a Permit

Select: Online Portal - Submit Your Building Permit Application Online

If you already have a log in email, you may log-in. Otherwise follow the steps below to set up an account.



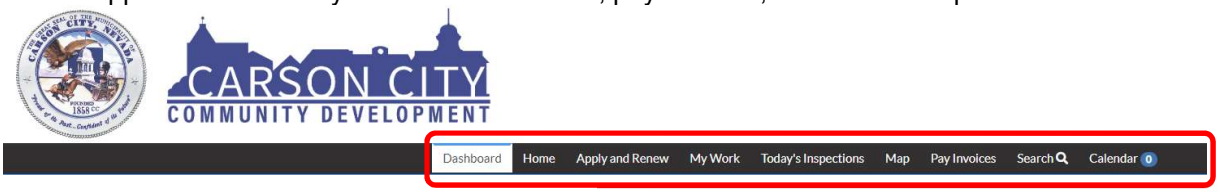
Create an online portal account. Save your Email and Log-in information; we cannot access your account if you get locked out.

➢If you have a Carson City Business License, use the same email address.

Email _____

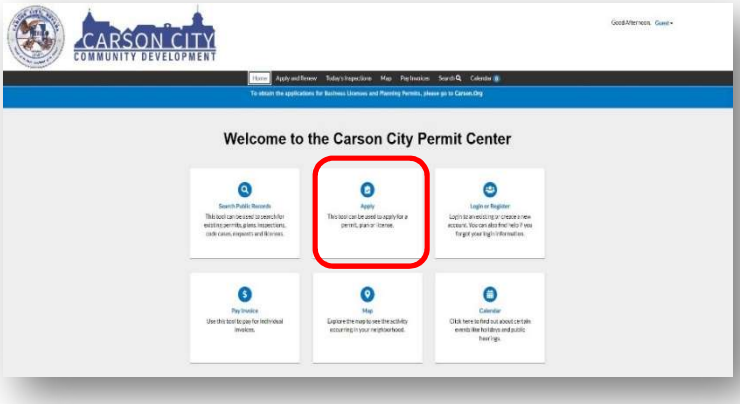
Password _____

Once logged in, note the black band (dashboard) below, at the dashboard there are options to apply for / review any existing permits, review applications that may have been submitted, pay invoices, or schedule inspections.



To apply, from the either the dashboard (as shown above) or the apply box (→).

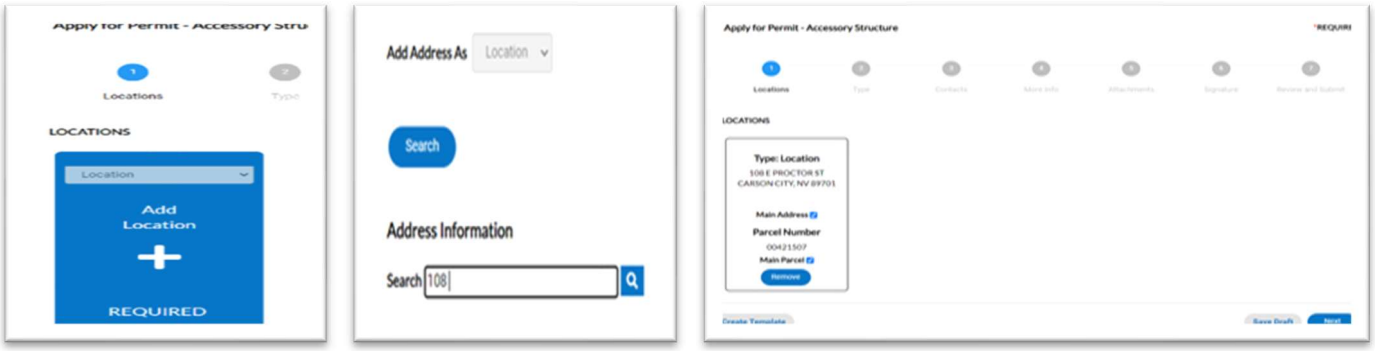
The application type will default to "**Trending**" types. If you are not sure, either select **PERMITS** and scroll to locate the application type, or you may search feature. (See next page).



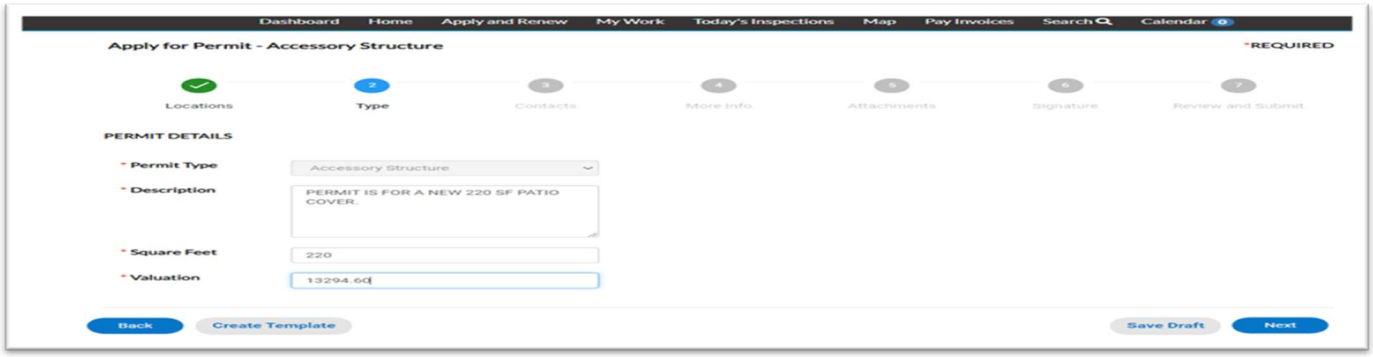
1. **CHOOSE PERMIT TYPE:** Once the permit type is chosen, follow the workflow steps noted below.
   - Use ***residential for residential*** projects and ***commercial for commercial*** projects: if you are unsure of the permit type, please call or email and ask (contact information on page 1).

