Our new land use planning and development system is designed to not only simplify your permitting process and improve turnaround times, but to also give you access to real time progress and comments. In alignment with our commitment to provide ever increasing transparency, Accela provides an array of robust online services. Time is saved and efficiency is increased by providing online services for permit applications, submitting plans, fee payments, scheduling inspections and making inquiries or complaints. We are excited for the changes and are here to assist you.
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Welcome to Accela Citizen Access. Within this manual you will find detailed instructions for specific processes within the CDA arranged by department. The Table of Contents page is clickable so will take you directly to a specific section simply by clicking on the process or department. The URL for Accela Citizen Access (ACA) is https://permits.mynevadacounty.com/CitizenAccess

Please contact us for questions or further information at (530) 265-1222 or CommunityDevelopment@co.nevada.ca.us
Search Permits

Search Permits – (Available without User registration or login)

Choose Search Permits according to department
Search Permits – Choose Search Type
Populate known fields
PLEASE NOTE entering minimal information will produce a greater number of results to choose from
Results can be narrowed down by using Search Additional Criteria
Search
Advanced Search

Lookup Property Information

Choosing this option will show the same search fields.
Advanced Search –

Lookup Property Information by
Advanced Search Type

Each type produces different fields to populate

PLEASE NOTE: Less information input produces more results

Look Up
Search Records/Applications (by department)

Advanced Search – Search Records/Applications

Searching here will produce the same results as Searching here.
Login or Create an Account

First time Users
Register for an Account

Some services can be accessed without logging in or registering

After logging in, additional services become available
Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Registration »
Register for an Account -
Fill in required information
Add New

Account Registration Step 2:
Enter/Confirm Your Account Information

Login Information

*User Name:
*E-mail Address:
*Password: **Must be 8-20 characters**
*Type Password Again:
*Enter Security Question:
*Answer:

Contact Information

Choose how to fill in your contact information.

Add New

Continue Registration
Register for an Account - *REQUIRED INFORMATION
Continue

**PLEASE NOTE
Continue to create account
Congratulations! You have successfully registered for an account. You may now log in to Accela Citizen Access.
**Account Management**

- Option to edit Login information
- Option to link one or more professional licenses to your User account

### Login Information

<table>
<thead>
<tr>
<th>User Name:</th>
<th>wilcock</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail:</td>
<td><a href="mailto:valorie.wilcock@co.nevada.e.us">valorie.wilcock@co.nevada.e.us</a></td>
</tr>
<tr>
<td>Password:</td>
<td>******</td>
</tr>
<tr>
<td>Security Question:</td>
<td>first car</td>
</tr>
</tbody>
</table>

### License Information

You may add professional licenses to your public user account by clicking the Add a License button. Your professional licenses may need to be validated by the agency before you can use it.

Showing 0-0 of 0

<table>
<thead>
<tr>
<th>State License #</th>
<th>License Type</th>
<th>Issued On</th>
<th>Expired Date</th>
<th>Status</th>
<th>Action</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records found.

### Contact Information

Showing 1-1 of 1 | Download results

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Business Name</th>
<th>SSN</th>
<th>FEIN</th>
<th>Contact Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valorie</td>
<td>Wilcock</td>
<td></td>
<td>Nevada County Community Development Agency</td>
<td></td>
<td></td>
<td>Responsible Party</td>
<td>Approved</td>
</tr>
</tbody>
</table>

### Trust Account Information

Showing 0-0 of 0

<table>
<thead>
<tr>
<th>Account ID</th>
<th>Agency</th>
<th>Balance</th>
<th>Description</th>
<th>Status</th>
<th>Ledger Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records found.
Add a Professional License

License Information

You may add professional licenses to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

<table>
<thead>
<tr>
<th>State License #</th>
<th>License Type</th>
<th>Issued On</th>
<th>Expired Date</th>
<th>Status</th>
<th>Action</th>
<th>Country</th>
</tr>
</thead>
</table>
| No records found.

PLEASE READ

Adding a license to your account provides access to additional project information.

Updating Your Account:
Adding a License:

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to be added to your citizen account. If your license does not display, contact the Agency.

In certain circumstances, such as license-right by proxy through an employer, even after identifying your license(s), an Agency employee must perform additional validation. In these cases, your access to certain features of the Citizen Portal may be limited pending approval.

License Information

*License Type: 
--Select--

*State License Number:

Find License

Add a License -

Choose License Type

Enter License #

Find License
### Adding a License:

**License Information**

<table>
<thead>
<tr>
<th>License Number</th>
<th>Type</th>
<th>Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000</td>
<td>Owner/Builder</td>
<td>Owner Builder</td>
<td>Connect</td>
</tr>
</tbody>
</table>

- **Add a License** - Connect to link to your User account
- **OR**
- **Search Again**

**License added**

The license must be activated before use.

### Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

**Account Type**

Licensed Professional Account

**Login Information**

- Username: valerie.wilcock
- E-mail: valerie.wilcock@co.nv.gov
- Password: ******
- Security Question: first car

**License Information**

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

<table>
<thead>
<tr>
<th>State License #</th>
<th>License Type</th>
<th>Issued On</th>
<th>Expired Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000</td>
<td>Owner/Builder</td>
<td></td>
<td></td>
<td>Pending</td>
<td>Actions</td>
</tr>
</tbody>
</table>

- **Add a License** - License added
- **Activation will be completed by County staff**

Status ‘Pending’ will change to ‘Approved’ once license has been activated

To remove an associated license
Building
Create an Application

Create an Application – Select Building
Create an Application
Read and accept terms
Continue Application
Create an Application –

*PLEASE NOTE as stated, an Express Permit typically requires no plan review (types listed) all other types choose Full Review

Select Record Type
Express Permit
OR
Full Review

Continue Application
Create an Application – Fill in required fields
Continue Application
Create an Application -
Applicant information
Select from Account
OR
Add New

SELECT FROM ACCOUNT

Choices for this selection will consist of the registered User of the account or the Associated Owner of the property. If an alternate representative is desired Discard Changes and Add New

*PLEASE NOTE Applicant will be considered the contact / representative for the project
Create an Application – Contact added
Continue Application

Associate a Licensed Professional with the application
Add New
Look Up
Create an Application – Choose License Type
Add known information
Look Up

Revise Search
Choose from list
Continue
Create an Application –

Licensed professional added

Continue Application

OR

Owner / Builder?
See below
Create an Application - Owner / Builder Enter 000000
Look Up
Create an Application – Added successfully
Continue Application
Create an Application - Project summary

Detailed description of project

Continue Application
Create an Application –
Estimated project valuation
Continue Application
Uploading a Document

To upload documents – Add (to upload documents) OR Continue Application

To upload documents - Add
PLEASE NOTE*

*DOCUMENTS ARE REQUIRED FOR THE FOLLOWING PERMIT TYPES:
- New Construction
- Additions
- Remodels
- Decks
- HVAC

*DOCUMENTS ARE TO BE UPLOADED IN PDF FORMAT AND ORGANIZED BY SUBMITTAL TYPE (ex. PLANS – one submittal, TRUSS CALCS – one submittal, MANUFACTURER’S SPECS – one submittal).

*EXAMPLES OF PROGRAMS TO MERGE PDF FILES: PDF Joiner; PDFMerge; Combine PDF.
*Contact Building staff for more information (530) 265-1222 or BuildingDept@co.nevada.ca.us
**Step 4: Documents > Upload Plans**

**Attachment**

The following permit types require documents to be uploaded with the submission of an application:
- New Construction
- Additions
- Remodels
- Decks
- HVAC

Documents are to be uploaded in PDF format and organized by submittal type (i.e., Plans = one submittal; Trace Calc = one submittal; Manufacturer’s Spesca = one submittal).

Examples of free programs to merge PDF files: PDF Joiner; PDFMmerge; Combine PDF

Please contact the Building Department for more information at (510) 213-1222 or BuildingDept@co.nevada.ca.us

The maximum file size allowed is 100 MB.

### Table of Document Records

<table>
<thead>
<tr>
<th>Name</th>
<th>Action</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Description</th>
<th>Document Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records found.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To Upload Documents –

- Document uploaded
- Add description
- SAVE

**Description of uploaded document**

- 10001391 PLANS.pdf 100%

**Buttons:**
- Save
- Add
- Remove All

**Links:**
- Continue Application
- Save and resume later
To Upload Documents –
Successful Upload
Add (for additional documents)
Continue Application
Two payment options –
Virtual Check
OR
Credit Card

Virtual Check – YES
Credit Card – NO

*Payment process to follow

Continue Application
Step 6: Declarations

You are required to make certain declarations as part of the permitting application process.

If you are a licensed contractor, please complete Declaration A and B below. If you are an Owner-Builder, please complete Declaration C below. And finally, if there is a Construction Lending Agency, please complete Declaration D below. You can click on the question mark icon in each section to see more information.

Licensed Contractor

Declaration A

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code and my license is in full force and effect:

License Class:

License Number:

License Expiration Date:

Workers’ Compensation

Declaration B
Create an Application –
Review all information
Edit button (not shown here) to revise that section
Check box to agree to Declarations
Continue Application
**Pay Fees**

**Step 8: Pay Fees**

To pay by **Virtual Check** click 'here', otherwise click on the **Continue Application** button below.

<table>
<thead>
<tr>
<th>Application Fees</th>
<th>Qty.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA BLDG LGE DOC ARCH</td>
<td>1</td>
<td>$3.90</td>
</tr>
<tr>
<td>CDA BLDG SMALL DOC ARC</td>
<td>1</td>
<td>$2.00</td>
</tr>
<tr>
<td>PERMIT PROCESS NON-OTC PERM</td>
<td>1</td>
<td>$144.56</td>
</tr>
<tr>
<td>DEMOLITION INSPECTIONS</td>
<td>2</td>
<td>$289.12</td>
</tr>
<tr>
<td>CA2009 551473 1.00-99 MIL</td>
<td>1</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

**TOTAL FEES**

Note: This does not include additional inspection fees or Code Compliance Case fees for as-built work, which may be assessed later.

$440.48

**Pay Fees –**

Virtual Check click 'here' OR Credit Card click Continue Application

Continue Application >
Pay by Credit Card

Nevada County Community Development Agency, CA

Community Development Agency Fees

This payment service is offered by Official Payments Corporation as authorized by the entity to which you are paying. Review the Terms and Conditions below and click "Accept" to pay by credit card.

