

ePermits

*Requesting Permits & Scheduling
Inspections*

What the ePermit System Provides:

- *Request your permits online*
- *Check on status of plan check*
- *Able to see corrections / conditions associated with the permit*
- *Process payment and view billing*
- *Schedule inspection*
- *View inspection results*
- *Upload associated documentation; excluding plan submission documents (See Town's digital submittal policy on our website)*

How to Locate ePermits:

- Go to www.townoftruckee.com:
 - *Government Tab*
 - Click on *Building and Safety*

Home | Jobs | News | Events | Contact Us

Search...

Services Living Visiting **Government** I Want To...

Town Council <ul style="list-style-type: none">Traits of a Town ManagerMeet your Town CouncilBoardsCommissions and CommitteesHistory of Town Council MembersGuide to Town Council MeetingsMinutes & Agendas	Community Development <ul style="list-style-type: none">Affordable HousingBuilding and SafetyCannabis RegulationsClimate Action PlanCode ComplianceCommunity Development StaffPlanning Division	Police <ul style="list-style-type: none">Animal ServicesEmergency ServicesContact UsChief's OfficeRecruitmentRecordsPress LogFAQ'sPolice Department StaffView More Town Attorney	Town Clerk <ul style="list-style-type: none">ElectionsMunicipal Codes / CharterFair Political Practices Commission (FPPC)Brown ActPublic RecordsTown Clerk Staff Town Manager <ul style="list-style-type: none">Town Manager's BlogEconomic DevelopmentRedevelopment Truckee Trails and Bikeways <ul style="list-style-type: none">American with Disabilities Act (ADA) Notice
--	---	---	--

Brickelltown Ribbon Cutting
Learn about Town improvement and beautification projects like this

NOW HIRING

Welcome to Esuite!

Town of Truckee Permits

Powered by NWS



Resident Access

Residents, your parcel number will be required to obtain online access. Please visit the Nevada County Assessors's webpage to obtain your parcel number by address or copy/paste the following web address:
<http://www.mynevadacounty.com/nc/igs/gis/Pages/MyNeighborhood.aspx>

REQUEST A PERMIT

ACCESS MY PERMITS

Public Information Search

To search for permit activity within the Town of Truckee, use one of the searchable fields below.

Permit Type

Permit Number

Service Address

SEARCH

Contractor Access

If you have previously performed work in the Town of Truckee, please activate your account below. If you are unable to activate your account, or are a new contractor, please contact the Town of Truckee Building & Safety Division.

Username

Password

LOG IN

[Activate Account](#) - Contractors who are already registered with the city may activate their account online.

[Forgot Password](#) - If you have already activated your account but have forgotten your password, simply click here to reset it.

Should you have any questions or need assistance, please contact Town of Truckee Building & Safety Division at (530) 582-7821.

- ***Town of Truckee Permits can be accessed by:***
 - ***Residents*** – You must have your APN number
 - ***Public*** – For a Permit Information Search
 - ***Contractors*** – Access through Business Account

Resident Access: Requesting A Permit

Unfortunately the system is not compatible with phones or tablets. We're working on adding this feature in the near future, in the meantime, please utilize a desktop computer or laptop to request/access permits through *Resident Access*.

Resident Access

Residents, your parcel number will be required to obtain online access. Please visit the Nevada County Assessor's webpage to obtain your parcel number by address or copy/paste the following web address:
<http://www.mynevadacounty.com/nc/igs/gis/Pages/MyNeighborhood.aspx>

REQUEST A PERMIT

ACCESS MY PERMITS

Request A Permit

1. Verification:

- Start typing your address in the address field;
- Choose your address from the dropdown menu;
- Type your full parcel number, including the dashes and zeros;
- Click Continue...

Request A Permit

Please answer the following questions to verify you are the owner of a property.

* What is your address?

10183 Truckee
Airport RD
TRUCKEE, CA 96161

Your resident address (where the permit will be issued to)

* What is your parcel number?

