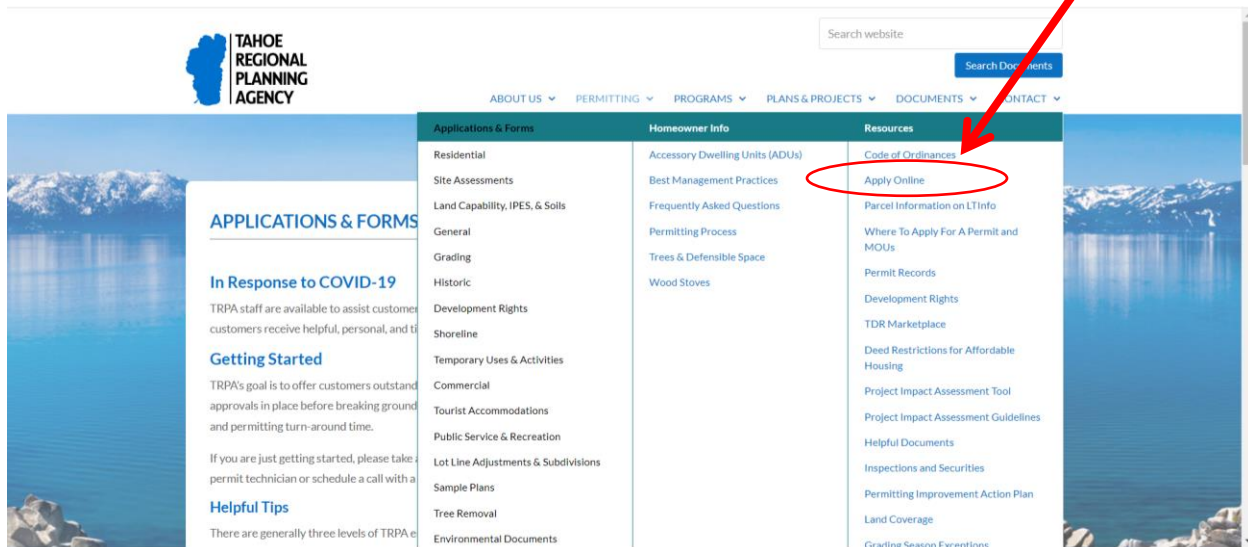


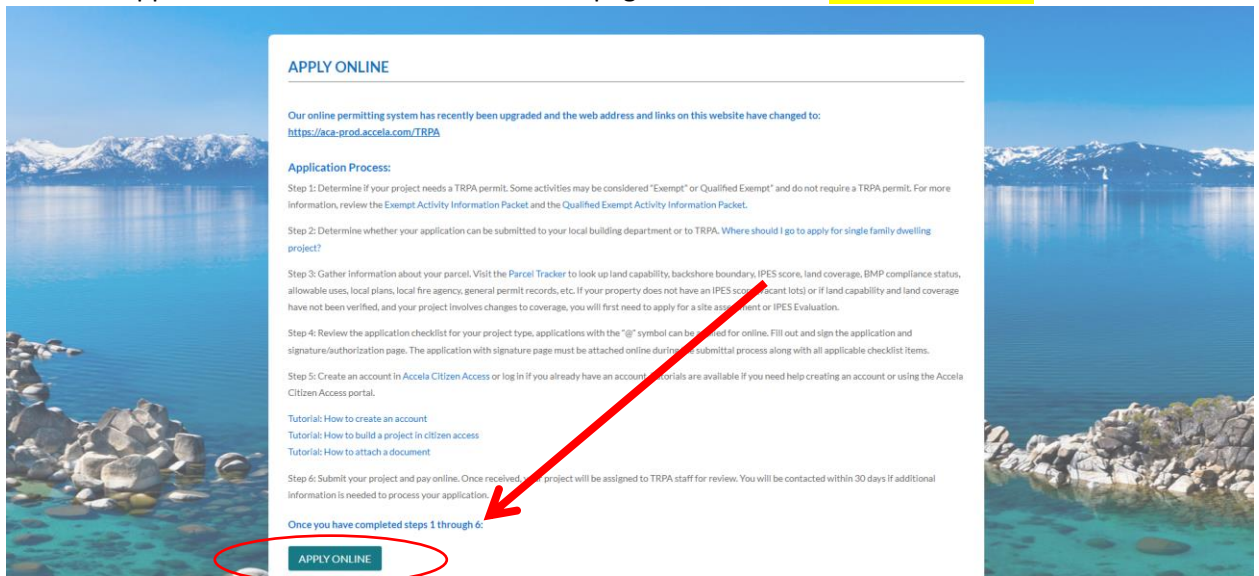
How to Create a Project Application in Citizen Access