Payment Type: Community Development Agency Fees
Payment Amount: $440.48
Service Fee: $11.01
Total Payment: $451.49

*NOTE SERVICE FEE

Official Payments Terms and Conditions:

Card Authorization Agreement

By clicking the "Accept" button below you hereby confirm your acceptance of the service fee charged by Official Payments and agree to pay the "Total Payment" amount indicated, subject to and in accordance with the agreement governing the use of your credit or debit card.

Accept terms and conditions

Pay Fees –
**Make A Payment**

**Nevada County Community Development Agency, CA**

**Community Development Agency Fees**

To continue this payment, please fill out the form below.

- Note that the [*] fields are required.
- All information is kept confidential.
- You will receive a printable digital receipt with a confirmation number and an email confirmation authorized.
- Do not use your browser’s “Back” button. Instead, navigate using the buttons below.

### Payer Information

(Information for the person making the payment.)

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>*First Name</td>
<td>Valoire</td>
</tr>
<tr>
<td>*Middle Name</td>
<td></td>
</tr>
<tr>
<td>*Last Name</td>
<td>Wilcock</td>
</tr>
<tr>
<td>Suffix (Jr., Sr., etc.)</td>
<td></td>
</tr>
<tr>
<td>*Street Address</td>
<td>950 Maidu Ave</td>
</tr>
<tr>
<td>*Town/City</td>
<td>Nevada City</td>
</tr>
<tr>
<td>*State</td>
<td>CA</td>
</tr>
<tr>
<td>*Zip Code</td>
<td>95050</td>
</tr>
<tr>
<td>*Daytime Phone</td>
<td>(530) 265-1554</td>
</tr>
<tr>
<td>*E-mail Address</td>
<td><a href="mailto:valorie.wilcock@co.nevada.ca.us">valorie.wilcock@co.nevada.ca.us</a></td>
</tr>
<tr>
<td>(Required for e-mail confirmation and online verification.)</td>
<td></td>
</tr>
<tr>
<td>*Re-enter E-mail Address</td>
<td><a href="mailto:valorie.wilccck@co.nevada.ca.us">valorie.wilccck@co.nevada.ca.us</a></td>
</tr>
<tr>
<td>Unique ID</td>
<td>318</td>
</tr>
<tr>
<td>NotiNumber</td>
<td>New</td>
</tr>
</tbody>
</table>

### Payment Option

(May differ from the person owing the tax, bill, or fee.)

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Card Type</td>
<td>Visa</td>
</tr>
<tr>
<td>*Card Number</td>
<td>4111111111111111</td>
</tr>
<tr>
<td>*Expiration Date</td>
<td>01/17 (mm/yy)</td>
</tr>
</tbody>
</table>

### Payment Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Type</td>
<td>Community Development Agency Fees</td>
</tr>
<tr>
<td>Payment Amount</td>
<td>$444.49</td>
</tr>
<tr>
<td>Convenience Fee</td>
<td>$11.01</td>
</tr>
<tr>
<td>Total Payment</td>
<td>$455.49</td>
</tr>
</tbody>
</table>

Pay by Credit Card – Fill in required information Continue
Your payment has been completed successfully.

Confirmation Number: 240005786
Payment Date: Tuesday, July 5, 2016
Payment Time: 05:13 PM PT

- Pay by Credit Card –
- Write down or print Confirmation Number
- Continue
Pay by Virtual Check

If you are already familiar with the payment process by Virtual Check, you may scroll down towards the bottom of this webpage and click on the Pay By Virtual Check link. If not, please read these directions first.

Pay by Virtual Check – Follow instructions

Pay by Virtual Check –

FILL IN ALL FIELDS

Please note Project #, Record # or APN in Memo field

Continue
Pay by Virtual Check – Verify information
Enter Security Code
Agree to Terms and Authorize Payment

Enter Security Code: ypfdb
Pay by Virtual Check –
Write down Confirmation Number
OR
Print Receipt

Your Confirmation Number Is: 16187001927

PRINT this Receipt - It Contains Your Payment Confirmation Number

Valorie Wilcock
950 Maidu Ave
Nevada City, CA 95959
(530) 265-1654

Amount $440.48

The Sum of Four Hundred Forty Dollars And Forty Eight Cents
Pay to the Order of COUNTY OF NEVADA
Memo:

[Signature]

Virtual Check Solutions - Copyright 1997 - 2018 by Virtual Check Solutions, Inc.
Schedule an Inspection

- Click on Record Number
- Search

Permit must be in 'Issued' status to schedule an inspection

Record Number: 160180

Search for Records

Start Date: 01/01/2000
End Date: 07/06/2016
Schedule an Inspection - Click on Permit Info dropdown
Schedule an Inspection - Click on Inspections
Schedule an Inspection

Inspections

At the time you schedule an inspection the estimated two hour window for arrival time will not be set. When the scheduled inspections for each day are reviewed and routed, the beginning time of the two hour estimated arrival time will be set and will be viewable in your list of scheduled inspections. This information may not be available online until the scheduled day of your inspection.
Schedule an Inspection

Choose Inspection Type

*PLEASE NOTE more than one inspection type may be scheduled by repeating the ‘Schedule an Inspection’ process

Continue

Schedule an Inspection - Choose your preferred inspection date and timeframe

*Your estimated two hour window for arrival time will be available to view online by 8:00am the day of the inspection at the latest.
Beginning of Document

Inspection scheduled – Inspection window to be determined (TBD)

View Inspection Window

To view inspection window –
Click Home
Click Dashboard
Click View
To view inspection window –

Inspection date and time (once scheduled by staff) will be noted here

OR

Click Actions dropdown to perform other tasks

View Details

To view inspection window –

Once available, your Estimated Arrival Time will be displayed – TBD (To Be Determined)
Environmental Health

Create an Application

Create an Application - Environmental Health

Create an Application

Read and accept terms

Continue Application

Online Application

Welcome to Agency’s Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please “Allow Pop-ups from This Site” before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »
Select an Application Type

Choose one of the following available application types below the search field. For assistance or to apply for a record type not listed below please contact us.

