Submitting an Application for Acknowledgement of Asbestos Assessment (AAA, aka Pink Slip) via Accela Citizen Access:

You must have an account: create an online account here: https://aca.accela.com/ONE/.

This account can also be used to access all licenses & permits with the City of Reno, Sparks and Washoe County.

Once your account has been created and you are logged in you will see a screen like this, this is your “Dashboard”:

Click on the Health District tab, you will then be taken to the following screen:
From here you can search for records or create and application. Click on the Create an Application by Agency. Then click on the tab by Health and click the button for Washoe County – Asbestos. Then Continue Application.
Fill in the address information, just street number and street name should be enough to search, click **Select**. The results will show up in a pop up box like this:
Select the correct address if there is more than one option, then click Select to return to address screen and select Continue Application.

If you choose Select from Account all of your account information will automatically show up here, like this:

(otherwise select Add New or Look Up to find another), then Continue Application.
Fill in the following information:

**Application Name:** This should be the name of the Business or building name if vacant.

**General Description:** This should be a short name for the project, ex. Smith Condo Remodel or 123 West St., LLC TI etc.

**Detailed Description:** Please be specific about the entire scope of the project (what materials if any, and how much will be disturbed/removed, does it include build-back? Roofing/tear off only? Overlay? Etc.), provide plans if available as a pdf. Select **Continue Application** once completed.

Here you can attach any supplemental information such as sampling results, consultant reports, plans, etc. Please submit a signed application here to ensure you have a complete application. Click **Continue Application.**
Review all information for accuracy, edit if needed, then click **Continue Application** once complete and correct:

### Asbestos

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Step 1</td>
</tr>
<tr>
<td>2</td>
<td>Step 2</td>
</tr>
<tr>
<td>3</td>
<td>Review</td>
</tr>
<tr>
<td>4</td>
<td>Pay Fees</td>
</tr>
<tr>
<td>5</td>
<td>Record Issuance</td>
</tr>
</tbody>
</table>

**Step 3: Review**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

**Asbestos**

**Address**

5001 E 9TH ST, RENO, NV 89512

**Applicant**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Genna Rosa</td>
</tr>
<tr>
<td></td>
<td>Work Phone: 775-791-7244</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:gpresso@washoecounty.us">gpresso@washoecounty.us</a></td>
</tr>
</tbody>
</table>

**Detail Information**

**Attachment**

The maximum file size allowed is 500 MB. Various file types are disallowed file types to upload.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records found.

**Save and resume later**

**Continue Application**

You will then see this confirmation screen that your application was submitted. We will then process the application, assuming we have all the correct information, and then e-mail you to let you know it is ready for payment. **Please be sure you provide a correct e-mail address.**

Once the payment is made (please see instructions **ACA Online Payment Instructions**), reply to our e-mail to let us know you have done this. We will then e-mail you a copy of your receipt along with the Acknowledgement of Asbestos Assessment that you will need for the building department.
Step 3: Receipt/Record Issuance

Confirmation

Your application(s) and/or complaint(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

1001 E 9TH ST RENO NV 89512

WASHOE

123456-1234

Printed