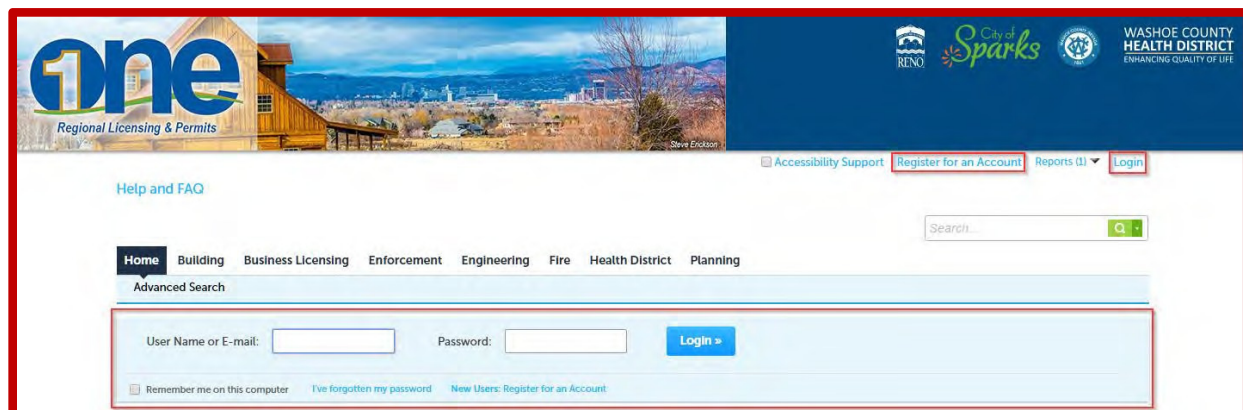# Applying for Permits Online – Washoe County Environmental Health

1. Important Information

- This website supports several internet browsers. For the latest list, see the "Compatible Browsers" list at www.onenv.info. Using other browsers may cause this site to not function as expected.
- You must be logged in to use this service.
- Fee Estimates and Partial Applications are automatically purged from the system 30 days after the initial request is made.
- VISA and MasterCard are the available payment options.
- Adobe Acrobat Reader is required for viewing and printing reports, receipts and permits. Go to www.onenv.info for a link to the most updated version.
- The examples used in this document reference submitting an application to Washoe County Environmental Health.
- For applications submitted online, there will be an opportunity to review the fee prior to completing your payment. Some applications require an initial review before fees are assessed. Please allow up to two business days for review. An email notification will be sent notifying that the application has been reviewed, appropriate fees assessed, and instructions to proceed with payment.
- Screen shots in this document are subject to change without notice. Even if the screen is different the general flow should be easy to follow.

2. Login to Account
First-time users will need to register for an account. If you already have an account, find the login screen. If you do not have an account, click "New Users: Register for an Account".
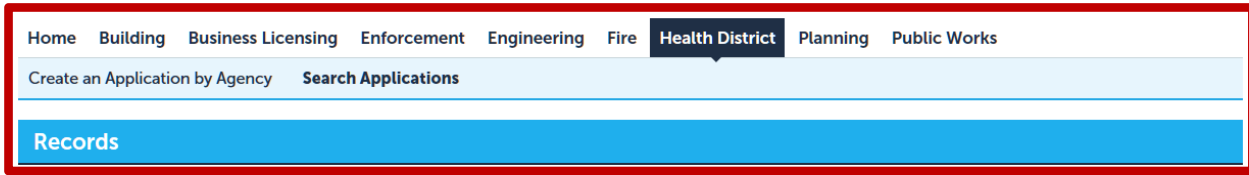
3. Begin the Application Process

