



108 E. Proctor Street Carson City, NV 89701 (775) 887-2310 Hearing Impaired: 711

bldgdiv@carson.org www.carson.org/building

HOW TO SUBMIT AN APPLICATION FOR A BUILDING PERMIT

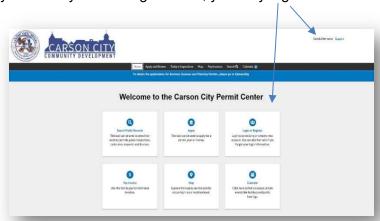
Visit our online portal at www.carson.org/building

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.

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| | | | | | | | | | | |

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 (\rightarrow) .

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).



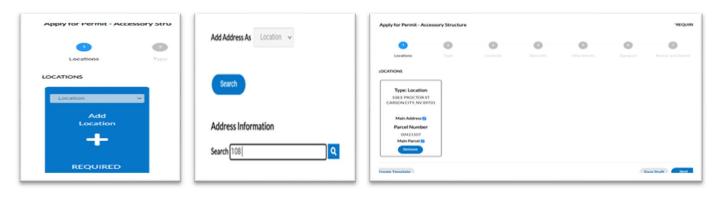
Application Assistant



- 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



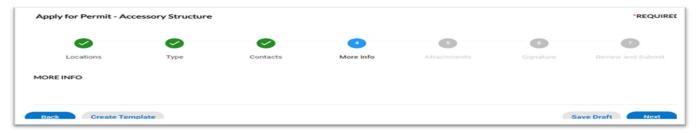
3. PERMIT DETAILS: Example below. Provide as much details as possible → Click NEXT



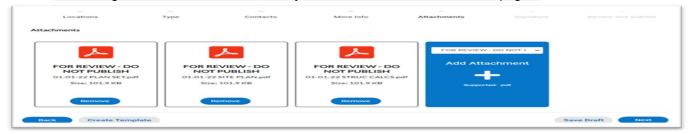
4. CONTACT INFORMATION: This section should include the Applicant, Property Owner, Contractor and Developer information (if applicable) → Click **NEXT**



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



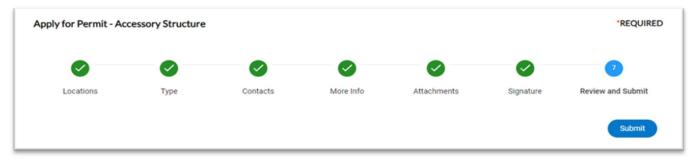
- **6. ATTACHMENTS:** Attach plan sets and other pertinent documents. Once all attachments are added → Click **NEXT** Helpful hints on file submission.
 - File name, include Date & Description (EXAMPLES → 01-01-23 Plan Set; 01-01-23 Struc. Calcs.)
 - Plan sets: Plan pages should be a single document (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

| SIGNATURE | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| To the fullest extent permitted by law, I, the undersigned, shall indemnify, hold harmles all liabilities, claims, actions, damages, losses and expenses, including, without limitatic acts or omissions of contractors, sub-contractors, its officers, employees and agents as applicant, contractor or owner compiles with all applicable rules, ordinances, laws, cov Occupancy is issued is a violation of the Carson City municipal code. | on, reasonable attorney's fees and cost, arising out o s a result of the issuance of this permit. Signature cor |
| Please type your name as consent to electronically sign this application. | |
| Fnable Type Signature | |

8. REVIEW AND CLICK SUBMIT: You have just created and submitted for your Application for a Permit. (3)



Questions:

Email: BLDGDIV@Carson.org

Phone: 775.887.2310

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