Step 1: Access the TRPA Online Citizen Access Portal

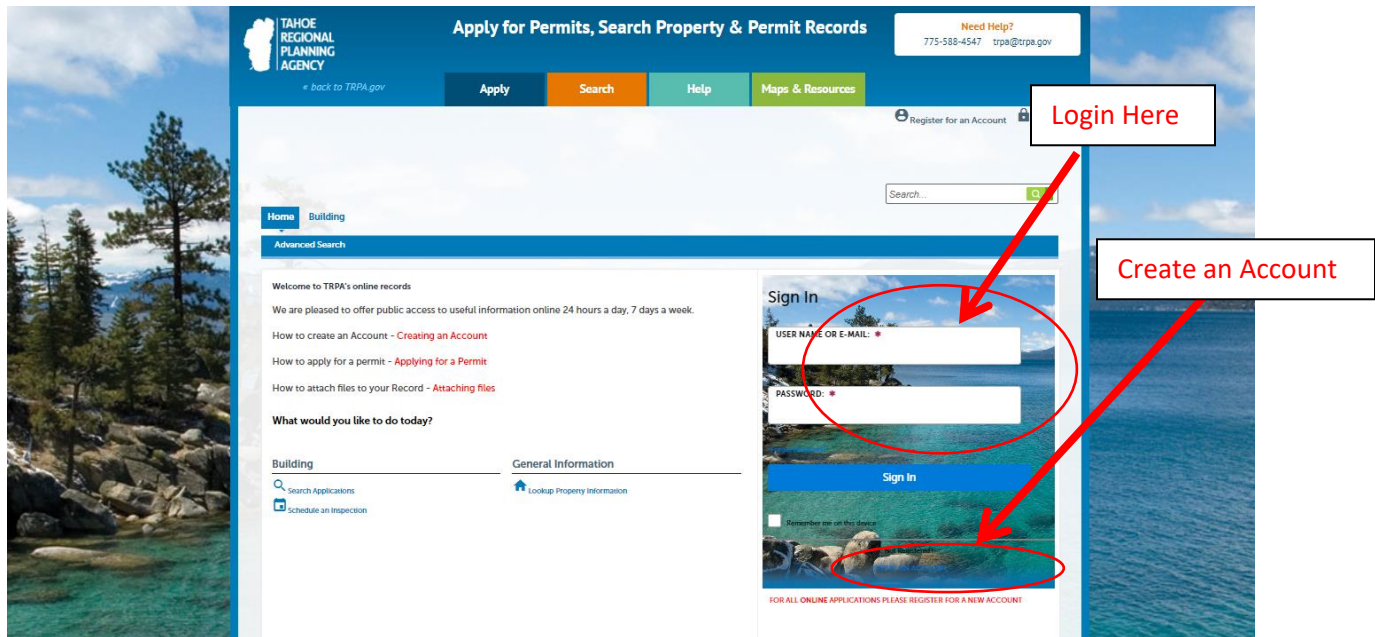
1. Option 1: from trpa.gov hover over Permitting and click **"Apply Online"**