To create an application, you will need to know which area that you need the application from. Health encompasses Air Quality and Environmental Health. **Contact Environmental Health Services if you have questions on the type of permit to apply for: 775-328-2434 (option 4)**
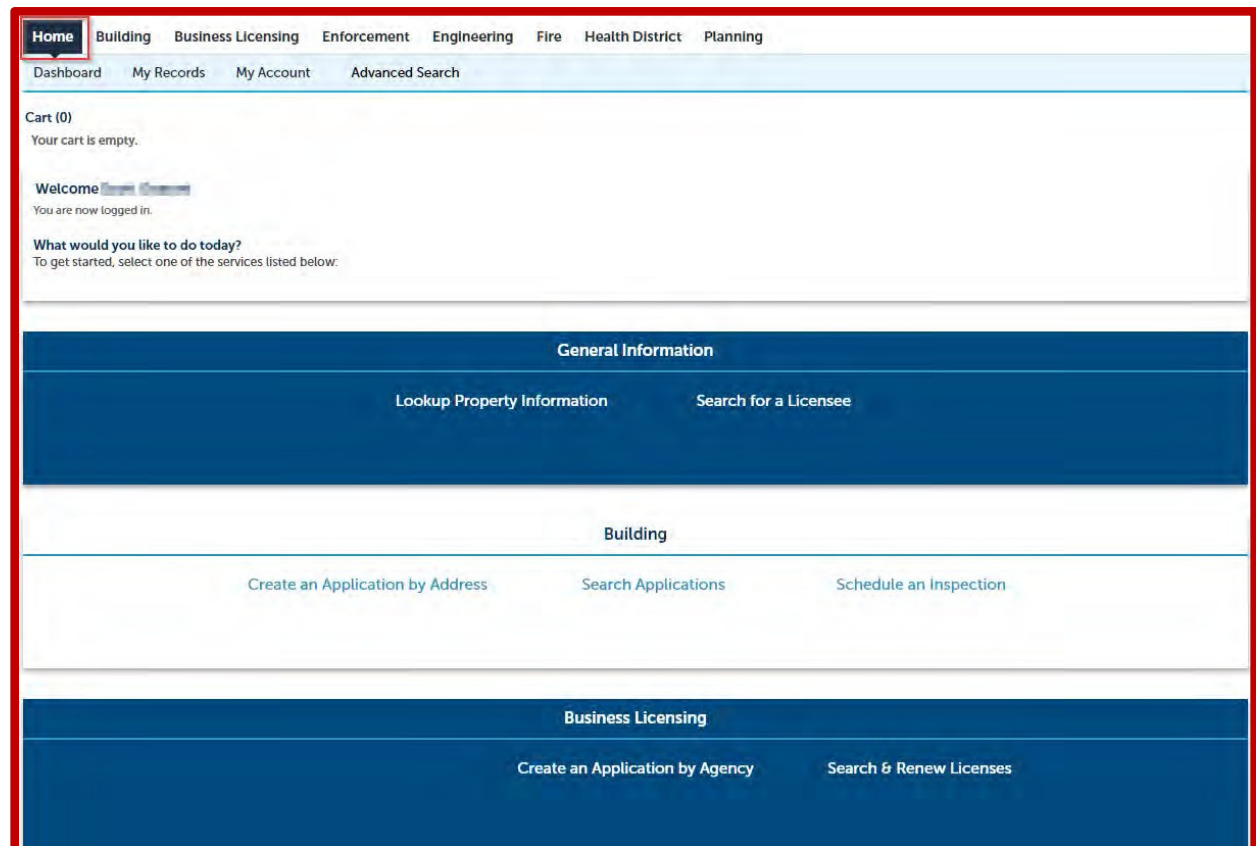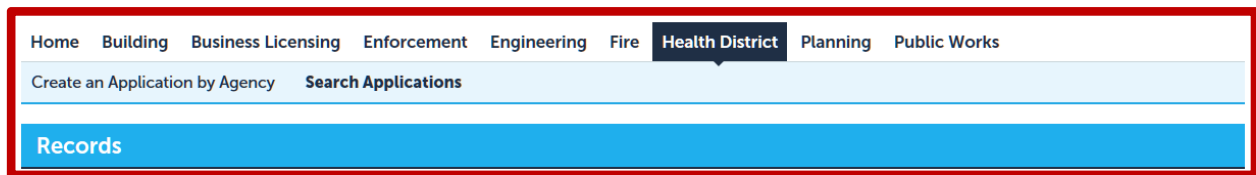
Find the "Create an Application by Agency …" button

Depending on which type of permit you are applying for, you will need to select the Agency and expand the selection to locate the correct permit. Click on the permit name and the circle will darken confirming the permit type selected. Next click "Continue Application"
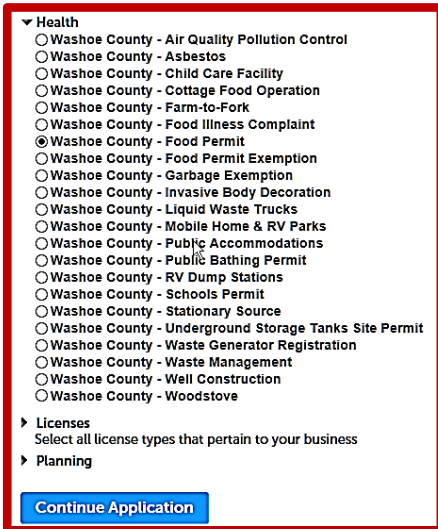
Depending on the type of application you selected you will need to fill out various fields.

