

How to Apply for a Permit

1. Access the online permitting portal by clicking <http://aca-prod.accela.com/SNHD/> and login using your credentials. If you don't have an account, select 'create an account' and follow the prompts.

The screenshot shows a login page with two main sections. On the left, under 'Please Login', there is a 'Register Now »' button. On the right, under 'Sign In', there are input fields for 'USERNAME OR EMAIL: *' and 'PASSWORD: *', a 'Forgot Password?' link, and a 'SIGN IN' button. Below the sign-in section, there is a checkbox for 'Remember me on this device' and a 'Not Registered?' link. The 'CREATE AN ACCOUNT' link is circled in red.

2. Once logged into your account, click 'create' then select 'create new'.

The screenshot shows a user dashboard for 'Juan Gabriel'. At the top, there are navigation tabs for 'Home', 'Create', and 'Search'. The 'Create' tab is active, and a dropdown menu is open showing 'Permit Linking' and 'Create New', with 'Create New' circled in red. Below the navigation, there is a header 'Hello, Juan Gabriel' and two buttons: 'Saved in Cart (0) View Cart' and 'My Collection (0) View Collections'. The top right corner shows 'Logged in as: Juan Gabriel' and links for 'Collections (0)', 'Cart (0)', 'Account Management', and 'Logout'.

3. Read the legal disclaimer and select 'I have read and accepted the above terms'. Then select 'Continue Application'.

The screenshot shows the 'Online Application' page. At the top, there is a header with 'Announcements' and 'Logged in as: Juan Gabriel' and links for 'Collections (0)', 'Cart (0)', 'Account Management', and 'Logout'. Below the header, there is a section titled 'Online Application' with a welcome message and a disclaimer. The disclaimer text is: 'While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.' Below the disclaimer, there is a checkbox labeled 'I have read and accepted the above terms.' which is checked. The 'Continue Application »' button is circled in red.


4. Click on the 'Apply for a Permit' drop down menu and select the type of permit you wish to apply for.

Select a Record Type

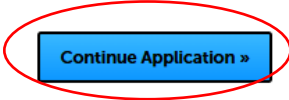
Choose one of the following available record types. You may type in a keyword such as sewer, food, or school to find the application you are looking for.

For assistance or to apply for a record type not listed below please contact us.



- ▼ **Apply for a Permit** 
- Aquatic Venue
- Asbestos Waste Transportation
- Body Art
- Childcare Center, Family And Group Home
- Contact Amendment
- Food Service
- Hotel, Motel Or Other Public Accomodation
- Liquid Waste Hauling
- Mobile Food Vendor
- Mobile Home Park - Rv
- Restricted Waste Management
- Schools And Institutions
- Solid Waste Management Facility
- Waste Tire Hauler
- ▶ Apply for a Temporary Permit
- ▶ Request an Ownership Change
- ▶ Request a Permit Modification
- ▶ Register a Certified Professional
- ▶ Registration
- ▶ Septic/Sewage Disposal System
- ▶ Subdivision/Parcel Map Plan Review
- ▶ File a Environmental Health Complaint
- ▶ File an Illegal Dumping Complaint
- ▶ File an Unpermitted Food Vendor Complaint
- ▶ File a Foodborne Illness Complaint
- ▶ Miscellaneous Items
- ▶ Exemption

*This guide will demonstrate the application process for a food service permit. Fields may appear different if you are applying for a different permit type, but the process will be the same.



5. Enter the street number and street name for the facility then click 'Search'. Select the address from the popup list to fill in the remainder of the information. If the address cannot be located with the 'search' function, type it in manually. The parcel number may be left blank. Select 'continue application'.

Step 1: Location and Contacts > Location Information * indicates a required field.

Address

Enter Street Number and Street Name, then click the Search button below. Then select the facility address from the popup list.

*Street No.: Direction: --Select-- *Street Name: Street Type: --Select--

Unit No.:

City: State: --Select-- *Zip:

Parcel

Enter parcel number without spaces or dashes.

Parcel Number:

6. Fill in the owner and accounts receivable information. You can click 'select from account' to copy over the contact information from your account or select 'add new' to add different contact information. Once finished, select 'continue application'.

- You must designate a billing and mailing address for each permit.
- The ownership information must match what is listed on the local business license.

* indicates a required field.

Facility Owner

"Business Owner" is the person or entity that is legally responsible for the business, the permit holder. This may be an individual's name or a corporation. This contact must match the information that the local business licensing agency has on file. If the Business Owner is a corporation, you may enter a Managing Member or Officer's name in the "First" and "Last" name boxes.

