



Accela and ePermitHub Online Submittal for Planning Applications

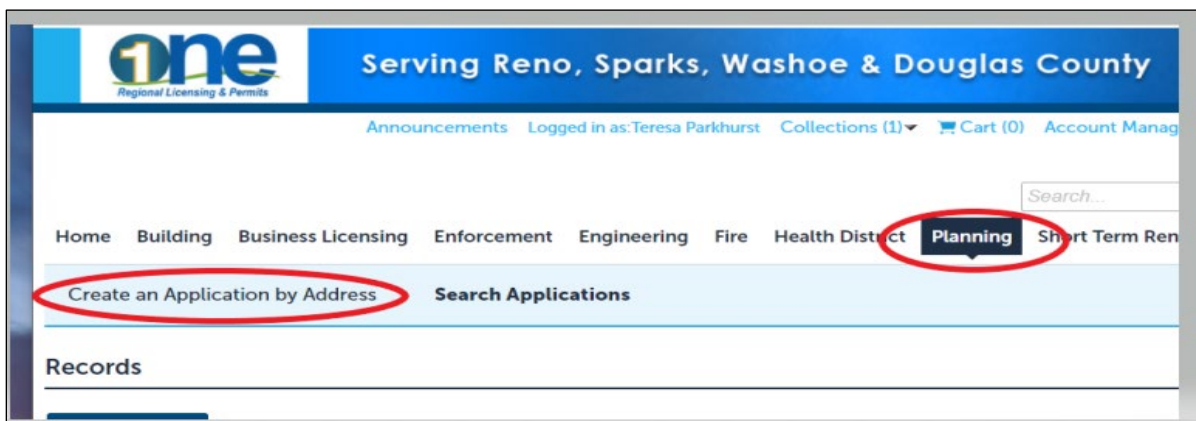
The City of Sparks utilizes Accela Citizen Access for the submittal of planning applications and ePermitHub Digital Plan Room to review planning applications. Customers that submit building permits will be familiar with the ePermitHub Digital Plan Room (DPR) that is embedded in the Accela platform and includes standard mark up, stamping and measuring tools, automatic sheet versioning, file validation, and interactive issue resolution.

Please utilize the steps listed under “To Apply” when submitting a planning application. Please note that zoning verification letters are not planning applications. To submit a zoning verification letter, please provide a written request to planningreview@cityofsparks.us.

If you have any questions regarding the submittal of a planning application, please contact planningreview@cityofsparks.us or 775-353-2300.

To Apply:

1. Register and login to <https://aca-prod.accela.com/ONE/Default.aspx>.
2. Select Planning and click on “create an application by address” as shown in the image below.



- Enter only the street number and the street name select search. This includes vacant properties that have zero addresses. If the search returns multiple addresses, select the correct one. Please note that the “Use map to select work location” is not operational and should not be utilized.

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

Create an Application by Agency Create an Application by Address Search Applications

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

Enter Application Location

Hide Map

Use map to select work location

Street No.: 248 - To Direction: --Select-- Street Name: 6th Street Type: ST

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

City: Sparks State: NV Zip: 89431

Search Clear

- Expand the drop down for the Planning Division as shown in the image below to select the correct application and click continue.

Search Clear

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

Address	Description	City	State	Zip	Parcel	Owner	Action
248 6TH ST SPARKS NV 89431		SPARKS	NV	89431	033-307-17	PULIDO, DOROTEO et al	Select

Search

Select services(126 services found):

- ▼ Planning
 - ☐ City of Sparks - Administrative Review
 - ☐ City of Sparks - Annexation
 - ☐ City of Sparks - Building Elevations
 - ☒ City of Sparks - Conditional Use
 - ☐ City of Sparks - Development Agreement
 - ☐ City of Sparks - Landscape
 - ☐ City of Sparks - Major Deviation
 - ☐ City of Sparks - Master Plan Amendment
 - ☐ City of Sparks - Minor Deviation
 - ☐ City of Sparks - Planned Development
 - ☐ City of Sparks - Rezone
 - ☐ City of Sparks - Temporary Sign
 - ☐ City of Sparks - Temporary Use Permit
 - ☐ City of Sparks - Tentative Map
 - ☐ City of Sparks - Variance
- Other

Continue Application

- Enter applicant, plans preparer, licensed professional (if applicable), and contact information.
- Enter project name and description.
- Complete custom fields that contain additional project information.
- Click on the Plan Room Acknowledgement that indicates plans and supporting documentation will be uploaded to the record.