1. Enter full address and click "Search."

2. Enter parcel number and click on "Search". To look up a parcel number, use the Washoe County Assessor's website
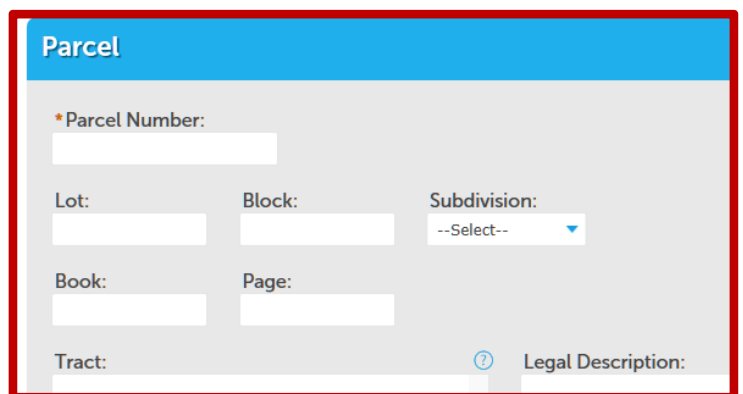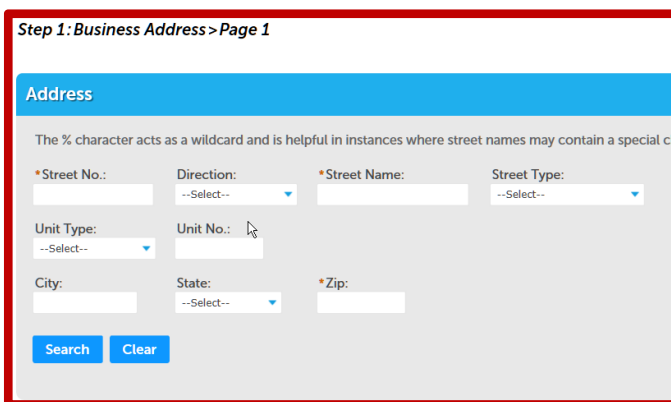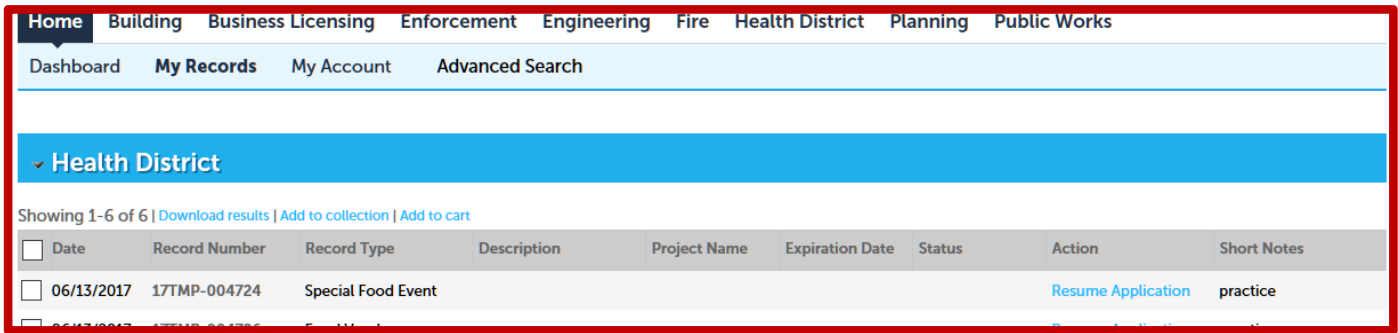
3. Click on "Continue Application"

NOTE: At any point in the application process you can click on "Save and resume later" to complete the application at another time. Your partially-completed application will be saved in your profile.

