

Owner Builder Reverse Osmosis System Permits

- ◆ Save time, gas and paper by obtaining Water Heater/Water Softener permits online
- ◆ Set up your own permit applications
- ◆ Pay permit fees online using your credit card
- ◆ Print permits from your home
- ◆ Complete Inspection Scheduling instructions provided
- ◆ Access Construction Services Online by clicking on this icon from the



Development Services Home Page

www.clarkcountynv.gov/depts/development_services



STEP BY STEP...

Permit location

- From the Construction Services Online screen, click on 'Submit Electronic Permits' in the Explore box
- Click on 'Owner-Builder'
- During setup, do not use the Back Button on your browser
- Choose location selection option: Street Address, Assessor's Parcel Number, or Owner Name (Street Address is recommended)
- Based on your option selection, enter the appropriate data: Street number, Street Name, Direction and Suffix, Owner name (last first-no comma) or Parcel number, and then click on Submit
- Choose the correct permit location from the list selection

Application info

- Select Reverse Osmosis Internet Permit as the Application Type and add any Notes necessary (Estimated Value, Square Footage and Tenant information is not required)
- Click to accept liability as the property owner to Continue
- Provide Contact information. Name and Email are required, phone number is recommended, Continue
- Verify data, and then Submit
- Click on Pay Now

Pay and Print

- Review the Charges, click on Pay Now (do not use Back button on browser)
- Enter Credit Card information, and then click on Continue
- Review the information, and then click on 'Complete Transaction'
- View and print receipt page for your records. Make note of the application number at the top of the screen. This is the new permit number.
- To enter a new permit location application, click on 'Submit New Application', if transactions are complete, click 'Log Off'
- Within a few minutes of acceptance of application and payment, and email will be sent to the email address provided on the application.
- Click on View Printable Receipt to view and print permit. This copy must be available for the inspector at the time of inspection.