9. Review application information.

10. Upload Plans and Documents.

This screenshot shows the 'Step 3: Receipt/Record issuance' confirmation page. At the top, there is a navigation bar with links like Home, Building, Business Licensing and Events, Enforcement, Engineering, Fire, Health District, Planning, and more. Below this is a secondary navigation bar with Dashboard, My Records, My Account, and Advanced Search. A progress bar at the top indicates three steps: 1. Select item to pay, 2. Payment information, and 3. Receipt/Record issuance (which is the current step). The main content area has a green confirmation message: 'Your application(s) and/or complaint(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.' Below this is a button for 'Print/View Summary'. The application details are listed: '248 6TH ST SPARKS NV 89431'. A red circle highlights the 'SPARKS' logo and the 'CU25-0002' record number, with an 'Upload Plans and Documents' button next to it. Other buttons include 'Conditional Use' and 'View Summary'.

11. Ensure required documents are uploaded. Each planning application includes required documents. However, the application checklist should also be used as a reference to ensure all required documents have been submitted. Planning Applications and associated checklists can be accessed [here](#).

This screenshot shows the 'Uploads' tab of the application details page. The top navigation bar is similar to the previous screenshot. Below it, there are links to 'Create an Application by Agency', 'Create an Application by Address', and 'Search Applications'. The application details are shown: 'Record: CU25-0002', 'Address: 248 6TH ST, SPARKS NV 89431', and 'Status: INTAKE'. A table with tabs for Record Details, Summary, Uploads, Issues, Conditions, Notes, and Approved is present. The 'Uploads' tab is active, showing a 'Review Plan Cycle' section with '1 Upload' and '2 Sheets'. A red circle highlights the 'Requirements' section on the right, which lists required documents: Application, Map-Vicinity, Narrative, and Owner Affidavit. Below this, there is a large dashed box for file uploads with a cloud icon and the text 'Drag and drop files here or Browse'. A note at the bottom states: 'Note: Please do not combine plans and documents of various types into a single PDF document.'

12. Review Sheet Number and Titles. All review sheets must have a unique sheet number and title.

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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 block to ensure they are 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 your work and come back later if needed, or click Continue when you are done.						
Showing a total of 20 sheets ☐ Show only error sheets						
Title Block	Thumbnail	Sheet number and title				
		A-200 Sheet title (optional) SB West Jirfy Building Elevations.pdf (Page: 1)				
		A-201 Sheet title (optional) SB West Jirfy Building Elevations.pdf (Page: 2)				
		A-900 Sheet title (optional) SB West Jirfy Building Elevations.pdf (Page: 3)				

13. Review final submission and click “Finish.” The planning application will be submitted to staff to review for completeness.

14. Pay Fees. **Applicable fees must be paid within two business days of submitting the planning application.** Payments may be made electronically through Accela Citizen Access the day after the application is submitted or a check made payable to the City of Sparks may be delivered to Sparks City Hall to the attention of the Community Services Department Planning Division.

To make a payment electronically through Accela Citizen Access, click on Pay Fees Due. Payments submitted via electronic check will not be charged a convenience (or processing) fee. Payments made via debit or credit card will be charged a convenience fee.

Record AR25-0026:
Administrative Review
Record Status: Pending Payment
Expiration Date: 01/31/2025

Record Info Plan Room Payments Custom Component

Fees

Outstanding:

Date	Invoice Number	Amount
10/08/2025	255634	\$1,250.00
10/08/2025	255634	\$174.00

Total outstanding fees: \$1,424.00

Pay Fees

General Document Standards:

- Files must be in **PDF** format.
- File size not to exceed 250 MB.
- Plans and supporting documents are separate files.
- 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 in ePermit Hub Digital Plan Room, please do not resubmit the entire plan set, upload only the sheets containing changes from the previous submission. Be sure to name each sheet exactly the same as the original.**

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:
 - C (ex: cover sheet, civil plans)
 - G (ex: general notes)
 - A (ex: architectural)
 - S (ex: structural)
 - E (ex: electrical)
 - M (ex: mechanical)
 - P (ex: plumbing)
 - 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.

“How-To Videos”

The following “How-To” videos are available to support the uploading of plans and documents in addition to Digital Plan Room functions such as responding to comments (i.e., issues, conditions and notes) and submitting corrected plans and documents:

[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](#)