19-620-29-000

Your parcel number including any dashes (usually found on your tax records)

CONTINUE...

1

2

3

4

Verification

Permit Request

Payment

Finish & Print

Resident Access: Requesting A Permit

2. Permit Request

- Proceed to fill out the permit request
- **Required Fields – Denoted with Asterisk symbol ***

(Note: Dependent on permit type more fields may be required as mandatory)

- Permit Type
- Worksite Address
- Description of Work Being Done
- Estimated Improvement Value (cost of labor and materials)
- Improvement Square Footage (if applicable)
- Contact Email Address
- Phone Number
- Make sure to check the box “I am the owner of the above listed property...”

Request Permit

Verification **Permit Request** Payment Finish & Print

*** Permit Type** Mechanical Electrical Plumbing

*** Worksite Address** 10183 Truckee Airport RD

*** Description of Work Being Done** Water heater change out.

Description of Location

Comments/Additional Info

General Permit Information

Lot Number

Current Property Value

*** Estimated Improvement Value** \$2000.00

Improvement Sq. Ft.

*** Contact Email Address** cdd@townoftruckee.com

*** Phone Number** 5305827821

EXT.

Contractor License Number

Owner Phone Number

I am the owner of the above listed property and I agree to the [Terms and Conditions](#) of this website.

CONTINUE...

Resident Access: Requesting A Permit

3. **Payment** – Unable to pay until Development Services Technician (DST) has processed application/permit request.

4. Finish & Print

- At this stage the request has been created and an **application/permit number assigned.**
- Request is pending and a DST will have to review and complete the request.
- Once the permit request has been processed by a DST they will reach out to you in regards to form of payment.
- When payment is received we can proceed with issuance. All required documentation that will need to be signed and/or needed for the jobsite will be delivered via email.
- **View My Permits:** To see permits associated with your property and status of current request.

Request a Permit

1 Verification 2 Permit Request 3 Payment 4 **Finish & Print**

Your permit request has been submitted. However, the Permit type you have requested may not be paid online. Please contact your city administrator for further assistance with this request.

Your permit # is 2015-00000771

[VIEW MY PERMITS](#)

Summary of Request

Permit Type	Mechanical Electrical Plumbing	Worksite Address	10183 Truckee Airport RD TRUCKEE, CA 96161
Issued To	TRUCKEE TOWN OF	Lot #	
Description of Work	Water heater change out.	Current Property Value	
Description of Location		Est. Improvement Value	\$2000.00
Comments / Additional Info		Improvement Sq. Ft.	

Resident Access: *Payment*

Payment:

- ***Notification Received*** – Email will be sent stating that the permit is ready for payment.
- ***Go to Access My Permits*** – Type in Address and Full APN.
- ***Payment Summary*** → Click on ***Pay Now***
- ***Fill out credit card information as required (Visa & Mastercard only)***
- ***Please be sure to check the box “I have read and agree to the terms and conditions...”***

Request a Permit

1 Verification 2 Permit Request **3 Payment** 4 Finish & Print

Billing Contact Information

Please provide the following information as it appears on your credit card statement.

Company Name

Name (First, Last)

* Address

* City, * State, * Zip

Email

Credit Card Information

* Card Type

* Card Number

* Expiration Date

* Security Code [What's this?](#)

Payment Summary

2015-00000726 - Mechanical Electrical Plumbing	\$1.00
2015-00000711 - Mechanical Electrical Plumbing	\$182.43
Total	\$1.00

I have read and agree to the [Terms and Conditions](#) of this online payment

PAY WITH CREDIT CARD

When you press "Pay with Credit Card" your credit card will be charged the amount shown above.
Press Only Once!
Any payment additional information will go here

Resident Access: Access Permits

Access My Permits:

- *Resident Access / Access My Permits: Input your address and parcel.*
- *Pending Processing / Pending Review – A DST is working on the processing of the request.*

Resident Access

Residents, your parcel number will be required to obtain online access. Please visit the Nevada County Assessor's webpage to obtain your parcel number by address or copy/paste the following web address:
<http://www.mynevadacounty.com/nc/igs/gis/Pages/MyNeighborhood.aspx>

