City of Elko Permits Customer Portal

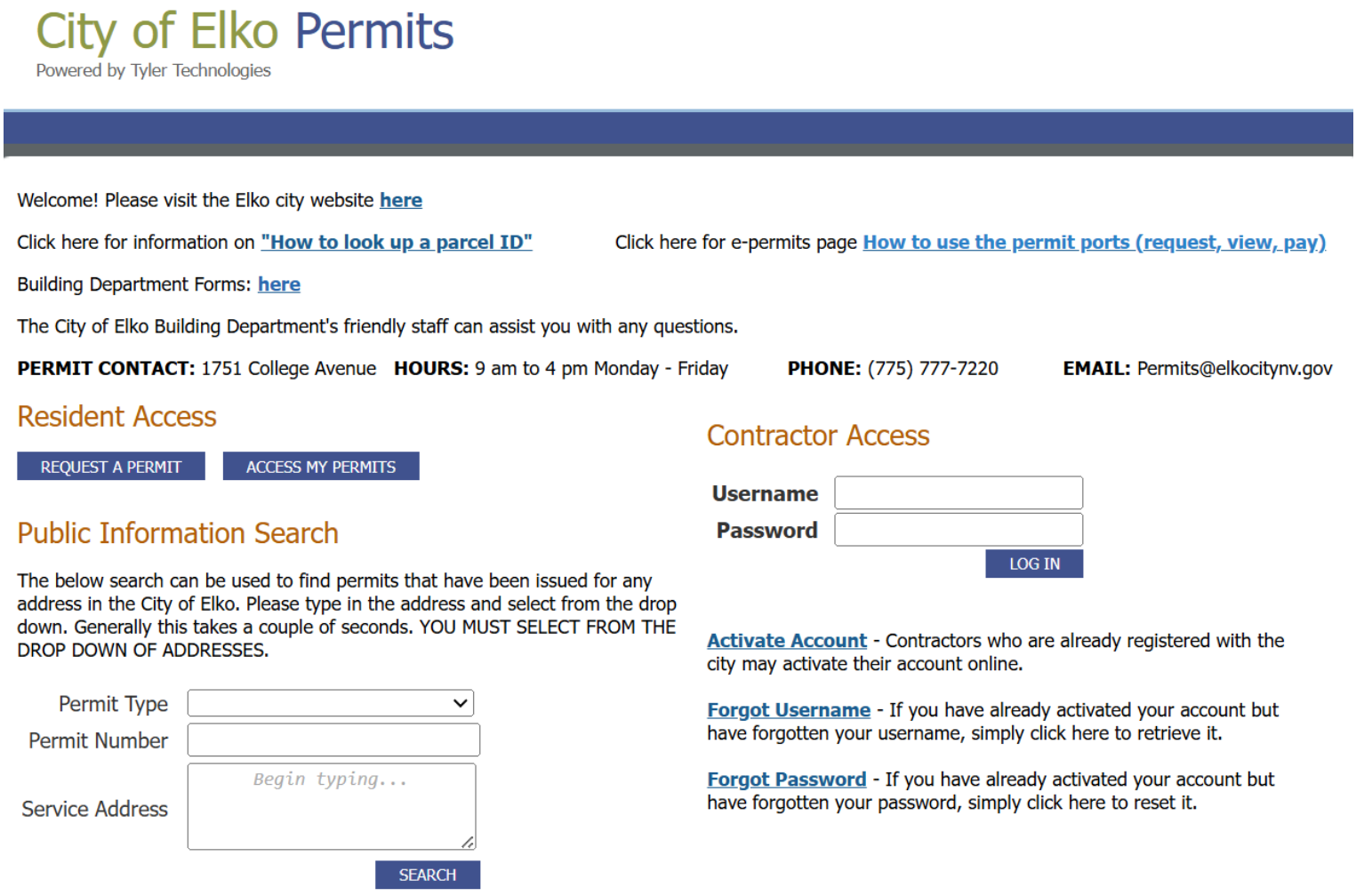
https://logosesuite.elkocitynv.gov/eSuite.Permits/WelcomePage.aspx

The City of Elko is excited to offer a customer facing permits portal!

✓ View prior permits on a property

✓ Request new permits, view the status and progress of those requested permits

✓ And make convenient payments online

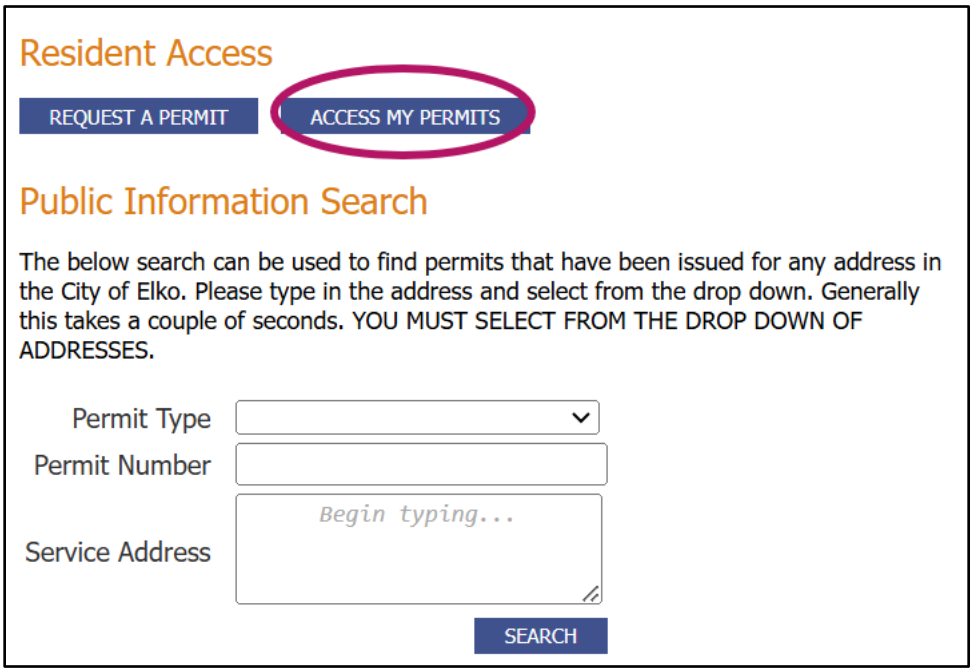


For Residential access information, see page 2 – 7.