*Note: Class II/Public Wells need to be submitted in person at 950 Maidu Avenue Suite 170.

- Onsite Soil Evaluation
- Septic
- Well

Continue Application
Create an Application – *REQUIRED FIELDS

Continue Application
**If you are not the property owner.**

But, you are a representative for the property owner, or the contractor of record, and you are not on the Grant Deed as the legal owner, or a carrier on the contractor's license, you may be required to provide a copy of owner's driver's license and owner/agent authorization form to the County of Nevada for permit issuance (if this is a commercial project, we will accept a copy of the lease signed by you and the owner of record).

Create an Application –
CONTACT INFORMATION
Select from Account OR
Add New
Continue Application

**Contact Information**

Create an Application –
APPLICANT INFORMATION
*REQUIRED FIELDS
Continue
Create an Application – Owner / Builder successfully added

Detailed project description

Continue Application
The following attachments are required for OSSE submittals:

Site Plan: Acceptable site plans are copies of survey maps (if available), showing location of wells, streams, ponds, drainage ways, rock outcrops, easements, all existing and proposed structures/improvements (e.g., houses, barns, wells, driveways, water lines, etc.)

The maximum file size allowed is 100 MB. html, txt, rtf, pdf, and .docx are allowed 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.

Create an Application – Required attachments dependent upon application type
Add to upload documents
Continue Application
Uploading a Document

Uploading a document –

Add

File Upload

The maximum file size allowed is 100 MB. html,htm,mitc,mhtml are disallowed file types to upload.

Site Plan for OSSE In Nevada County.pdf  100%

Uploading a document –

Document uploaded

Add for additional documents OR
Continue

Continue Add Remove All Cancel
Step 4: Attachments > Documents

Attachment

The following attachments are required for OSSE submittals:

Site Plan: Acceptable site plans are copies of survey maps (if available), showing location of wells, streams, ponds, drainage ways, rock outcrops, easements, all existing and proposed structures/improvements (e.g. houses, barns, wells, driveways, water lines, etc.).

The maximum file size allowed is 100 MB. html, js, and .dll 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>No records found.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

File:

- Site Plan for OSSE in Nevada County.pdf

Description of uploaded documents

Save

Uploading a document – Description of document

Save
Uploading a document – Successful upload

Continue Application
Create an Application – Payment Options:
Virtual Check – YES OR Credit Card - NO
Continue Application
Create an Application – Review information. Edit sections as needed (Edit buttons not shown in this example). Check box to agree. Continue Application.
Pay Fees

To pay by Virtual Check click here, otherwise click on the Continue Application button below.

Total Fees: $585.04

Note: This does not include additional inspection fees which may be assessed later.
Pay by Credit Card

Make A Payment

Nevada County Community Development Agency, CA
Community Development Agency Fees

This payment service is offered by Official Payments Corporation as authorized by the entity to which you are making a payment. Please confirm your payment amount, convenience fee and total (if applicable). Review the Terms and Conditions below and click "Accept" to proceed with your payment. Click "Decline" button to return to the beginning of the payment process.

* Do not use your browser's "Back" button; instead, navigate using the buttons below.

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Community Development Agency Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Fee</td>
<td>$14.85</td>
</tr>
<tr>
<td>Total Payment</td>
<td>$600.59</td>
</tr>
</tbody>
</table>

Official Payments Terms and Conditions:

Official Payments Corporation charges a service fee to use this service to make the payment outlined above. This fee is separate from the primary obligation you are paying. The service fee is included in the "Total Payment" line above.

Completion of a payment transaction is contingent upon both the authorization of payment by your card company and acceptance of your payment by the entity you are paying. In the event that your payment is unable to be processed, Official Payments will attempt to notify you at least once using the contact information you have provided. In the event your payment is not processed or authorized by your card company or the applicable entity you are seeking to pay, it is your responsibility to secure any applicable refunds, late fees and interest charges assessed by the relevant entity therein, all of which obligations remain your sole responsibility.

Card Authorization Agreement

Print Friendly

Pay Fees –

Credit Card Payment

Note SERVICE FEE

Accept
Pay Fees –
Credit Card Payment
Fill in required fields
Continue
Make A Payment

Nevada County Community Development Agency, CA

Community Development Agency Fees

Please carefully check the information you have provided below and click "Submit" to authorize payment of the "Total Payment" amount displayed.