2. Read the Application Process instructions on this page and then click **"APPLY ONLINE"**:

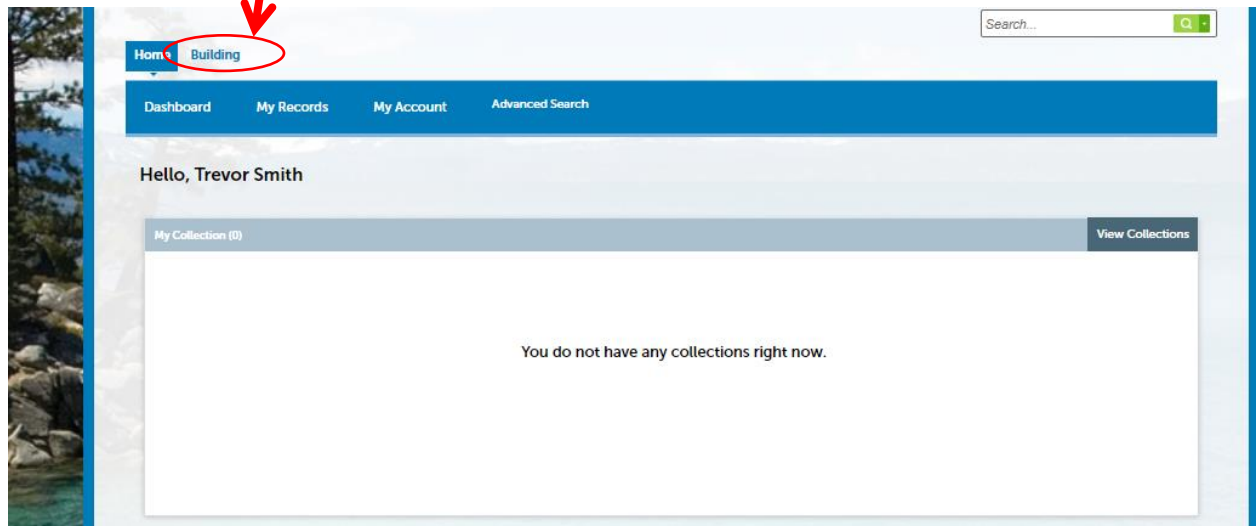


3. Now that you have reached the application portal you can Create an Account, if you have not already done so, or Log in:

