




**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](mailto:RGahner@admin.nv.gov); [Matt.Ogan@admin.nv.gov](mailto:Matt.Ogan@admin.nv.gov) (Plan Examiners)
    2. Cc: [KUpshur@admin.nv.gov](mailto:KUpshur@admin.nv.gov), [RLUpchurch@admin.nv.gov](mailto: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](mailto: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 '2<sup>nd</sup> 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](mailto:KUpshur@admin.nv.gov) & [RLUpchurch@admin.nv.gov](mailto: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

<b>Mike Jelenek</b>	<b>702-296-4236</b>	<a href="mailto:MJelenek@admin.nv.gov">MJelenek@admin.nv.gov</a>	<b>Building Construction Inspector Supervisor</b>
<b>Kandice Upshur</b>	<b>702-486-5115</b>	<a href="mailto:KUpshur@admin.nv.gov">KUpshur@admin.nv.gov</a>	<b>Administrative Assistant III</b>

#### NORTHERN NEVADA

<b>Shane Malloy</b>	<b>775-315-6480</b>	<a href="mailto:SDMalloy@admin.nv.gov">SDMalloy@admin.nv.gov</a>	<b>Building Construction Inspector Supervisor</b>
<b>Rhonda Upchurch</b>	<b>775-684-4141</b>	<a href="mailto:RLUpchurch@admin.nv.gov">RLUpchurch@admin.nv.gov</a>	<b>Administrative Assistant III</b>
<b>Plan Examiners</b>	<b>N/A</b>	<a href="mailto:SPWDPlans@admin.nv.gov">SPWDPlans@admin.nv.gov</a>	<b>Plan Review &amp; Inquiry</b>

**Daniel Gorski**  
Deputy Administrator  
Building Official  
[DGorski@admin.nv.gov](mailto:DGorski@admin.nv.gov)

Updated: 08/07/2024