- Click the "Edit" button to correct any of the information displayed.
- To preserve confidentiality, only partial credit card information is displayed.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information

First Name: Valorie
Middle Name: 
Last Name: Wilcock
Suffix: 
Street Address: 550 Maidu Ave
Town/City: Nevada City
State: CA
Zip Code: 95959
Country: United States
Daytime Phone Number: (530) 265-1954
E-mail Address: valorie.wilcock@co.nevada.ca.us
Unique ID: 333
NIINumber: New

Payment Option

Card Type: Visa
Card Number: **************1111
Expiration Date: 01/2017

Payment Information

Payment Type: Community Development Agency Fees
Payment Amount: $585.84
Convenience Fee: $14.65
Total Payment: $600.59

Pay Fees – Credit Card Payment Verify information Submit
Your payment has been completed successfully.

Confirmation Number:
240005820

Payment Date:
Tuesday, July 19, 2016
09:41AM PT

Please print or write down your payment confirmation number for your records.
Do not use your browser’s “Back” button. Instead, navigate using the buttons below.

Pay Fees –
Credit Card Payment
Print or write down Confirmation Number
Continue

Payer Information
Name: Valerie Wilcock
Street Address: 950 Main St
Nevada City, CA 95659
United States
Daytime Phone Number: (530) 265 - 1554
E-mail Address: valerie.wilcock@co.nevada.ca.us
Unique ID: 333
NotnNumber: New

Payment Option
Card Type: Visa
Card Number: ************1111

Payment Information
Payment Type: Community Development Agency Fees
Payment Amount: $656.94
Convenience Fee: $14.65
Total Payment: $600.59

Continue
Pay by Virtual Check

Pay Fees –
Virtual Check Payment
Fill in all fields
MEMO FIELD please include one of the following:
- Invoice#
- Well Permit#
- Service Request #
- Program Element (PE)# (provided by dept)
Continue
Step 2 of 3: Confirm Data Before Submitting

Please verify the information above matches the information on your check.

Make corrections if necessary

Enter security code

Authorize payment

Pay Fees –

Virtual Check Payment

Your Email Address: valorie.wilcock@co.nevada.ca.us

Valorie Wilcock
950 Maantu Ave., Suite 170
Nevada City, CA 95959
(530) 265-1554

Amount $ 585.94

The Sum of: Five Hundred Eighty Five Dollars And Ninety Four Cents

Pay to the Order of: COUNTY OF NEVADA

Memo:

NON-NEGO TIABLE

Enter Security Code: jd8td

Agree to Terms and Authorize Payment
Pay Fees –
Virtual Check Payment
Write down Confirmation Number OR Print receipt
Schedule an Inspection

- Choose Schedule an Inspection
- Permit must be in ‘Issued’ status to schedule an inspection
- Choose permit number

Schedule an Inspection –

Permit Info dropdown
- Choose Inspections

Add to collection
- Permit EH16-0066:
  Septic
  Permit Status: Issued

Fees above to see fees due. Click on the 'Pay Fees' link below to make your payment.

Permit Details
- Attachments
- Related Permits
- Processing Status
- Permit Details
Schedule an Inspection – Click here
Request an Inspection

Inspections for Environmental Health Permits may only be scheduled 1 to 10 business days in advance.

*Inspection type: Septic Inspection*

To continue, select an appointment date and time range by clicking a link on the calendar below:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Su Mo Tu We Th Fr Sa</td>
<td>Su Mo Tu We Th Fr Sa</td>
<td>Su Mo Tu We Th Fr Sa</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>4</td>
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<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Available Times for Friday, Jul 22 2016

- Morning
- Afternoon

Schedule an Inspection – Choose date AND Morning or Afternoon Continue
Request an Inspection

Inspections for Environmental Health Permits may only be scheduled 1 to 10 business days in advance.

**Inspection type:** Septic Inspection  
**Location and Contact**
Verify whether the location and contact person for the selected inspection are correct.

**Location:**  
950 MAIDU AVENUE  
Nevada City CA 95959

**Contact:**  
Valorie Wilcock  
5302651554  

- Schedule an Inspection –  
- Verify Location and Contact  
- If needed, change contact information  
- Continue

**Confirm Your Selection**
Please confirm the details below and click the Finish button to request the inspection.

**Inspection Type:**  
Septic Inspection

**Date and Time:**  
07/22/2016 Morning

**Location:**  
950 MAIDU AVENUE  
Nevada City CA 95959

**Contact:**  
Valorie Wilcock 5302651554

- Schedule an Inspection –  
- Verify information  
- Enter any notes to staff  
- Finish

**Include Additional Notes**

- Finish  
- Back  
- Cancel
Schedule an Inspection – Inspection scheduled

*EH staff will contact you once final date/time/inspector has been determined
Public Works
Create an Application

Create an Application –
Choose Public Works
Create an Application
Read and accept terms
Continue Application

Online Application
Welcome to Agency’s Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☐ I have read and accepted the above terms.

Continue Application »
Create an Application – Fill in *REQUIRED INFORMATION Continue Application
Create an Application –
Add New contact
OR
Select information from previously submitted applications

Continue Application

Step 2: Contacts > Applicant

Applicant

Entering an applicant is required for all permit applications

Select from Account  Add Now

Continue Application »

Create an Application –
Contact added

Continue Application

Contact added successfully.

Valorie Untee
Noranda County Community Development Agency
Home phone: 53029531594
Mobile Phone: 53026531594
Work Phone: 53026531594
Fax:
Edit  Remove

Continue Application »
Create an Application – Add Contractor information OR OWNER/BUILDER Look Up
Continue Application
Create an Application – OWNER/BUILDER License Number 000000

Look Up
Create an Application – OWNER/BUILDER

Added successfully

Continue Application
Create an Application – Detailed description of location or address and type of encroachment

Continue Application

Step 3: Description

Detail Information

Please describe the nature and type of encroachment being requested. If not at a specific address, please include details about the location.