   NOTE: If the **incorrect** permit type is submitted, the application will be denied and a reapplication for the correct type will be required.

2. **ENTER PROJECT LOCATION:** Search (**hint**: enter only the address numbers and then select the magnifying glass to find the street → Add → If the address is correct → Click **NEXT**



3. **PERMIT DETAILS:** Example below. Provide as much details as possible → Click **NEXT**

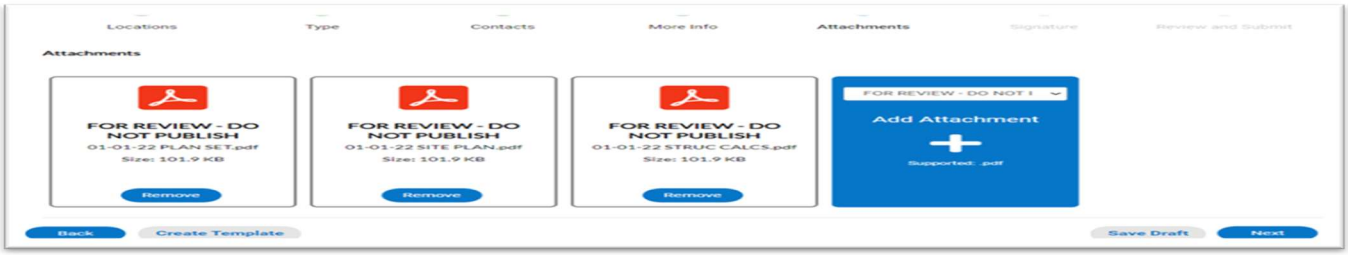


4. **CONTACT INFORMATION:** This section should include the Applicant, Property Owner, Contractor and Developer information (if applicable) → Click **NEXT**

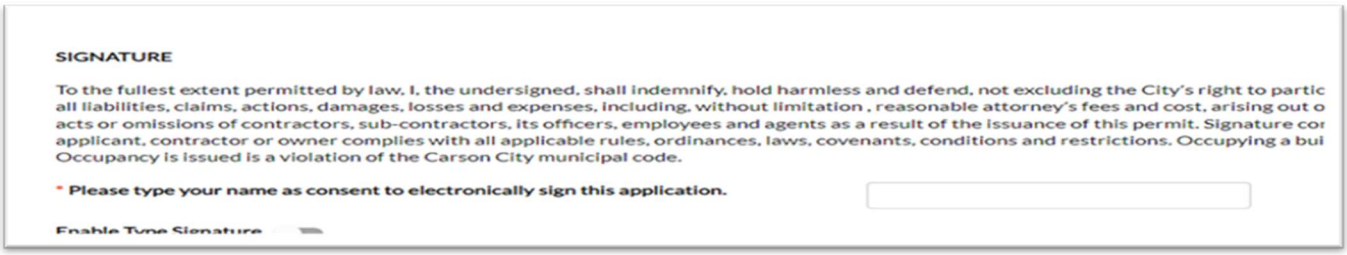
5. **MORE INFO:** Include any details that may be necessary, if nothing is required → Click **NEXT**

6. **ATTACHMENTS:** Attach plan sets and other pertinent documents**.** Once all attachments are added → Click **NEXT**
Helpful hints on file submission.

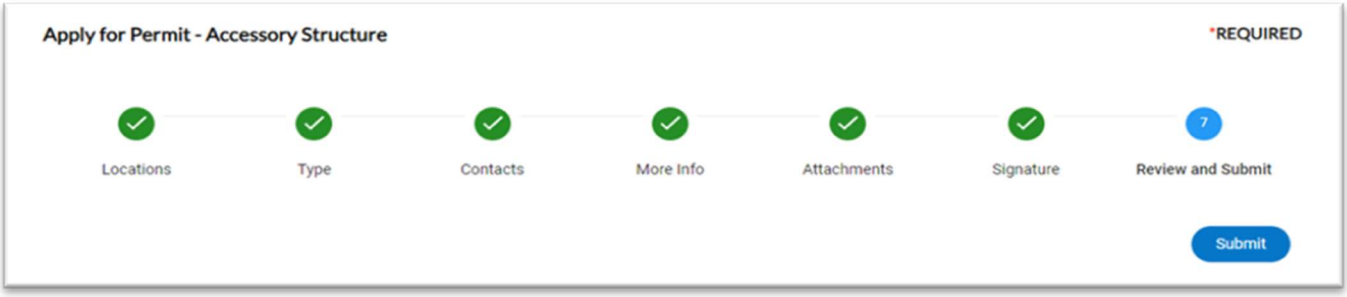
- **File name, include Date & Description** (**EXAMPLES → 01-01-23 Plan Set; 01-01-23 Struc. Calcs.**)
- **Plan sets**: Plan pages should be a single document (PDF) same orientation (landscape) and uniform in size, Plans are required to be a minimum size of 11"X17" for small (generator, woodstove, gas line) residential projects, 24"x36" for all other residential and commercial projects, Any supporting docs that require embedding should be embedded correctly and the Sheet Index to reflect all pages.



7. **DIGITAL SIGNATURE:** Sign → Click **NEXT**



8. **REVIEW AND CLICK <u>SUBMIT</u>:** You have just created and submitted for your Application for a Permit. ☺



Questions:

Email: BLDGDIV@Carson.org

Phone: 775.887.2310

Office hours:
Monday – Friday (except major holidays)
8a – 4p (closed for lunch from 12 – 1p)