Select from Account

Add New

Accounts Receivable

"Billing Contact" is the person and place that you would like your invoices to be sent to. This may be a corporate headquarters, a management company, the owner of the business, or perhaps your accountant. A billing address is required for this contact.

Select from Account

Add New

Save and resume later

Continue Application »

7. Fill in the facility name and additional information.

Step 2: Application Information > Application Detail

* indicates a required field.

Detail Information

* Facility Name:

Program Information

Program Details

* Square Footage:

* Number of Seats:

Projected Opening Date:

Does your facility operate 24 hours, 7 days a week?:

Yes No

* Irregular Hours:

Yes No

Describe Irregular Hours:

8. Enter hours of operation by selecting 'add a row'. Multiple rows can be added at one time. For example, if your business has different hours on weekends and weekdays, add two rows and fill in the opening and closing times for each. Select 'continue application'.

Operation Information

Days and Hours of Operation

Showing 0-0 of 0

Days	Start Time	Start Time AM PM	End Time	End Time AM PM
No records found.				

Add a Row

Edit Selected

Delete Selected

Save and resume later

Continue Application »

9. Enter in the required supporting documentation by selecting 'add' and locating the documents on your computer. Information on what documentation must be submitted for each permit type will be displayed on the screen.

- The maximum file size is 1000 MB.

The screenshot shows the 'Supporting Documentation' step of a permit application. At the top, there are navigation links: Home, Create, Search, Announcements, Logged in as: Juan Gabriel, Collections (0), Cart (0), Account Management, and Logout. Below this is a progress bar with six steps: 1 Location and Contacts, 2 Application Information, 3 Supporting Documentation (highlighted), 4 Review, 5 Pay Fees, and 6. The main heading is 'Step 3: Supporting Documentation > Attachments'. A note states '* indicates a required field.' Below this is the 'Attachments' section, which includes a link to 'New and Remodel Permits - Southern Nevada Health District' and a note about the 1000 MB file size limit. A red circle highlights a red-bordered box containing the text: 'This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval: Menu, Plans & Specifications, Food Questionnaire, Proof of Ownership'. Below this is a table with columns for Name, Type, Size, Latest Update, and Action, which currently shows 'No records found.' At the bottom, there are three buttons: 'Add' (circled in red), 'Save and resume later', and 'Continue Application »'.

10. Once all the files have been uploaded from your computer, select 'continue'.

The screenshot shows a 'File Upload' dialog box overlaid on the application page. It contains the same 1000 MB file size limit and disallowed file types information. Below this, there is a list of five files that have been uploaded: 'menu.docx', 'food questionnaire .docx', 'menu.docx', 'ownership info.docx', and 'plans.docx'. Each file has a progress bar next to it, all of which are at 100%. At the bottom of the dialog box, there are three buttons: 'Continue' (circled in red), 'Add', and 'Remove All'.

11. From the 'document type' drop down, select the file type for each document you uploaded and type in a brief 'description'. Select 'save' then 'continue application'.

The screenshot shows a web form for uploading documents. At the top right is a blue 'Remove' link. Below it is a dropdown menu labeled '* Document Type:' with 'Plans & Specifications' selected. Underneath is a 'File:' field containing 'plans.docx'. A red arrow points to a text area labeled '* Description:' containing the text 'facility plans'. Below the text area is a 'spell check' link. At the bottom are four buttons: 'Save' (circled in red), 'Add', 'Remove All', and 'Save and resume later'. To the right, a 'Continue Application »' button is also circled in red.

12. Next will be a review of all the information you've entered so far. Select 'edit' next to any field you wish to make changes to. If all the information is correct, read the general disclosure at the bottom of the page and check the box to agree to the terms. Finally, select 'continue application'.

13. You will receive a message confirming your application was successfully submitted.

The screenshot shows a confirmation page with a progress bar at the top containing three steps: '1 Select item to pay', '2 Payment information', and '3 Receipt/Record issuance'. Below the progress bar is the heading 'Step 3: Receipt/Record issuance' and the sub-heading 'Receipt'. A green banner with a checkmark icon contains the text: 'Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.' Below this are two 'Print/View Summary' buttons. The address '280 S DECATUR BLVD' is displayed. At the bottom, the alphanumeric code 'FOOD-A-26-0000196' is shown next to a 'View Summary' link, with another 'Print/View Summary' button below it.

14. A member of our team will review your application. You will receive an alert notifying you of any fees that are due which can be paid directly through your account.