



Accela and ePermitHub Online Submittal Requirements

The City of Sparks is pleased to offer electronic plan review through Accela and ePermitHub for submittals of Planning, Engineering, Building and Fire Prevention applications. The ePermitHub Digital Plan Room (DPR) is embedded in the Accela platform providing 24-7 access. In addition to standard mark up, stamping and measuring tools, the DPR includes automatic sheet versioning, file validation, interactive issue resolution and instructional videos.

If you have any questions regarding submitting a new application, please contact:

Building and Fire permits: permitdesk@cityofsparks.us or 775-353-2306

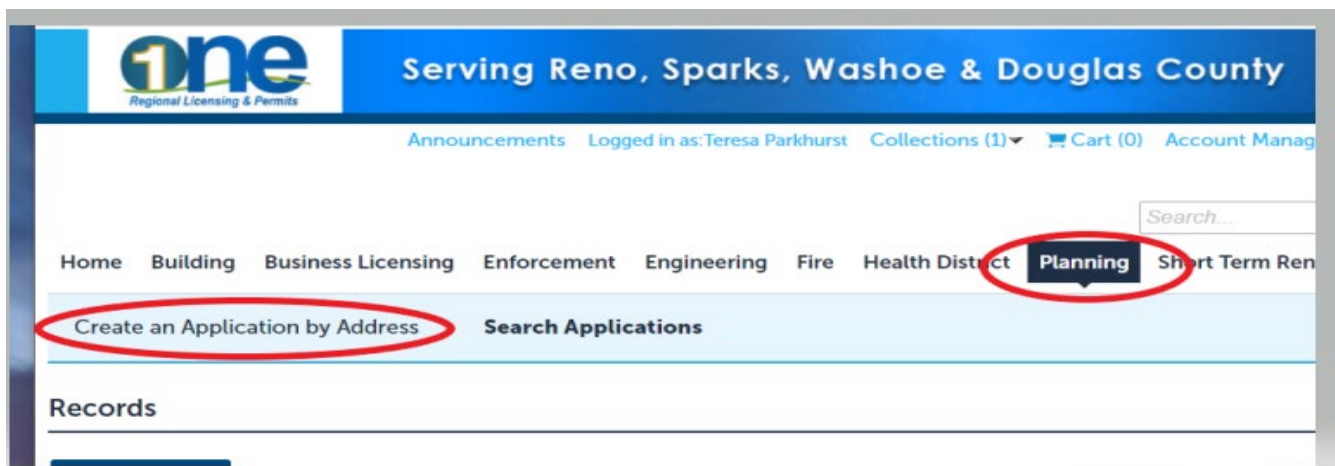
Planning applications: Planning@cityofsparks.us or 775-353-2300

Engineering map applications: asosa@cityofsparks.us or 775-353-7863

To apply:

Register and login to <https://aca-prod.accela.com/ONE/Default.aspx>

Select the Division you would like to submit an application for and click on “create an application by address”



Enter only the street number and the street name. Select search. If the search returns multiple addresses, select the correct one. *Please note that the “use map to select work location” feature is not operational.*

Home Building Business Licensing and Events Enforcement Engineering Fire Health District Planning more ▾

Create an Application by Address Search Applications

Please search and select one work location to see available services.

Enter Work Location

Hide Map

*Street No.: 431 To Direction: --Select-- *Street Name: Prater Street Type: --Select--

Unit Type: --Select-- Unit No.:

City: State: --Select-- Zip:

Search Clear

Use map to select work location

Expand the drop down for the Division by clicking on the small chevron to the left. Select the correct application and click continue. If unsure which application to use, Stop!! Call 775-353-2306 or email permitdesk@cityofsparks.us . If the incorrect application is selected, it cannot be changed later. A new application will be required.

*Street No.: 431 - To Direction: --Select-- *Street Name: Prater Street Type: --Select--

Unit Type: --Select-- Unit No.:

City: State: --Select-- Zip:

Search **Clear**

Select one address(1 items):
Showing 1-1 of 1

Address	Description	City	State	Zip	Parcel	Owner	Action
431 PRATER WAY SPARKS NV 89431		SPARKS	NV	89431	033-183-02	SPARKS CITY OF	Select

Search

Select one service at a time(110 services found):

Fire

- ☐ City of Sparks - Fire & Life Safety Alarm
- ☐ City of Sparks - Hydrant & Flow
- ☐ City of Sparks - Fire Prevention
- ☒ City of Sparks - Fire Sprinkler

Other

Continue Application

If Plans are required and payment of any required fees has been made, the “upload plans and documents” button will be activated. Upload all required files and reference the checklist below to ensure all files necessary to complete the review have been included. In the Plan Room, review the sheet numbers and titles page and proceed through the steps to the “FINISH” button.