*Summary:

Address or detailed description of location and encroachment type

Continue Application »
Step 4: Details > General Information

After you complete the requested information in this section, you only need to complete one of the following sections that applies to this encroachment permit application.

* Indicates a required field.

Encroachment Type

GENERAL INFORMATION

Building Permit Number:

* Encroachment Type:  
  - Construction
  - Event
  - Utility

Development Project:

Plans Prepared By:

Continue Application

Create an Application - Encroachment Type

OR

Construction

OR

Event

OR

Utility

Save and resume later
Step 4: Details > Event
If this encroachment permit is for an event, please fill out this section.

*indicates a required field.

**Event Details**

**EVENT**
- Not Applicable:
- Filming/Commercial:
- Athletic:
- Parade:
- Road Closure:

Event Start Date:
Event Start Time:
Event End Date:
Event End Time:

[Continue Application »]
Create an Application – Road Connection / Driveway Details (if applicable)

Continue Application
Create an Application –
Utility Details (if applicable)
Continue Application
Uploading Documents

Step 5: Upload Documents → Documents

Attachment

Depending on the type of Encroachment Permit for which you are applying, the following documents are **required** and should be attached for upload using this page.

All Encroachment Permits require:
- General Liability Insurance - General liability insurance naming the County of Nevada as additional insured with minimum coverage of $1,000,000.00 per occurrence and $1,000,000.00 aggregate.
- Traffic Control Plan - Traffic control plan describing traffic control measures such as signage, flagger, cones, etc.

All **construction type projects** in addition to the above require:
- Site Plan - Site plan shall include driveway details and connection to the County road, include culverts and other drainage information as applicable.

For **Events** please provide a route map when applicable.

The maximum file size allowed is 100 MB. HTML, javascript, and executables 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>No records found.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Uploading Documents –
Documents uploaded
Add description of documents
SAVE or
ADD additional documents or
REMOVE documents

File:
Ins Certificate Sample.pdf

*Description:

Document description – Insurance certificate

File:
Endorsement Sample.pdf

*Description:

Document description - Endorsement

Save  Add  Remove All

Continue Application »

Uploading documents –
View Details
Delete
Add documents
Continue Application

File:
Endorsement Sample.pdf

Actions▼

Save and resume later

File:
Ins Certificate Sample.pdf

Actions▼

Add

Continue Application »

Save and resume later
Payment Options –

Virtual Check – click YES
Credit Card – click NO
Payment instructions to follow
Continue Application

Review all sections (not shown here)
EDIT (not shown here) to make changes
Continue Application

Beginning of Document
Pay Fees

To pay by Virtual Check click here, otherwise click on the Continue Application button below.

<table>
<thead>
<tr>
<th>Fees</th>
<th>Qty</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encroachment Permit Fee</td>
<td>1</td>
<td>$185.00</td>
</tr>
</tbody>
</table>

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

$185.00

[Continue Application]
Pay by Credit Card

Make A Payment

Nevada County Community Development Agency, CA
Community Development Agency Fees

This payment service is offered by Official Payments Corporation as authorized by the entity to which you are making the payment. Review the Terms and Conditions below and click "Accept" to proceed with the payment process.

- Do not use your browser’s "Back" button. Instead, navigate using the buttons below.

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Community Development Agency Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$185.00</td>
</tr>
<tr>
<td>Service Fee</td>
<td>$4.63</td>
</tr>
<tr>
<td>Total Payment</td>
<td>$189.63</td>
</tr>
</tbody>
</table>

Official Payments Terms and Conditions:

Official Payments Corporation charges a service fee to use this service to make the payment outlined above. This fee is separate from the primary obligation you are paying. The service fee is included in the "Total Payment" line above.

Completion of a payment transaction is contingent upon both the authorization of payment by your card company and acceptance of your payment by the entity you are paying. In the event that your payment is unable to be processed, Official Payments will attempt to notify you at least once using the contact information you have provided. If the event your payment is not processed or authorized by your card company or the applicable entity you are seeking to pay fails to accept your payment your payment liability shall remain outstanding and unpaid and you will be subject to all applicable penalties, late fees and interest charges assessed by the relevant entity thereon, all of which obligations remain your sole responsibility.

Card Authorization Agreement

Printer Friendly

Credit Card Payment –
NOTE SERVICE FEE
Accept
Credit Card Payment –
Fill in *Required Fields
Continue

Nevada County Community Development Agency, CA
Community Development Agency Fees

To continue this payment, please fill out the form below.

- Note that the [*] fields are required.
- All information is kept confidential.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once authorized.
- Do not use your browser’s “Back” button. Instead, navigate using the buttons below.