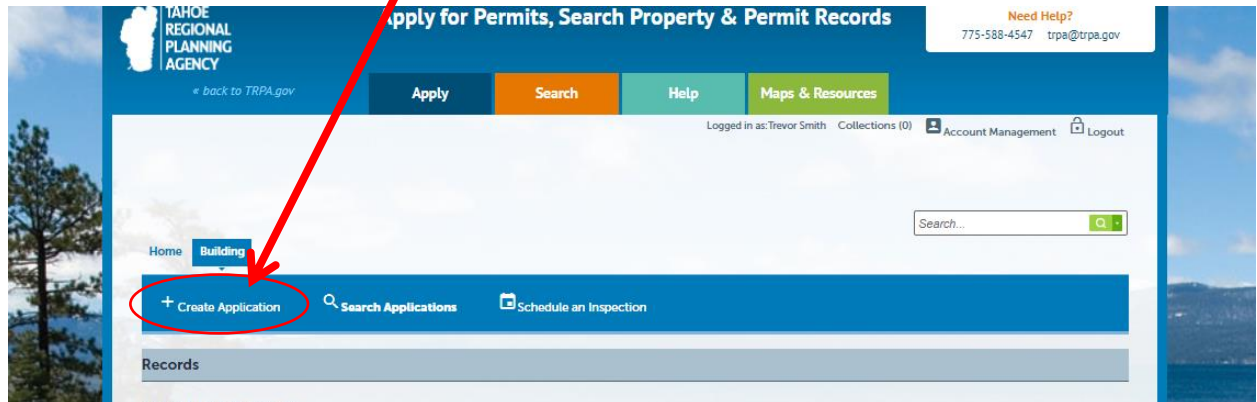


Step 2: Create an Application

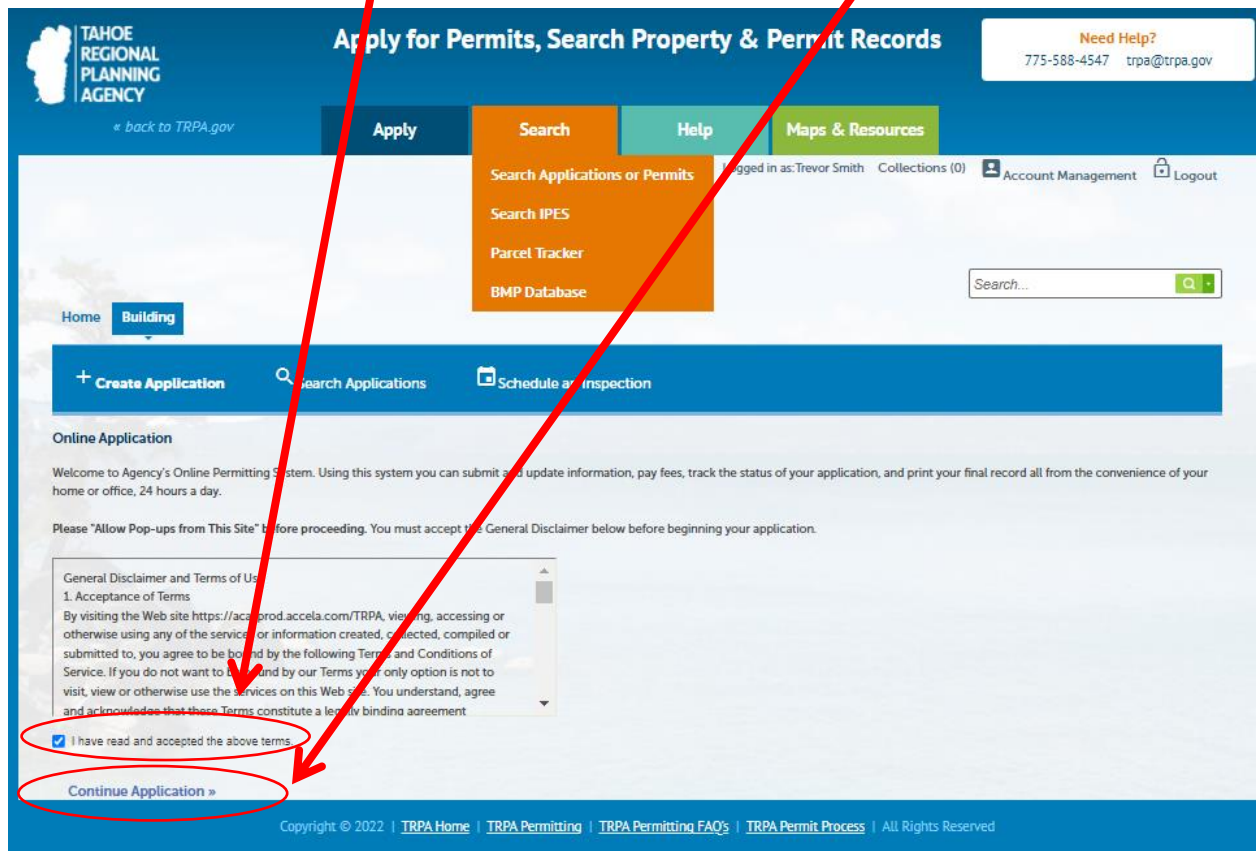
1. Click on "Building":



2. Now Click on “+ Create Application”.



3. Read the disclaimer then check the box to accept the terms. Then, select “Continue Application.”



4. Select the Record Type out of the available options, then select “Continue Application.” With any Record Types that are not listed, please contact TRPA.

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« back to TRPA.gov

Apply for Permits, Search Property & Permit Records

Need Help?
775-588-4547 trpa@trpa.gov

Logged in as (0) Account Management Logout

Home **Building**

+ Create Application Search Applications Schedule an Inspection

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.
If you have any questions about which application to apply for, call 775-588-4547 and press 3 to leave a message with current planning. Phone calls are typically returned within the same day.

Search

- ▶ Building - BMP
 - ☐ BMP Retrofit
 - ☐ BMP Small Retrofit Plan
- ▶ Building - EI
 - ☐ EIP Construction
 - ☐ Wood Heater Retrofit
- ▶ Building - ERS
 - ☐ Allocation Assignment
 - ☐ Commercial or Tourist Accommodation Project
 - ☐ Construction Schedule Extension
 - ☐ Conversion
 - ☐ Deed Restriction Compliance Form
 - ☐ Deed Restriction Disclosure
 - ☐ Grading Project
 - ☐ Grading Season Exception
 - ☐ Historical Determination
 - ☐ IPES
 - ☐ IPES Limited Incentive
 - ☐ Land Capability Challenge
 - ☐ Land Capability Verification
 - ☐ Lot Line Adjustment
- ☐ Marina AIS Management Plan
- ☐ Mooring Buoys
- ☐ Pre Application Consultation
- ☐ QE Shorezone
- ☐ Qualified Exempt
- ☐ Rec-Public Service
- ☐ Residential Driveway/Paving
- ☐ Residential Dwelling
- ☐ Shorezone-Lakezone
- ☐ Sign
- ☐ Site Assessment
- ☐ Soils Hydrology
- ☐ Subdivision
- ☐ Temporary Uses
- ☐ Transfer of Development
- ☐ Tree Removal
- ☐ Underground Tank Removal
- ☐ Verification and Banking of Coverage
- ☐ Verification and Banking of Uses
- ▶ Building - Legal
 - ☐ FOIA - Subpoena
 - ☐ Notice of Appeal

