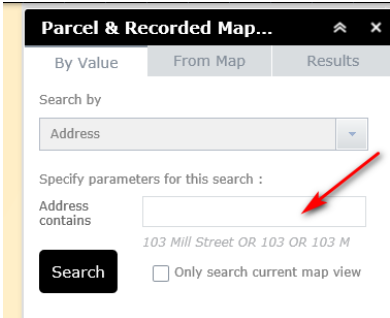
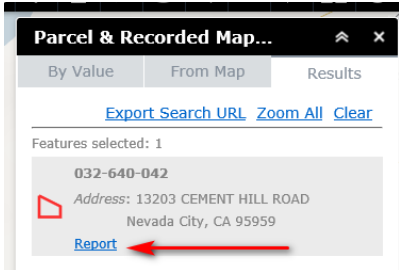
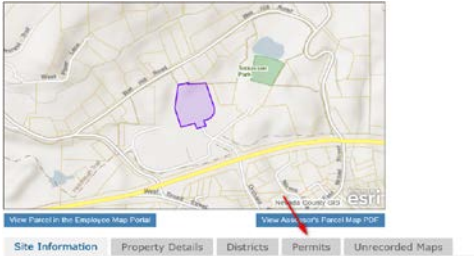

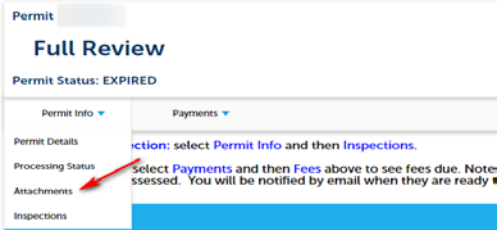
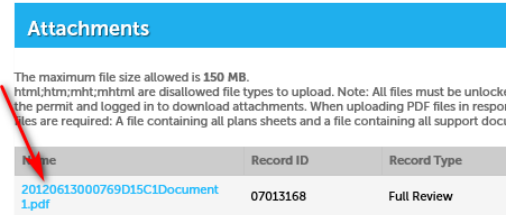


# Looking Up Records Online

Access the website at <https://gis.nevcounty.net/MyNeighborhood/>

<p>1. To the right of the County Map, use the drop-down menu to search by “Address” or “Parcel Number”. When searching by address, enter the house number and <b>part</b> of the street name (do <b>not</b> add St, Ave, etc.). When searching by APN, please use the 9-digit format, no dashes or spaces. Click on the “Search” button.</p>																					
<p>2. To view permits online, click on “Report” which is listed <u>under</u> the address line.</p>																					
<p>3. <u>Under</u> the map, there are five tabs. Click on the fourth tab labeled “Permits”.</p> <p>This will populate a list of permits associated with the property and some basic information.</p>																					
<p>4. For more detailed information for a specific permit, click on the blue underlined permit number. This will open the Accela Citizen Access in a new window.</p>	 <table border="1"> <thead> <tr> <th>Permit Number</th> <th>Department</th> <th>Permit Description</th> <th>Application Date</th> </tr> </thead> <tbody> <tr> <td><a href="#">170027</a></td> <td>Building</td> <td>Mechanical</td> <td>1/5/2017</td> </tr> <tr> <td><a href="#">07013168</a></td> <td>Building</td> <td>Residential Addition</td> <td>12/26/2007</td> </tr> <tr> <td><a href="#">99068708</a></td> <td>Building</td> <td>Pool/Spa</td> <td>7/30/1999</td> </tr> <tr> <td><a href="#">94054245</a></td> <td>Building</td> <td>Electrical</td> <td>7/21/1994</td> </tr> </tbody> </table>	Permit Number	Department	Permit Description	Application Date	<a href="#">170027</a>	Building	Mechanical	1/5/2017	<a href="#">07013168</a>	Building	Residential Addition	12/26/2007	<a href="#">99068708</a>	Building	Pool/Spa	7/30/1999	<a href="#">94054245</a>	Building	Electrical	7/21/1994
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<p>5. On the left side of the page, about half-way down, you will see “Permit Info.” Click on the blue arrow next to it, then click on “Attachments.”</p>																					
<p>6. If anything is listed, click on the blue permit number listed under the “Name” column. A dialog box will open at the bottom of the page, click on “Open.” The permit will open in a new window as a pdf file.</p>	 <p>The maximum file size allowed is 150 MB. html,htm,mht,mhtml are disallowed file types to upload. Note: All files must be unlocked the permit and logged in to download attachments. When uploading PDF files in response files are required: A file containing all plans sheets and a file containing all support documents.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Record ID</th> <th>Record Type</th> </tr> </thead> <tbody> <tr> <td><a href="#">20120613000769D15C1Document 1.pdf</a></td> <td>07013168</td> <td>Full Review</td> </tr> </tbody> </table>	Name	Record ID	Record Type	<a href="#">20120613000769D15C1Document 1.pdf</a>	07013168	Full Review														
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If no attachments are listed, or you do not see the documents you are searching for, you may wish to submit a Public Records Request which can be done at <https://www.mynevadacounty.com/FormCenter/Community-Development-Agency-8/Community-Development-Agency-Public-Reco-55>.