ACCELA ONLINE CITIZEN ACCESS
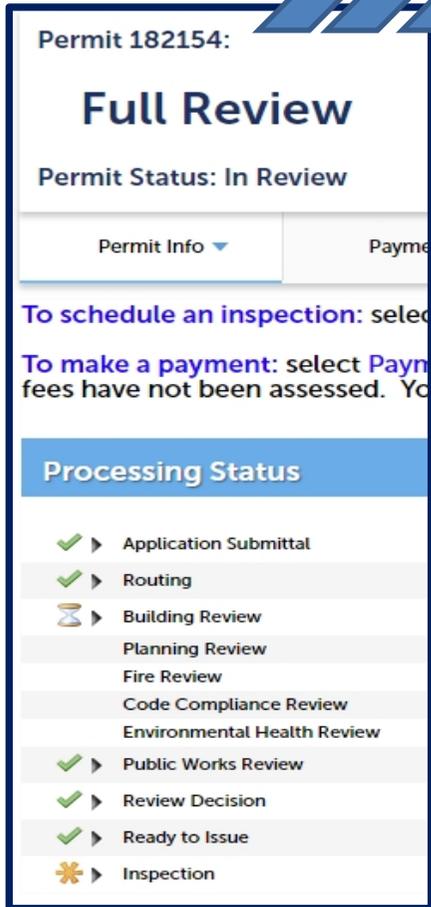## ONLINE WEB PORTAL FOR NEVADA COMMUNITY DEVELOPMENT AGENCY

permits.mynevadacounty.com/citizenaccess

Permit 182154:

Full Review

Permit Status: In Review

| Permit Info ▼ | Payme |

To schedule an inspection: sele

To make a payment: select Payn
fees have not been assessed. Yo

Processing Status

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

1. Access the "Building", "Planning", or "Cannabis" tabs on the home screen. This would be specific to the permit being searched. Six digit numbers for building permits, PLN for planning projects, and CCP for cannabis projects.
2. Search for your project by permit number only. If you do not know your permit number, please call the office or search online at www.mynevadacounty.com/580/My-Neighborhood-Map.
3. Once the system locates your information, you can access the permit info dropdown under the permit number and status.
4. The permit info menu includes 4 options. You will primarily use 1) Processing Status and 2) Attachment.
5. The processing status will provide the workflow for the permit. An hourglass next to the status stop means that the review **has not** been completed. A green checkmark next to the status stop means that the review **has** been completed.
6. Click on the arrow next to the green checkmark to find more details. If there are corrections from a department review, you can open them up by clicking on the "+" next to the notes.
7. Attachments can be found under the permit info dropdown. Often correction comments are provided in a word document under this tab. To open the attached document, click on the blue document name.

For questions, please contact the Nevada County Community   Development Agency at: Office: 530.265.1222 or Email: ComDevAgency@co.nevada.ca.us