

In order to speed up the review process and make the documents useful to us, please follow the attached directions. By combining all similar subject matter into individual PDF, it will be easier to find the files when we are conducting the review. Use the following titles for combined PDF's:

- a- Plans- This will include all design sheets. With the move to digital plan review and the cost saving of producing paper drawings, please provide more sheets of larger images. This will make the review process easier with our limited sized monitors.
- b- Calculations- This will be all the supporting hydraulic or electrical calculation for the job.
- c- Material Specifications- These will include the cut sheet and listing information for the products to be used to construct the fire protection system.
- d- Application- this will include the completed application and the certification documents for the system designer.
- e- Reports- This will include any separate Fire Protection Engineering reports or Peer review studies.

Please follow the steps below to prepare your documents to be entered into the ACA file.

- 1- Place all the PDF documents for the project into one file folder on your desktop.
- 2- Open the file that contains you plans, materials or application in Adobe Pro. In the edit mode.
- 3- Select "Edit PDF" in the upper left-hand corner, and then "create a PDF" from the drop-down menu
- 4- Select "Multiple Files" from the list and "Combine Files" from that drop-down, then NEXT.
- 5- Drag and drop the multiple PDF's of similar documents, per the subject guidance given above, into the open window. Now select "Combine Files"
- 6- Save the new Combined PDF, as the most appropriate title, from the category given above and move it back into your project for folder.
- 7- Now when you open ACA you will only need to import from 3 to 5 files that contain the required combined file, in a logical arrangement.

Thank you for your cooperation. Be Safe.

Login to OneNV.us – click on Fire from the list of departments. In the General Search section choose Washoe from the Agency dropdown and enter the permit # in the Record Number field. Click the Search button at the bottom.

## General Search

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Agency:

WASHOE ▼

Record Type: ?

--Select-- ▼

Record Number:

TMFPD19-0000

Expand the Record Info menu by clicking the down arrow and choose Attachments.

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**TMFPD Fire Suppression**  
**Record Status: Approved**

Record Info ▼	Payments
Record Details	
Processing Status	
Related Records	
<b>Attachments</b>	WASHOE COUNTY,
Inspections	

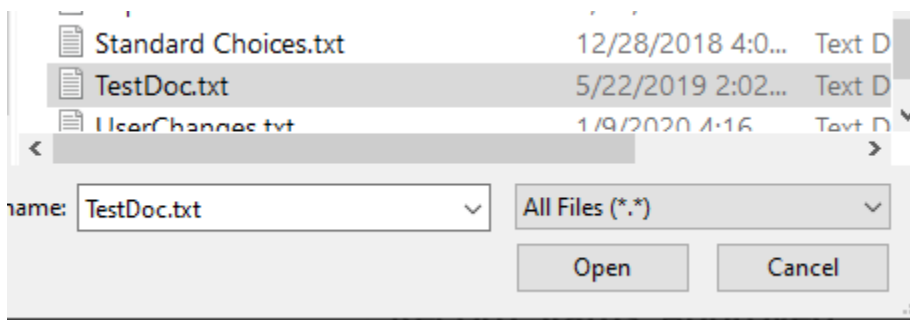
In the Attachments section click the Add button. Click the Add button again in the File Upload window.

\*\*\*IMPORTANT\*\*\*

See the file preparation instructions above before proceeding.



Choose the plan/document you want to upload and click Open.



When the progress bar reaches 100% click the Continue button.

## File Upload ×

The maximum file size allowed is 600 MB.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; m...  
mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh; zip  
disallowed file types to upload.

TestDoc.txt	100%
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Continue Add Remove All

Choose PLAN or MISC from the Type dropdown and enter a Description in the text box. Click the Save button.

**\*Type:**

--Select--

MISC

PLAN

TestDoc.txt

100%

**\*Description:**

Test document

Save Add Remove All

You will see a confirmation message and the plan/document will be visible in the Attachments section.



**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.