Carson City Offices:
680 W. Nye, Suite 103
Carson City, NV 89703
(775) 684-4141 | Fax (775) 684-4142

Las Vegas Offices:
7115 Amigo Street, Suite 100
Las Vegas, Nevada 89119-4352
(702) 486-5115 | Fax (702) 486-5094

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. 26-B9XX)
        ii. If files are too large, continue to submit application and email plans/documents to SPWD Permitting & Code Enforcement (PCE) staff --
            1. To: SPWDPlans@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 SPWD 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
        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 or it may cause a delay
4. **Plan Review – Plan Examiner**
    a. Minimum of 10-15 business days; Check status on SPWD iWorQ Portal**
    b. If there are no plans/docs submitted, permit status goes to 'Awaiting Plans and Docs'
        i. Email your documents to SPWD Permitting & Code Enforcement Admin 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 a 'Statement of Special Inspections (SSI)' is required, you must submit full signature acknowledgments and email 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 the assigned inspector

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STATE OF NEVADA
STATE PUBLIC WORKS DIVISION

PERMITTING & CODE ENFORCEMENT: PROCESS (cont'd)

7. **Additional Plan Examiner Reviews** (NAC 341.171)
    a. Revisions on plans/document for additional plan review can be emailed to SPWD staff
        i. Permit status will change from 'Permit Issued' to '2nd Plan Review Pending"
    b. Review time is a minimum of 10-15 business days
    c. Upon approval, an updated permit will be issued for signatures
8. **Contractor Requests Inspections** (See Page 3)
    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' a Certificate of Compliance/Certificate of Occupancy will be issued
    b. Items, such as a 'State Fire Final' or a 'Special Inspections Report', require the final report submitted to the assigned SPWD Inspector
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 Compliance/Occupancy, Back-Up Documents)

**At any point of the process, you may check your permit status and see requested inspections 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

Kandice Upshur	**702-486-5115**	**KUpshur@admin.nv.gov**	**Administrative Assistant III**

NORTHERN NEVADA

Rhonda Upchurch	**775-684-4141**	**RLUpchurch@admin.nv.gov**	**Administrative Assistant III**
SPWD Plans	**N/A**	**SPWDPlans@admin.nv.gov**	**General Inquiry & Document Submittal**
Rebecca Gahner	**775-230-9302**	**RGahner@admin.nv.gov**	**Plan Examiner**
Craig Peterson	**775-350-9778**	**CAPeterson@admin.nv.gov**	**Plan Examiner**

Updated: 11/2025

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.

SPWD PLAN SUBMITTAL REQUIREMENTS

Plan requirements are determined by the scope and complexity of each individual project. After receipt of fees, plans will be placed in the queue for review.

Please allow a minimum of 10 business days for plan review, 7 business days for resubmittals/2nd reviews.

GENERAL PLAN SUBMITTAL REQUIREMENTS

Plans are to be submitted electronically via our iWorq's system. If files are too large for upload, they can be sent via email to spwdplans@admin.nv.gov or rlupchurch@admin.nv.gov and kupshur@admin.nv.gov

Submitted documents must be stamped and sealed, pursuant to the legal requirements for that design professional. All drawings must be signed and sealed as required by the State Board of Architecture, Interior Design and Residential Design and State Board of Professional Engineers and Land Surveyors by the Primary Design Professional, as required by NRS 623, 624, and 625. Please refer to the Nevada Blue Book to ensure stamping and signing requirements are addressed for ALL PROJECTS.

If plans have been sent to a 3rd party for plan review – 3rd party agency approval stamp must be shown on ALL documents being submitted for review.

DOCUMENT SUBMITTAL REQUIREMENTS

Not all listed items are required for all projects; some projects may require additional information on plans not listed below. In addition to standard architectural floor plans and elevation sheets, the set shall include cross sections, roof plans, complete door and window schedules, and sufficient sections and details to fully describe the architectural portions of the work. This should include all fire resistive assemblies, firestop systems, and exit plans.

A SITE PLAN must be provided for ALL PROJECTS. Site plan must accurately reflect location of project – if there are various buildings on site, please designate the building that work is being completed in.

A COVER SHEET must be included for the entire drawing set and contain the following:

a. Project name
b. Project address and location.
c. Name, address and seal of Primary Design Professional.
d. Index of all drawings included in the set.
e. Basis of Design/ Design Criteria information:
    1. Building Code Edition
        a. Nevada Adopted Standards MUST be included in code analysis
    2. Site Area and location on property
    3. Square footage, allowable area, calculations and code sections used for area increases
    4. Height and number of stories, calculations and code sections used for height increases
    5. Occupancy Group(s)
    6. Type of Construction

7. Required Area or Occupancy Separations
8. Fire Sprinkler Requirements
9. Alarm Systems
10. Zoning
11. Allowable Live Loadings for Roofs and Floors
12. Seismic Zone
13. Wind Speed and Exposure
14. Allowable Soil Bearing
15. Design Occupant Load
16. Deferred Submittal items (Building Official prior approval required)

In addition to plans, please ensure you include any applicable supplemental documentation. Supplemental documentation is dependent on the scope of work proposed but may include the following:

1. Manufacturer Specification's
    a. Applicable when new equipment is being installed
2. Project Manual
3. Project Specification's
4. Geotechnical Report:
    a. Applicable when site work is anticipated or for site improvement permits. If a Geotech Report is referenced on the plans, it must be submitted for review.
5. Structural Calculations
    a. Applicable for new builds, additions, or permits with adjustments to structural element
6. Mechanical and Lighting COMCheck
    a. ComCheck is required for alterations to HVAC and lighting systems.

ADDITIONAL PLAN SUBMITTAL NOTES

If scope of work impacts fire protection system – please ensure that you have submitted a permit with the State Fire Marshall. SPWD may delay issuance of your permit if SFM approval is required.

State of Nevada Public Works Division
Adopted Codes

(Authority from NAC 341.045 for adoption of codes and any amendments thereto.)

2024 International Building Code (IBC)

2024 International Residential Code (IRC)

2024 International Existing Building Code (IEBC)

2024 International Energy Conservation Code (IEEC)

ANSI/ASHRAE Standard 90.1-2022 Energy Standards for Sites and Buildings Except Low-Rise Residential Buildings

2023 National Electrical Code (NEC)

2024 Uniform Plumbing Code (UPC)

2024 Uniform Mechanical Code (UMC)

2010 ADA Standards for Accessible Design

***The code edition for the basis of design is determined on the date the plans are first submitted to the Building Official. Projects designed under the 2018 Code Editions may be submitted no later than 6 months past the adoption date (December 2024). Any projects submitted after the six-month grace period (June 30, 2025) must be designed under the new codes.**

Revised 2/13/2024