To resume an application you will need to login and click on "My Records" and find the application and click on "Resume Application"

4. Track your Progress

Follow the line above the application to see your progress. (Note: This depiction will not necessarily appear like the one on your screen).
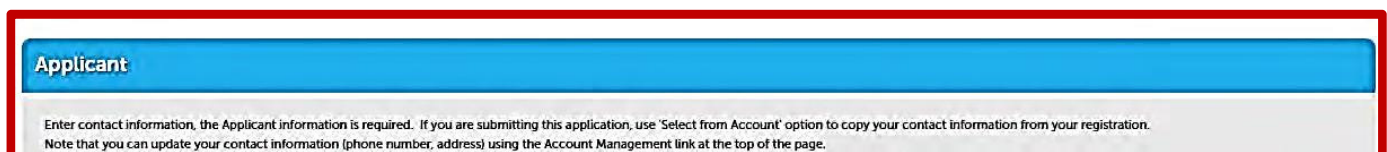

5. Add Contacts

Depending on your application, you will be asked for contact info for several parties. A green check mark will signify that you have met the required criteria.

6. Add Applicants

This is required on some applications. This will help users and ONE track your application.
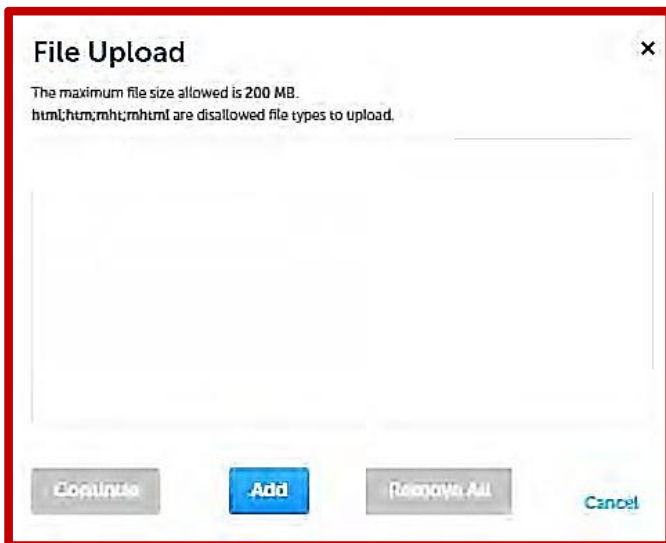
7. Add Attachments

To add an attachment, click the word "Add" in the lower left corner. Some applications require attachments to proceed to the next screen.
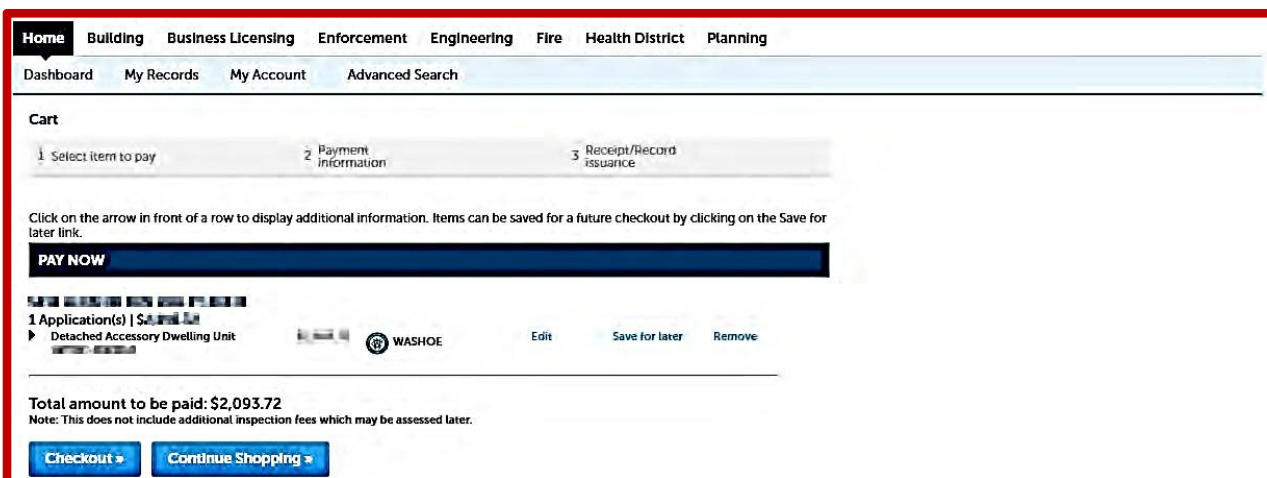

8. Review and Submit Application

Review all items before proceeding. Once reviewed, click "Submit."

Your application will be reviewed by Washoe County Environmental Health to ensure accuracy and correct fees are calculated. **Please allow up to 2 business days for review**. Once your application is reviewed, you will receive a confirmation email with instructions on how to proceed with payment to complete the application submittal process.