[Continue Application »](#)

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5. Enter the street number and street name OR enter the parcel number with dashes (for example: 093-000-000, 1418-00-000-000, 125-000-00). It is not necessary to enter any additional information to search.

Parcel & Permit Records x Accela Citizen Access x

Secure | https://aaweb.trpa.org/CitizenAccess/Cap/CapEdit.aspx?Module=Building&stepNumber=2&pageNumber=1&isFeeEstimator=&TabName=Building&FilterName=CREATEINACA

Create Application Search Applications

Small scale BMP

1 Address/Owner Info 2 Contact Info 3 Application Details 4 Review 5 Record Issuance

Step 1: Address/Owner Info > Address/Owner Info

Address

CHOOSE EITHER STREET NO AND STREET NAME OR PARCEL NUMBER TO SEARCH

* Street No. (i) * Street Name: Street Type: REQUIRED REQUIRED

City: State: --Select--

Search Clear

Parcel

* Parcel Number: 033-792-05

BMP Status:

Jurisdiction:

Priority Watershed:

Watershed:

3:01 PM 8/7/2017

6. When you click **Search,** the system will automatically fill in all property and owner information. **Only change owner information if it displays incorrect name and address.** Once you have verified that all information is correct, select **Continue Application.**

Address

CHOOSE EITHER STREET NO AND STREET NAME OR PARCEL NUMBER TO SEARCH

IF YOU ARE ENTERING A FOIA SUBPOENA YOU ONLY NEED TO ENTER OWNER NAME INFORMATION

* Street No. (i) * Street Name: Street Type: 128 MARKET ST

City: State: STATELINE NV

Search Clear

Parcel

* Parcel Number: Jurisdiction: 1318-26-101-011 Douglas County

Search Clear

Owner

Owner Name: THAYER REGIONAL PLANNING AGENCY

Address Line 1: PO BOX 5310

Address Line 2:

Address Line 3:

City: State: Zip: Country: STATELINE NV 89409 --Select--

Search Clear

Save and resume later

Continue Application >

7. Now you may add in your Applicant Information. You may choose **Select from Account** which will give you the choice of your contact information and/or the owner information. When one of these individuals is chosen, the system will populate the contact information fields for you.

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Apply Search Help Maps & Resources

Logged in as: Trevor Smith Collections (0) Account Management Logout

Home Building

+ Create Application Search Applications Schedule an Inspection

Tree Removal

1 Address/Owner Info 2 Contact Info 3 Application Details 4 Documents 5 Review 6 7

Step 2: Contact Info >>

* Indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

Other

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

Save and resume later

Continue Application >

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6A. To look up a contact: To look up a contact, click **“Look Up”** and enter just the **last name** or the name of the **business** and the system will populate the information for you. Once entered, click **“Continue.”**

- When entering the name of the business, please use the wild card symbol “%” (for example: %tahoe%regional%).

6B. To add a new contact: Add a new contact by clicking “Add New” and filling out the required fields. Then, click “Continue.” Once all contact information has been added, click “Continue Application.”