REQUEST A PERMIT

ACCESS MY PERMITS

Permit Number	Status	Address
Commercial Remodel / TI 2014-00000234	Permit Issued	10183 Truckee Airport RD TRUCKEE, CA 96161
Commercial Remodel / TI 2015-00000101	Permit Issued	10183 Truckee Airport RD TRUCKEE, CA 96161
Commercial Remodel / TI 2015-00000248	Permit Issued	10183 Truckee Airport RD TRUCKEE, CA 96161
Mechanical Electrical Plumbing 2015-00000256	Permit Issued	10183 Truckee Airport RD TRUCKEE, CA 96161
Mechanical Electrical Plumbing 2015-00000771 (Pending Processing)	Pending Review	10183 Truckee Airport RD TRUCKEE, CA 96161
Residential Addition 2015-00000248	Permit Issued	10183 Truckee Airport RD TRUCKEE, CA 96161

Public Information Search:

Search:

- You can search by **Permit Type** and select the type of permit you wish to search.
- You can search by **Permit Number** by entering the permit number.
- You can search by **Service Address** and see all the associated permits.
- In all searches you must click the **Search** field which will take you to your “public search” page.

Public Information Search

To search for permit activity within the Town of Truckee, use one of the searchable fields below.

Permit Type (highlighted with a red dashed box)

Permit Number

Service Address

- Commercial - Solar Photovoltaic
- Commercial Addition
- Commercial Fire Sprinkler
- Commercial Remodel / TI
- Deck - Patio Cover
- Demolition
- DO NOT USE
- Driveway / Encroachment
- Grading
- Mechanical Electrical Plumbing
- New Commercial A Occupancy
- New Commercial B Occupancy
- New Commercial E Occupancy
- New Commercial F Occupancy
- New Commercial H Occupancy
- New Commercial I Occupancy
- New Commercial M Occupancy
- New Commercial R Occupancy
- New Commercial S Occupancy
- New Commercial U Occupancy
- R Conversion Carport to Garage
- Re-Roof
- Residential - Solar Photovoltaic
- Residential Addition
- Residential Dwelling Conversion
- Residential Fire Sprinkler
- Residential Remodel
- Sign
- Single Family Residence

Public Information Search

To search for permit activity within the Town of Truckee, use one of the searchable fields below.

Permit Type

Permit Number (highlighted with a red dashed box)

Service Address

Public Search

Permit Type

Permit Number

Service Address (highlighted with a red dashed box)

Permit Number	Status	Address
Commercial Remodel / TI 2014-0000234	Permit Issued	10183 Truckee Airport TRUCKEE, CA 96161
Commercial Remodel / TI 2015-0000101	Permit Issued	10183 Truckee Airport TRUCKEE, CA 96161
Commercial Remodel / TI 2015-0000248	Permit Issued	10183 Truckee Airport TRUCKEE, CA 96161
Mechanical Electrical Plumbing 2015-0000256	Permit Issued	10183 Truckee Airport TRUCKEE, CA 96161
Mechanical Electrical Plumbing 2015-0000771 (Pending Processing)	Pending Review	10183 Truckee Airport TRUCKEE, CA 96161

Contractor Access: *Activating Your Account*

Contractor Access

If you have previously performed work in the Town of Truckee, please activate your account below. If you are unable to activate your account, or are a new contractor, please contact the Town of Truckee Building & Safety Division.

Username *

Password *

LOG IN

[Activate Account](#) online. Contractors who are already registered with the city may activate their account online.

[Forgot Password](#) - If you have already activated your account but have forgotten your password, simply click here to reset it.

Should you have any questions or need assistance, please contact Town of Truckee Building & Safety Division at (530) 582-7821.