Payer Information
(Information for the person making the payment)

*Country: United States
*First Name: Valorie
Middle Name: 
*Last Name: Wilcock
Suffic (Jr., Sr. etc.): 
*Street Address: 
  950 Maidu Ave

*Town/City: Nevada City
*State: 
*Zip Code: 95959
(Use this field for APO, FPO, AA, AE or AP codes)
*Daytime Phone: (530) 265-1554
*E-mail Address: valorie.wilcock@co.nevada.ca.us
(Required for an e-mail confirmation and online verification)
*Re-enter E-mail Address: valorie.wilcock@co.nevada.ca.us
Unique ID: 326
NotiNumber: New

Payment Option
(May differ from the person owing the tax, bill, or fee)

*Card Type: Visa
*Card Number: 4111111111111111
*Expiration Date: 01/17 (mm/yy)

Payment Information
Payment Type: Community Development Agency Fees
Payment Amount: $165.00
Convenience Fee: $4.63
Total Payment: $169.63

Back Cancel Continue
Make A Payment

Nevada County Community Development Agency, CA
Community Development Agency Fees

Please carefully check the information you have provided below and click "Submit" to authorize payment of the "Total PAY displayed.

- Click the "Edit" button to correct any of the information displayed.
- To preserve confidentiality, only partial credit card information is displayed.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information

First Name: Valorie
Middle Name: 
Last Name: Wilcock
Suffix: 
Street Address: 950 Maidu Ave
Town/City: Nevada City
State: CA
Zip Code: 95959
Country: United States
Daytime Phone Number: (530) 265 - 1554
E-mail Address: valorie.wilcock@co.nevada.ca.us
Unique ID: 326
NotiNumber: New

Payment Option

Card Type: Visa
Card Number: ************1111
Expiration Date: 01/2017

Payment Information

Payment Type: Community Development Agency Fees
Payment Amount: $185.00
Convenience Fee: $4.63
Total Payment: $189.63

Edit  Cancel  Submit
Make A Payment

Nevada County Community Development Agency, CA
Community Development Agency Fees

Your payment has been completed successfully.

Confirmation Number: 240005806
Payment Date: Tuesday, July 12, 2016
Payment Time: 06:15PM PT

* Please print or write down your payment confirmation number for your records.
* Do not use your browser’s “Back” button. Instead, navigate using the buttons below.

Payer Information
Name: Valorie Wilcock
Street Address: 990 Maidu Ave
Nevada City, CA 95959
United States
Daytime Phone Number: (530) 265-1554
E-mail Address: valorie.wilcock@co.nevada.ca.us
Unique ID: 326
NotNumber: New

Payment Option
Card Type: Visa
Card Number: ************1111

Payment Information
Payment Type: Community Development Agency Fees
Payment Amount: $185.00
Convenience Fee: $4.83
Total Payment: $189.63

Print OR Write down Continue

Credit Card Payment – Confirmation Number

Beginning of Document
Pay by Virtual Check

Step 9: Record Submittal

Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is EP16-0039.

You will need this number to check the status of your application or to schedule/check results of inspections.

Your project type requires a review before it can be issued. You will be notified when your permit is ready for issuance or if additional information is required.

[View Record Details]

Pay by Virtual Check – View Record Details

Select Payments and then Fees above to see fees due. Click on the ‘Pay Fees’ link below to make your payment.

Pay by Virtual Check – Payments dropdown

Fees
Pay by Virtual Check – Pay Fees

Select Payments and then Fees above to see fees due. Click on the 'Pay Fees' link below payment.

Fees

<table>
<thead>
<tr>
<th>Outstanding:</th>
<th>Invoice Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date 07/12/2016</td>
<td>220</td>
<td>$185.00</td>
</tr>
<tr>
<td>Total outstanding fees: $185.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pay by Virtual Check – Click ‘here’

To pay by Virtual Check click here, otherwise click on the Continue Application button below.

Application Fees

<table>
<thead>
<tr>
<th>Fees</th>
<th>Qty.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encroachment Permit Fee</td>
<td>1</td>
<td>$185.00</td>
</tr>
</tbody>
</table>

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

$185.00

Continue Application »
Pay by Virtual Check – Read directions and continue to bottom of page

Click this link (located at bottom of page)

Pay by Virtual Check –

Memo Field (please note) Permit # OR APN

Continue
Pay by Virtual Check – Verify Information
Enter Security Code
Agree to Terms and Authorize Payment
Pay by Virtual Check –
Click to print receipt
OR
Write down your Confirmation Number
Planning

Search Projects

- Enter available information
- Choose search type
- Search
Code Compliance

Search Cases

Search Code Case history – Fill in known fields (In this example only one letter has been used in the Street Name field) Search
### General Search

<table>
<thead>
<tr>
<th>Date</th>
<th>Case Number</th>
<th>Case Type</th>
<th>Address</th>
<th>Status</th>
<th>Action</th>
<th>Short Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/21/2016</td>
<td>CC16-0061</td>
<td>Case</td>
<td>10397 BANNER LAVA CAP ROAD, Nevada City CA 95959</td>
<td>Open</td>
<td>Pay Fees Due</td>
<td></td>
</tr>
<tr>
<td>07/24/2016</td>
<td>CC16-0047</td>
<td>Case</td>
<td>10321 BAR HILL ROAD, Pine Valley CA 95946</td>
<td>Violation Abated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/24/2016</td>
<td>CC16-0046</td>
<td>Case</td>
<td>10848 BANNERS DRIVE, Truckee CA 95641</td>
<td>Violation Abated</td>
<td>Pay Fees Due</td>
<td></td>
</tr>
<tr>
<td>06/14/2016</td>
<td>CC16-0028</td>
<td>Case</td>
<td>10421 BANNER LAVA CAP ROAD, Nevada City CA 95959</td>
<td>Citation Warning Issued</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/23/2016</td>
<td>AV16-0004</td>
<td>AVA Vehicle</td>
<td>10796 BANNER LAVA CAP ROAD, Nevada City CA 95959</td>
<td>Closed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Search Code Case history** – 5 results yielded
- Results can be viewed further by clicking on the Case Number.
Search Code Case history –

Case Info
Clicking Case Details produces any detail available on the case

Click dropdowns to expand and view information

Case CC16-0051:
Case
Case Status: Open

Case Info

A notice was added to this record on 07/27/2016.
Condition: Building Permit Required
Severity: Notice
Total Conditions: 1 (Notice: 1)

View Condition

Select Pay and then Fees above to see fees due. Click on the 'Pay Fees' link below to make your payment.

