



HOW TO APPLY FOR A PERMIT ONLINE Accela Citizen Access Portal

<https://permits.nevadacountyca.gov/citizenAccess/Welcome.aspx/>

1. First you must create an account.
2. Once logged into your account, select Building module then create an application.
3. Choose which type of permit:
 - Express:** Reroof, HVAC change out, window change out, water heater, electrical upgrade/change out
 - Full review:** (usually has plans) remodel, addition, new garage/house or other structure.
4. Select type and continue to address.
5. Type in house number only, then search. Find address in selection. Then select associated owner.
6. Applicant: either select from account (based on account log in info) or add a new one.
7. Licensed Contractor: Add license number or if it's owner builder select lookup and use 000000 as the license number.
8. Project summary: Provide details of your project include type of structure, square footage and utilities, etc.
9. Valuation: Estimate cost include time and materials.
10. General Info: Provide answers to each question. For construction type, VB is standard response. **If there is not a *, a response is not required.**
11. Declarations: A & B applies to Contractors and C applies to homeowners. D applies if there is lending. **These fields are not required.**
12. Documents: For Express permits, you can attach energy documents here. For Full Review, attach two documents: One for plans and another for calculations and other miscellaneous documents. Click add, then add again to access the document files on your computer. Once fully uploaded, click continue. Select type and then describe it. Save once completed. You can add another document as needed. Uploaded documents will show up on the list. Once completed, continue onward.
13. Review the information. If needs to be correct, you can edit. If not, continue.
14. A permit or record number is provided at this step.
15. Express permits will allow you to continue to a payment. Full review needs to be reviewed by staff before fees can be calculated and paid.
16. Processing time is 24-48 hours from receive date. You should receive a confirmation via email from noreply@nevadacountyca.gov for approved express permits. For full review applications, you will receive a confirmation email with fees due from a staff member or buildingdept@nevadacountyca.gov

For questions, please contact the Nevada County Building Department at buildingdept@nevadacountyca.gov or call 530.265.1222 Option 1.