




STATE OF NEVADA
STATE PUBLIC WORKS DIVISION

PERMITTING & CODE ENFORCEMENT: PROCESS

1. Submit Permit Application

- a. State Public Works Division (SPWD) iWorQ Portal Link
 - i. Direct Link: <https://nevadastatepwd.portal.iworq.net/portalhome/nevadastatepwd>
 - ii. Alternate Route: <https://publicworks.nv.gov/> and click on “New Permitting and Inspection Tracking System (iWorQ)” located on the homepage
- b. Under ‘Project Permit & Sub-Permit Application’ click on paper icon  to begin application
 - i. If utilizing an agency annual permit, ensure to select ‘annual’ under ‘Permit Type’ and include root SPWD project number (i.e. 24-B9XX)
 - ii. If files are too large, continue to submit application and email plans/documents to SPWD Permitting & Code Enforcement (PCE) staff --
 1. To: RGahner@admin.nv.gov;
 2. Cc: KUpshur@admin.nv.gov, RLUpchurch@admin.nv.gov (Admin Staff)

2. Web Application – Signatures Required (AdobeSign)

- a. Signatures from: Project Manager, Building Official, and ASD*
- b. *Web App will NOT go to ASD for CIPs and annual sub-permits applications
(B Projects Only)

3. Permit Fees/Payment (Exclude SPWD CIP)

- a. ACH Wire Transfer (Information upon request), internal transfer (JV) or by check
 - i. Remit Payment To:
*State Public Works Division
Attn: Rhonda Upchurch
680 W Nye Lane, STE 103
Carson City NV 89703*
- b. Include the SPWD project number with your payment

4. Plan Review – Plan Examiner

- a. Minimum of 10 business days; Check status on SPWD iWorQ Portal**
- b. If no plans/docs submitted, permit status goes to ‘Awaiting Plans and Docs’
 - i. Email SPWD Permitting & Code Enforcement Staff

5. Approved to Bid (ATB) Letter - Signatures Required (AdobeSign)

- a. Signatures requested from: Plan Examiner, Building Official, and Project Manager
- b. Per ATB letter, Project Manager MUST provide Contractor Information to SPWD prior to permit being issued
- c. If ‘Statement of Special Inspections (SSI)’ is required, you must submit full signature acknowledgments to Permitting & Code Enforcement Admin Staff

6. Permit Letter – Signatures Required (AdobeSign)

- a. Signatures requested from: Project Manager and Building Official
- b. All file links (i.e. Web App, Approved Plans, Inspection Card, Permit letter) will be emailed through iWorQ permit portal (wo@iworq.net) to the Project Manager
- c. Approved plans & inspection card MUST be on-site for inspector

PERMITTING & CODE ENFORCEMENT: PROCESS (cont'd)

7. Additional Plan Examiner Reviews (NAC 341.171)

- a. Changes on plans/document for additional plan review can be sent to SPWD staff
 - i. Permit status will change from 'Permit Issued' to '2nd Plan Review Pending'
- b. Review time a minimum of 7 business days
- c. Upon approval, an updated permit will be issued

8. Contractor Requests Inspections (Separate Attachment)

- a. Contractor must have a Contractor Access Code
 - i. Request from KUpshur@admin.nv.gov & RLUpchurch@admin.nv.gov
- b. Contractor MUST request all required items listed on the inspection card
- c. Re-inspections (NAC 341.171)

9. Inspector Close-Out

- a. Upon passing the Final Building Inspection & State Fire Marshal (If required), a Certificate of Final Inspection/Certificate of Occupancy will be issued for Building Official signature approval

10. Permit Closed

- a. Permit will be closed & permit file links will be emailed through iWorQ permit portal to the Project Manager (i.e. Certificate of Final Inspection/Occupancy, Back Up Documents)

**At any point of the process, you may check your permit status under 'Request Inspection & Search for Permit': <https://nevadastatepwd.portal.iworq.net/portalhome/nevadastatepwd>

NAC 341.171: <https://www.leg.state.nv.us/nac/nac-341.html>

SOUTHERN NEVADA

Mike Jelenek	702-296-4236	MJelenek@admin.nv.gov	Building Construction Inspector Supervisor
Kandice Upshur	702-486-5115	KUpshur@admin.nv.gov	Administrative Assistant III

NORTHERN NEVADA

Shane Malloy	775-315-6480	SDMalloy@admin.nv.gov	Building Construction Inspector Supervisor
Rhonda Upchurch	775-684-4141	RLUpchurch@admin.nv.gov	Administrative Assistant III
Plan Examiners	N/A	SPWDPlans@admin.nv.gov	Plan Review & Inquiry

Daniel Gorski

Daniel Gorski
Deputy Administrator
Building Official
DGorski@admin.nv.gov

Updated: 10/10/2024

ATTENTION!

ALL STATE OF NEVADA AGENCIES AND CONTRACTORS



➔ Type or Ctrl+Click the link below (CHROME is the browser of choice for this program)

<https://nevadastatepwd.portal.iworq.net/portalhome/nevadastatepwd>



Request Inspection and Search for Permit

CLICK (Magnifier) Icon to begin:



Have your permit number ready

Search for your specific existing permit and

Click **“Request An Inspection”** on the right side of the page.

Enter your **“Contractor Access Code”** number, fill-in the Contact & Date/Time, and select inspection **“Type”** from the Drop-down Box.

You may **“Click”** the Permit line to open the Permit itself.