Activate Account:

- ***Contractor Account Activation Tips***
 - ***There is one account per business. Please share account login information with all who will be accessing the ePermit site.***
 - ***You can only have one email associated with an account to receive updates. Make sure it is an email account that can be accessed by all who need to see change of status on a permit.***

Contractor Access: *Activating Your Account*

Activate Account:

- **Contractor Account Activation**

- **Company Identity Verification**

- **Business Name:** Start typing name and choose from the drop down.
 - **Contractor License Type:** Architect, Contractor, Designer, Engineer (**be sure to select the appropriate License Type**)
 - **Contractor License Number:** Only type numbers not the letters associated with the license
 - **Check the box** “I hereby assert that I am...”
 - **Username:** When choosing Desired Username it must contain 7 characters with no spaces.
 - **Password:** When choosing your password it must be at least 8 characters long and contain: a minimum of 1 lower case letter and; a minimum of 1 upper case letter and; a minimum of 1 numeric character



* Business Name

* Contractor License Type Contractor License Number

I hereby assert that I am an authorized agent of the business described above.

Contractor Access: My Permits

My Permits:

- Lists all permits associated with your account.
 - **Show Active Only:** Shows all permits that are currently open that have not been finalized.
 - **Show All:** Shows all permits that are active, as well as, permits that have been finalized in New World.

Town of Truckee Permits

Powered by NWS



My Permits Request Permit Billing & Payment My Account

Welcome, johnnyg Logout

My Permits

Below is a list of the permits associated with your account. Click on a permit to get additional information, schedule inspections, or even make payments!

Show Active Only Show All

No. of permits per page 10

Permit Number	Address	Description	Status
Single Family Residence 2015-00000317	10183 Truckee Airport RD TRUCKEE, CA 96161	RES (3515 SF), ATT GARAGE (882 SF), DECK (262 SF)	Pending Payment
Residential Addition 2015-00000257	10183 Truckee Airport RD TRUCKEE, CA 96161	TEST PERMIT APPLICATION	Pending Payment
Mechanical Electrical Plumbing 2015-00000256	10183 Truckee Airport RD TRUCKEE, CA 96161	Electrical	Permit Issued
Commercial Remodel / TI 2015-00000248	10183 Truckee Airport RD TRUCKEE, CA 96161	KITCHEN REMODEL (300 SF)	Permit Issued
Residential Addition 2015-00000248	10183 Truckee Airport RD TRUCKEE, CA 96161	kitchen addition 200 sf	Permit Issued

Contractor Access: Request Permit

Permit Request:

- *Proceed to fill out the permit request*
- ***Required Fields – Required fields denoted with an Asterisk ****
(Note: Dependent on permit type more fields may be required as mandatory)
 - *Permit Type*
 - *Worksite Address*
 - *Description of Work Being Done*
 - *If you run out of room in this section add further commentary to Comments/Additional Info.*
 - *Estimated Improvement Value*
 - *Contact Email Address*
 - *Phone Number*
 - *General Permit Information*
 - ***Even if the fields are not required full detailing is appreciated.***
 - *Engineering Water Quality Details (if applicable)*
 - ***See Example on next Slide***

Contractor Access: Request Permit

Town of Truckee Permits

Powered by NWS



[My Permits](#) [Request Permit](#) [Billing & Payment](#) [My Account](#)

Welcome, johnnyg [Logout](#)

Request Permit

* Permit Type

* Worksite Address

* Description of Work Being Done

Description of Location

Comments/Additional Info

Lot Number

Current Property Value

* Estimated Improvement Value

* Improvement Sq. Ft.

* Contact Email Address

* Phone Number

EXT.

General Permit Information

Contractor License Number

Garage Sq. Ft.

Main Building Sq. Ft.

Misc Bldg Sq. Ft.

Owner Phone Number

Storage Sq. Ft.

* Number of Bedrooms

Engineering Water Quality Details

* Area of Disturbance (in Sq Ft)

* Nearest Water Body

* Approx Distance from Water Body

* Approx Distance to Truckee River

* Potential Threat to Water Qual

By submitting this permit request you are asserting that you are an authorized agent of John Mac Construction.