8. Attach all documents required for the application. In the **"Application Details"** tab in the application process, select **"Add."** You can attach site plans, authorization forms, calculation spreadsheets, etc. **These documents must be in PDF format.**

The screenshot shows the 'Application Details' tab for a 'Small scale BMP' application. The process steps are: 1 Address/Owner Info, 2 Contact Info, 3 Application Details (selected), 4 Review, and 5 Record Issuance. The 'Attachment' section lists items that can be attached in PDF format: PHOTOS, AUTHORIZATION FORM, DIAGRAM OF PROJECT, NOTES TO INSPECTOR, ANY OTHER ASSOCIATED ITEMS, and FOR BMP PROJECTS PLEASE ATTACH: **SITE PLAN, **CALCULATION SPREADSHEET, and **TREATMENTS PAGE. A red circle highlights the 'Add' button. The 'Continue Application' button is also visible.

Name	Type	Size	Latest Update	Action
No records found.				

9. When finished, click **"Continue Application."**
10. Review all of the information you have entered and verify that it is all correct. Then, click **"Continue Application."**

Accela Citizen Access x

Secure | https://aaweb.trpa.org/CitizenAccess/Cap/Confirm.aspx?stepNumber=5&pageNumber=1¤tStep=3¤tPage=0&Module=Building&isRenewal=N&isFromShoppingCart=&isFromSpearFor...

Apps ADP Mail - filerequest@... New Tab

Small scale BMP

1 Address/Owner Info 2 Contact Info 3 Application Details 4 Review 5 Record Issuance

Step 4: Review

[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Small scale BMP

Address [Edit](#)

128 MARKET ST
KINGSBURY NV

Parcel [Edit](#)

Parcel Number: 1318-26-101-011
BMP Status: Certified
Jurisdiction: Douglas County
Priority Watershed: 3
Watershed: EDGEMOOD CREEK
Local Plan (AP/CP/PAS): SOUTH SHORE AREA PLAN

Owner [Edit](#)

TAHOE REGIONAL PLANNING AGENCY
PO BOX 5310
STATELINE NV 89449

Applicant [Edit](#)

Jordan N Pruitt
Tahoe Regional Planning Agency
1740 Dark Horse Rd, Unit A
Reno, NV, 89521
Home Phone: 775-843-2455

12:49 PM 8/18/2017

11. You have now been directed to the fees portion of the application. This screen will display the fee amount due for the specific type of application you are requesting. Select the **"Continue Application"** button to begin your credit card payment.

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Apply
Search
Help
Maps & Resources

Logged in as: Trevor Smith Collections (0)
Account Management
Logout

Home
Building

+ Create Application
Search Applications
Schedule an Inspection

Tree Removal

1 2 3 Application Details 4 Documents 5 Review 6 Pay Fees 7 Record Issuance

Step 6: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Fees	Qty.	Amount
049, Tree Removal	1	\$83.00

TOTAL FEES: \$83.00

Note: This does not include additional inspection fees which may be assessed later. The fee is required for review of your application and does not guarantee approval. No refunds will be issued on grading exceptions if your request is denied.

Continue Application »

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12. You are now at the payment screen. Enter all credit card information here. If the cardholder is the same as the contact logged in for this project you can auto populate the information. After all information is entered, select **“Submit Payment.”**

* indicates a required field.

Payment Options

Amount to be charged: \$20,424.00

☒ Pay with Credit Card
☐ Pay with Bank Account

Credit Card Information:

* Card Type: --Select--
 * Card Number:
 * Security Code: ?
 * Name on Card:
 * Exp. Date: 01 2023

Credit Card Holder Information:

☐ Auto-fill with Trevor Smith

Country: United States

* Billing Address:

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

* Phone:

E-mail:

Submit Payment »

13. Congratulations! Your project application has been submitted. This page includes your File/Record number for this project (Ex: ERSP2023-1234). You should receive a confirmation email.

Acella Citizen Access

Secure | https://aaweb.trpa.org/CitizenAccess/Cap/CapCompletion.aspx?stepNumber=6&Module=Building&isRenewal=N

Apply Search Help Maps & Resources

Logged in as: Jordan Pruitt Collections (0) Account Management Logout


Home Building

Create Application Search Applications

Small scale BMP

1 Address/Owner Info 2 Contact Info 3 Application Details 4 Review 5 Record Issuance

Step 5: Record Issuance

 Your application has been successfully submitted.
 Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is BMPR2017-0011.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

You may choose "View Record Details" to check status, or make other updates.

View Record Details » (You must post the record in the work area.)

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12:54 PM 8/18/2017

Thank you for helping us save paper by using our electronic application submittal.