

Accela One Regional Licensing & Permits (ACA) Payment Instructions

The current AQMD Fee Schedule can be found here:

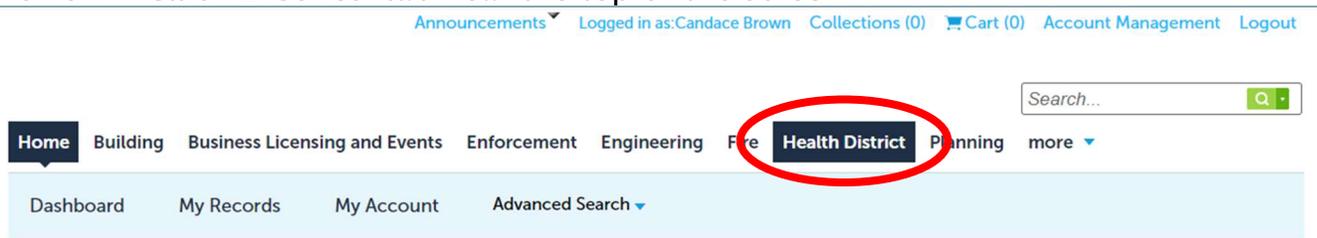
<https://www.nnph.org/resources/fees/air-quality-management-fees.php>

1. **New Users.** You must have an ACA account to make payment online. Visit the following link to create a new account:

<https://aca-prod.accela.com/ONE/CommunityView/account/new>

2. **Existing Users.** Login to ACA: <https://aca-prod.accela.com/ONE/Login.aspx>

3. Click on “**Health District**” tab near the top of the screen.



4. Locate the “**General Search**” section near the bottom of the screen and enter the following information. DO NOT enter any other information.
 - a. **Agency** – Select “Washoe”.
 - b. **Record/Permit Number** – Enter the associated permit number (ex., AAIRXX-XXXX for Stationary Source Permits, ASBXX-XXXX for Acknowledgement of Asbestos Assessment, APCPXX-XXXX for Dust Control Permits).
 - c. Select “**Search**”.

General Search

Agency: ?

WASHOE

Record/Permit Type: ?

--Select--

Business/Application Name:

Record/Permit Number:

APCP24-0141

Start Date: ?

10/03/1924

End Date: ?

10/03/2024

Street No.:

From - To

Direction: ?

--Select--

Street Name: ?

Street Type:

--Select--

Unit Type: ?

--Select--

Unit No.: ?

City:

State:

Zip:

Parcel No.:

▶ [Search Additional Criteria](#)

Search

Clear

5. A screen will populate with record details associated with the permit number. Select "Payments", then "Fees".

Record APCP24-0141:

Pollution Control Plans

Record Status: In Review

Expiration Date: 01/31/2024

Record Info

Payments

Fees

Fees

- The lower portion of the screen will then populate with both outstanding and paid fees associated with the permit number.
- Select "Pay Fees" (highlighted blue).

Fees

Outstanding:

Date	Invoice Number	Amount	
09/26/2024	679528	\$ [REDACTED]	Pay Fees
09/26/2024	679528	\$ [REDACTED]	

Total outstanding fees: \$ [REDACTED]

- A new screen will populate with the invoice. Select "Check Out" near the bottom of the screen.

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Dust Control Source Administrative	1	[REDACTED]
Dust Control Source (Per Acre)	25	[REDACTED]

TOTAL FEES: \$ [REDACTED]

Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)

- A new screen will populate. Select "Check Out" again.
 - If you are making payment for more than one permit, select "Continue Shopping" to add additional permit numbers following the steps above.

Cart

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

0 ESTATES RD WASHOE COUNTY NV 89506

1 Application(s) | \$ [REDACTED]

► Pollution Control Plans
APCP24-0141

Total due: \$ [REDACTED]



Total amount to be paid: \$ [REDACTED]

Note: This does not include additional inspection fees which may be assessed later. Payments of \$100,000 or more cannot be made online at this time. Please call the jurisdiction below to complete payment. If you receive any error, or your payment does not go through on the first try, DO NOT try again. Failure to do so may result in multiple payments being made. Please call the jurisdiction of the record you are trying to pay for and they will verify/complete your payment.

[Checkout »](#)

[Edit Cart »](#)

[Continue Shopping »](#)

10. You will be redirected to a third-party page to make payment by ECheck or Credit Card. Fields with an asterisk (*) next to them are required.
11. Once the transaction is complete, you will have the option to print/save a receipt. The AQMD will be notified that payment is complete and your permit will then be issued.