You must also read and agree to the [Terms and Conditions](#)

[CONTINUE...](#)

Required for New Single Family Residences & Additions Only.

Contractor Access: *Billing & Payment*

Proceeding With Payment:

(Note: Example on next slide)

- **Step 1 - Go to the *Billing & Payment Tab***
- **Step 2 - *Addition Unpaid Items* – Check the **box** next to the permits you wish to pay for.**
- **Step 3 – *Selected Items* – The items checked will now move up to the selected items field.**
- **Step 4 – Click on *Complete Payment...***
- **Step 5 – Fill out *Billing Contact Information* and *Credit card Information***
- **Step 6 – Check the **box** “I have read and agree to the Terms & Conditions of this online payment,” and click on *Pay With Credit Card*.**

Notifications:

- ***Email Sent*** – You will receive email confirmation that payment was received.
- ***Building Division Notified*** – A DST will be sent confirmation on payment so they can proceed with processing the request.

Contractor Access: Permit Details

Permit Details:

- *Go to **My Permits** and click on the permit you wish to view detailing/schedule inspection on.*

Show Active Only Show All No. of permits per page

Permit Number	Address	Description	Status
Single Family Residence 2015-00000725	10183 Truckee Airport RD TRUCKEE, CA 96161	Residence (2,000 SF), Attached Garage (500 SF), Deck (275 SF)	Application Created
Mechanical Electrical Plumbing	10183 Truckee Airport RD	safdrsf	Pending Review

- *You can view the **Permit Summary, Payment Summary, Location....***

Permit Summary

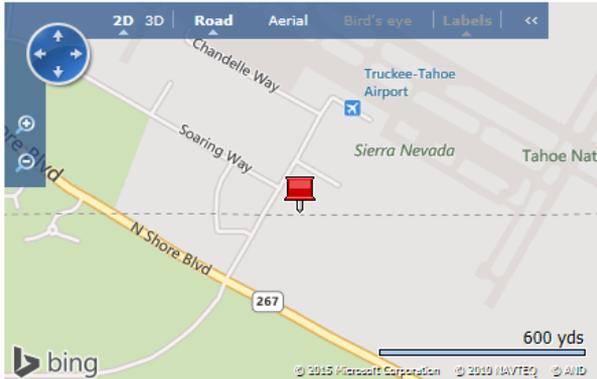
Permit Type Single Family Residence
Permit #
Application # 2015-00000725
Status **Application Created on 08/25/2015**
Issued To Contractor

Payment Summary

Total Charges	\$2,674.48
Amount Collected	\$0.00
Total Due	\$2,674.48 PAY NOW
Paid On	Not paid

Location

Primary Owner TRUCKEE TOWN OF
Address 10183 Truckee Airport RD
TRUCKEE, CA 96161
Parcel 1962029000
Description
Lot Number
Subdivision



© 2015 Microsoft Corporation © 2015 NAVTEQ © ANI

Schedule Inspection: Contractors or Residents

Scheduling an Inspection:

- On My Permits page scroll down to **Inspections**
- Click on **Request** at the top right

Inspections



- A new window will open listing all inspection types available to be requested
- Choose one or more:
 - **Request a Date and Time:**
The calendar and “Anytime, AM or PM” will populate
 - Choose a date and time frame from the drop downs
- Once completed with date and time click the **Request** button.

Inspection Type	Requested Date
304 - Sub-floor (1st Fl) Framing	1/7/2019 AM
204 - Piers	Anytime
205 - Slab	Anytime
206 - Retaining Wall	Anytime
301 - Ground Plumbing	Anytime
303 - Mechanical (Underfloor)	1/7/2019 PM
402 - Exterior Shear	Anytime
403 - Interior Shear	Anytime
409 - Lath-Stucco-Veneer	Anytime
410 - CMU Masonry	Anytime
412 - Exterior Fire Resistance	Anytime
501 - Rough Plumbing	Anytime
502 - Rough Electrical	Anytime
704 - Shower Pan	Anytime
801 - Final	Anytime
802 - DBI Conference	Anytime
803 - Grading Final	Anytime
804 - Electric Meter Connect	Anytime
805 - Driveway Final	Anytime
806 - Driveway Sub-grade	1/14/2019 Anytime
807 - Energy	Anytime
901 - Truckee Fire Dist Final	
902 - Truckee Sanitary Dist Final	
903 - TDPUD - Electrical Final	
904 - TDPUD - Water Final	
905 - Nevada County EH Final	
906 - Southwest Gas Final	

