

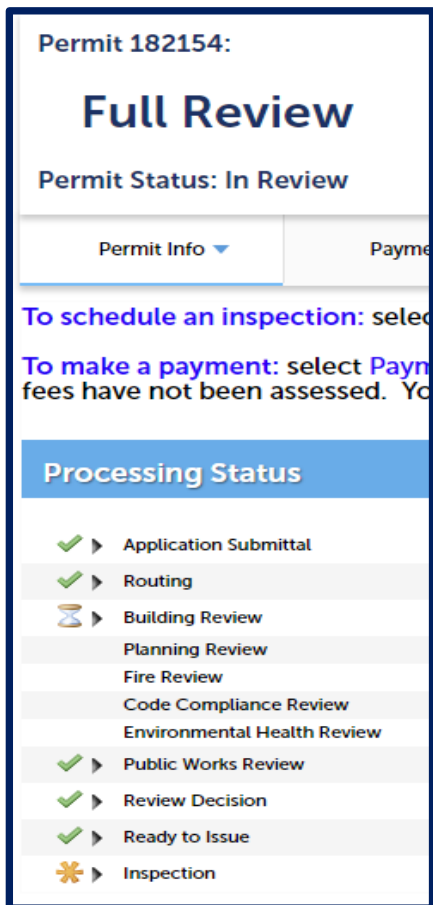


ACCELA ONLINE CITIZEN ACCESS

ONLINE WEB PORTAL FOR NEVADA COMMUNITY DEVELOPMENT AGENCY



permits.mynevadacounty.com/citizenaccess



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