Property Address

10557 BANNER LAVA CAP ROAD
Nevada City CA 95959

Case Details

More Details

VIOLATIONS

Parcel Information
Parcel Number:
3544011

Permits Required
California Building Code Chapter 1, Section 105.1
Active

Inoperable Vehicles
Nevada County Land Use and Development Code, Section L-8 5.20
Active
Search Code Case history – Conditions are in place in this particular case.

*PLEASE NOTE existing Conditions on a case could potentially prohibit any progress with other departments in the CDA

View Condition for more information
A notice was added to this record on 07/27/2016.
Condition: Building Permit Required  Severity: Notice
Total Conditions: 1 (Notice: 1)

Select **Pay** and then **Fees** above to see fees due. Click on the 'Pay Fees' link below to make your payment.

### Conditions

<table>
<thead>
<tr>
<th>Showing 1-1 of 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Default: 1 Condition Applies</td>
<td></td>
</tr>
<tr>
<td>Code Case</td>
<td></td>
</tr>
<tr>
<td>Building Permit Required</td>
<td></td>
</tr>
<tr>
<td>A permit is required for the unpermitted barn</td>
<td></td>
</tr>
<tr>
<td>Condition Applies</td>
<td>Notice</td>
</tr>
</tbody>
</table>
Pay Fees

Pay Code Compliance Fees – Fees

Select **Pay** and then **Fees** above to see fees due. Click on the ‘Pay Fees’ link below to make your payment.

### Conditions

<table>
<thead>
<tr>
<th>Showing 1-1 of 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
</tr>
<tr>
<td>Code Case</td>
</tr>
<tr>
<td>A permit is required for the unpermitted barn.</td>
</tr>
</tbody>
</table>
Pay Code Compliance Fees – Pay Fees

Pay Code Compliance Fees – Pay by Virtual Check
OR
Pay by Credit Card
Pay by Credit Card

*PLEASE NOTE Service Fee

Accept
Pay Code Compliance Fees –

*REQUIRED FIELDS

Continue

Nevada County Community Development Agency, CA

Community Development Agency Fees

To continue this payment, please fill out the form below:

- Make sure that all required fields are completed.
- All information is kept confidential.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Do not use your browser’s ‘Back’ button. Instead, navigate using the buttons below.

Payer Information
Information for the person making the payment:

- *Country: United States
- *First Name: Marvin
- *Middle Name: 
- *Last Name: Allcock
- *Street Address: 900 Main St Ave
- *Town/City: 
- *State: CA
- *Zip Code: 89352

(D: Use this field for APO, FPO, AAE, or AP addresses.)

*Daytime Phone: (563) 565 - 5554

E-Email Address: alone.allcock@co.nevada.ca.us

(R: Required for an email confirmation and online verification.)

*Re-enter E-Mail Address: alone.allcock@co.nevada.ca.us

Unique ID: 335

National Number: C016-0051

Payment Option
(May differ from the person owing the tax, bill, or fine):

- *Card Type: Visa
- *Card Number: 
- *Expiration Date: 01/07 (mm/yy)

Payment Information

Payment Type: Community Development Agency Fees

Payment Amount: $220.00

Convenience Fee: $0.00

Total Payment: $220.00
Pay Code Compliance Fees – Pay by Credit Card
Verify information
Submit
Pay by Virtual Check

Payment by Virtual Check

Published on: 3/27/2012 12:09 AM

Virtual Check Payments for Community Development Agency Departments

DO NOT USE FOR PROPERTY TAX PAYMENTS

This page has been set up to process payments using the virtual check process. This is a no cost, internet-based option. A form is filled out on a secure server with your checking account information. Payment is made when you complete the entry process. No fee is charged for this service.

If you are already familiar with the payment process by Virtual Check, you may scroll down towards the bottom of this webpage and click on the Pay By Virtual Check link. If not, please read these directions first.

Ready? Click this link to Pay By Virtual Check

Step 1 of 3: Enter Checking Account Data

Pay to the Order of: COUNTY OF NEVADA Amount $ 200.00

APN, Address or Case #

Continue to Step 2 of 3 Clear Form
Pay Code Compliance Fees

Pay by Virtual Check

Write down your Confirmation Number

OR

Print receipt

PRINT this Receipt - It Contains Your Payment Confirmation Number

Your Confirmation Number Is: 16209001206

Valorie Wilcock
550 Maidu Ave, Suite 170
Nevada City, CA 95959
(530) 265-1554

Amount $200.00

Date: Jul 27th 2016

Pay to the Order of: COUNTY OF NEVADA

Memo:

NON-NEGOTIABLE