January, 2019

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

REQUEST CANCEL

Schedule Inspection: Contractors or Residents

Scheduling Inspection:

- Once requested, the inspection will auto filter to the bottom of the Inspections list.
- Status will show as **Pending**.

04/24/2015	908 - Engineering Final	
08/27/2015	100 - BMP / Erosion Protection	Pending

Inspection Has Been Scheduled:

- **Notification Sent** – You will be sent an email that states that status has changed on inspection listing the time.

08/27/2015	9:00 AM	100 - BMP / Erosion Protection	Scheduled
------------	---------	--	-----------

Inspection Status Has Changed:

- **Notification Sent** – You will be sent an email that states that status has changed on inspection (passed, failed, and comments)

08/25/2015	407 - Ice Guard	Completed	Pass
08/24/2015	405 - Roof Nail / Ventilation	Completed	Pass

Cancel Inspection: *Contractors or Residents*

Cancel Inspection:

- *If the inspection hasn't been scheduled yet you can click on Cancel Request. Once cancelled the inspection will go back to the list and will be available to be requested again.*

03/08/2018	801 - Final	Pending	CANCEL REQUEST
------------	-------------	---------	----------------

- *If the inspection has been scheduled you can click on Cancel Appointment. Please call (530) 582-7821 and let us you've cancelled your appointment.*

03/07/2017	12:59 PM	807 - Energy	Scheduled	CANCEL APPOINTMENT
------------	----------	--------------	-----------	--------------------

Additional Permit Details

Permit Details:

- **Conditions** – Lists your plan check corrections that need to be addressed prior to issuance.
- **Checklists** – You can view the status of plan review under the Checklist portion. When a department has approved there will be a check mark under the completed column.

Conditions

Active	Code	Comment	Due Date
✓	Building Division	Add size and steel requirements for 48" pier footing in pier schedule on plans.	
✓	Building Division	Bathroom window adjacent to den/office door shall be tempered. 6050 sliding window adjacent to living room sliding glass door shall be tempered. Assume understood. No further comment required.	
✓	Building Division	Complete CGBC submittal list (waste management plan acknowledgement) prior to issue of permit.	
✓	Planning Division	5/22/15: Completed; reduced width of houseSubdivision Map Requirement: The subdivision map shows that lot 49 has a 7' SSE along the eastern property line. No structures, including roof eaves are allowed to be within an easement without an encroachment permit from the Town Engineer.	
✓	Planning Division	If you have any questions regarding these planning corrections, please contact Yumie Dahn at (530) 582-2918 or by email at ydahn@townoftruckee.com	

CheckLists

Completed	Sequence Number	Activity	Checklist Type	Reviewed By
✓	10	Building	Plan Check Review	Dalbol, Kim M
✓	12	Planning	Plan Check Review	Dahn, Yumie P
✓	14	Engineering	Plan Check Review	Vaughan, Michael L
✓	22	Truckee Donner PUD - Water	Plan Check Review	Goetz, John H

Additional Permit Details

Permit Details:

- **Documents** – You can upload associated documents within the permit excluding plan submission documents.
 - **Select Files to Upload** – You can choose from your files the location in which you want to pull the document from.
 - **Notifications** – A DST will be notified that documents have been attached to your permit

Documents (0)

<input type="checkbox"/>	Filename	Created Date
<input type="checkbox"/>		

Questions:



For any further questions or concerns please contact:

- ***Email:** cdd@townoftruckee.com*
- ***Phone:** 530-582-7821*