Status: **Active**

Record Details Summary Uploads Issues Conditions Notes

Review Plan Cycle

1 Upload 2 Sheets 3 Review

Displayed below are the sheets extracted from files in this review package. Please review the sheet numbers that automatically populated for each title to correct and match the plan page. If any title block is missing the corresponding sheet number, you will need to manually enter that number. You can save back later if needed, or click Continue when you are done.

Showing a total of 11 sheets

Title Block	Thumbnail	Sheet number and title
		A1.0 Sheet title (optional) custom home architectural.pdf (Page: 1)
		A2.0 Sheet title (optional) custom home architectural.pdf (Page: 2)
		A2.1

If the process has not been completed through the **FINISH** button, the submittal has not been received by the City of Sparks.

Files **Edit**

These are all the files that will be submitted with this package.

Name	Description	Type	Updated By	Updated Date	Signature
Phillips Residence - Drawing - Fire Sprinkler - Permit Submittal.pdf		Plans	tparkhurst	8/5/2025	
custom home architectural.pdf		Plans	tparkhurst	8/5/2025	

Finish

“How to” videos for uploading and responding to comments:

[Upload Plans and Documents](#)

[Reviewing Issues, Conditions and Notes](#)

[Plan Review Issues Report](#)

[Submitting Corrected Plans and Documents](#)

[Downloading Approved Documents](#)

[Submitting Revisions to Approved Plans](#)

General Document Standards:

- Files must be in **PDF** format.
- File size not to exceed 250 MB.
- Plans and supporting documents are separate files. Plan can be uploaded as a group or individual sheets.
- Plans and documents shall be oriented with the top of the page at the top of the monitor.
- Plans shall be stamped/signed by the Plans Preparer.
- Do not encrypt or protect the documents.
- Plans should include a blank space above the page number in the lower right corner to accommodate the City’s approval stamp.
- Each plan and document file should be named appropriately without special characters (e.g., Architectural Plan Set, Civil Plan set, Site Plans).
- An index of plan sheets is included.
- Plan pages are bookmarked.
- **When submitting revisions, please do not resubmit the entire plan set, upload only the sheets containing changes from the previous submission. Be sure to name each new sheet exactly the same as the original to ensure correct electronic slip sheeting.**

Sheet numbering tips:

1. Start sheet IDs with an alpha character to keep pages in proper order. (e.g., A-101, A-102, S-101)
2. Include sheet titles within a table of contents when possible. Each sheet number must be unique. Suggested order for table of contents is as follows:
 - i. C (ex: cover sheet, civil plans)
 - ii. G (ex: general notes)
 - iii. A (ex: architectural)
 - iv. S (ex: structural)
 - v. E (ex: electrical)
 - vi. M (ex: mechanical)
 - vii. P (ex: plumbing)
 - viii. L (ex: landscaping)
3. If the plans do not have assigned sheet numbers, create your own standard sheet numbering system. **It is critical for sheet ID’s to maintain consistency throughout the life of the review.**
4. If standard sheet IDs are not used, include leading zeroes to ensure the approved job copy will be created in the proper sheet order.

Things to consider when submitting a building permit

Plan Standards:
Reference the most current version
Nevada Blue Book

Deferred submittals:
Roof Trusses Only

	plans	Structural calculations	Truss Calculations	Truss verification letter	Electrical load calculation	Gasline ISO- sizing gas lines	Heating/cooling calculations	Energy calcs and compliance certs	Equipment and material specifications	Soils report/Geotech	Flood elevation certificate	Asbestos Acknowledgement	Special Inspection Agreement	Water will serve letter	Owner Builder Affidavit	HOA approval letter	Property owner approval	
Commercial																		
New Building or Addition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Alteration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Demolition	✓										✓							Include plumbing fixtures to be removed for future sewer connection credit.
HVAC	✓	✓			✓	✓	✓	✓	✓		✓							
Re-Roof	✓							✓			✓							Specs for 120mph wind attachment
Plumbing	✓					✓			✓				✓					
Racking	✓	✓									✓		✓					Comoditiy list including quantities
Signs	✓	✓															✓	
Telecommunications	✓	✓								✓		✓						
Tents/membrane structures	✓	✓						✓										
Tanks	✓							✓		✓								
Residential																		
New Building or Addition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Alteration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Demolition	✓										✓			✓				Asbestos Acknowledgement only required if entire res. building is demolished.
Solar	✓	✓			✓				✓					✓				
Pool / Spa	✓	✓			✓	✓			✓	✓		✓		✓	✓			
Water heater	✓					✓			✓					✓				
Carports/patio covers/decks/gazebos/sheds	✓	✓	✓											✓	✓			
Fences	✓													✓	✓			
Mechanical	✓				✓	✓	✓	✓	✓					✓				
Electrical	✓				✓				✓					✓				
Manufactured home	✓	✓												✓	✓			