



Site Improvement & Encroachment Permit **Applications can now be submitted by the applicant via ACA-ONE.**

If you have an ACA account with Douglas County currently, you just need to log in:

- [Link to ACA:](#)
- If you don't have an account you will need to create one. If you have an account with Washoe/Reno we will need to do a 1 time "connection" on the back end. We would need to know the user name and/or email you use to log in. Please send to engineering@douglasnv.us.
- Click on Engineering
- Click on Create an Application by address. (If your having issues pulling up your property, put "0" for both Street No boxes and then enter the "street name" and it will populate the parcel numbers that you can select from. If this does not work or your property does not have an address, you will need to email the application to engineering@douglasnv.us)
- If you upload and create your submittal this way an actual application is not needed.
 - **Site Improvement Permits** - [signature page](#) only that you would upload in place of the application.
 - **Encroachment Permits** – please fill out, sign and submit the [EZ Engineering Application](#).
 - Each document required by the submittal checklist must be included pdf format. **The pdf files must be bookmarked.**
 - Please review our [Douglas County File and Naming Standards](#) before proceeding. Submittals received that do not comply with the Douglas County File and Naming Standards will be deemed incomplete.

Resubmittals

If you have submitted via ACA, you can upload your resubmittal via the same portal. **However**, we do not always receive notification of that so you will need to send an email to engineering@douglasnv.us letting us know that you have resubmitted.

If you have any questions, please email engineering@douglasnv.us or leave a message at 775-782-6200 Option #3. Our Public counter is open 9:30 am to 4:00 pm, Monday – Friday, excluding major holidays.