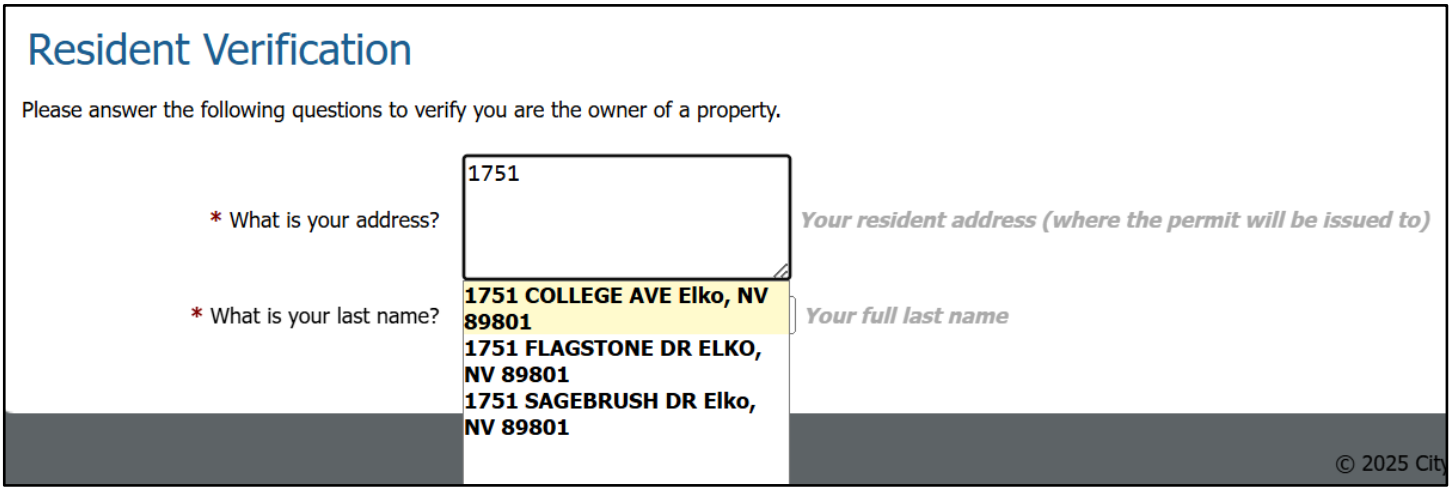
For Contractor access information, see pages 8 – 12.

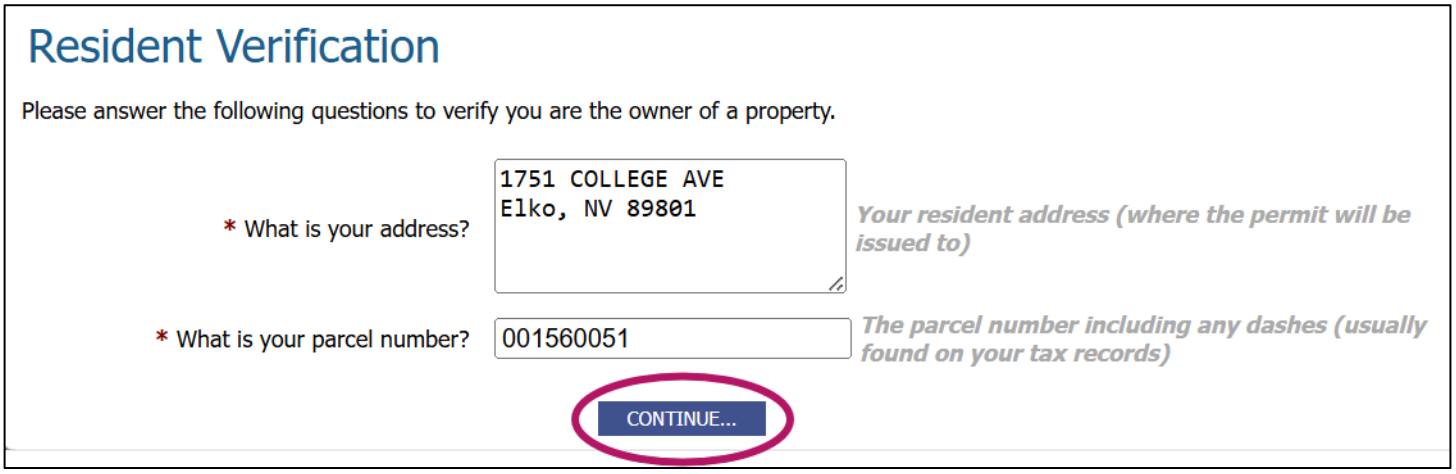
For how to pay for a commercial permit if you aren't the permit holder, see pages 13 - 14.

Residential Access



Start typing the address of the property and select from the drop down. Then enter the last name of the property owner.

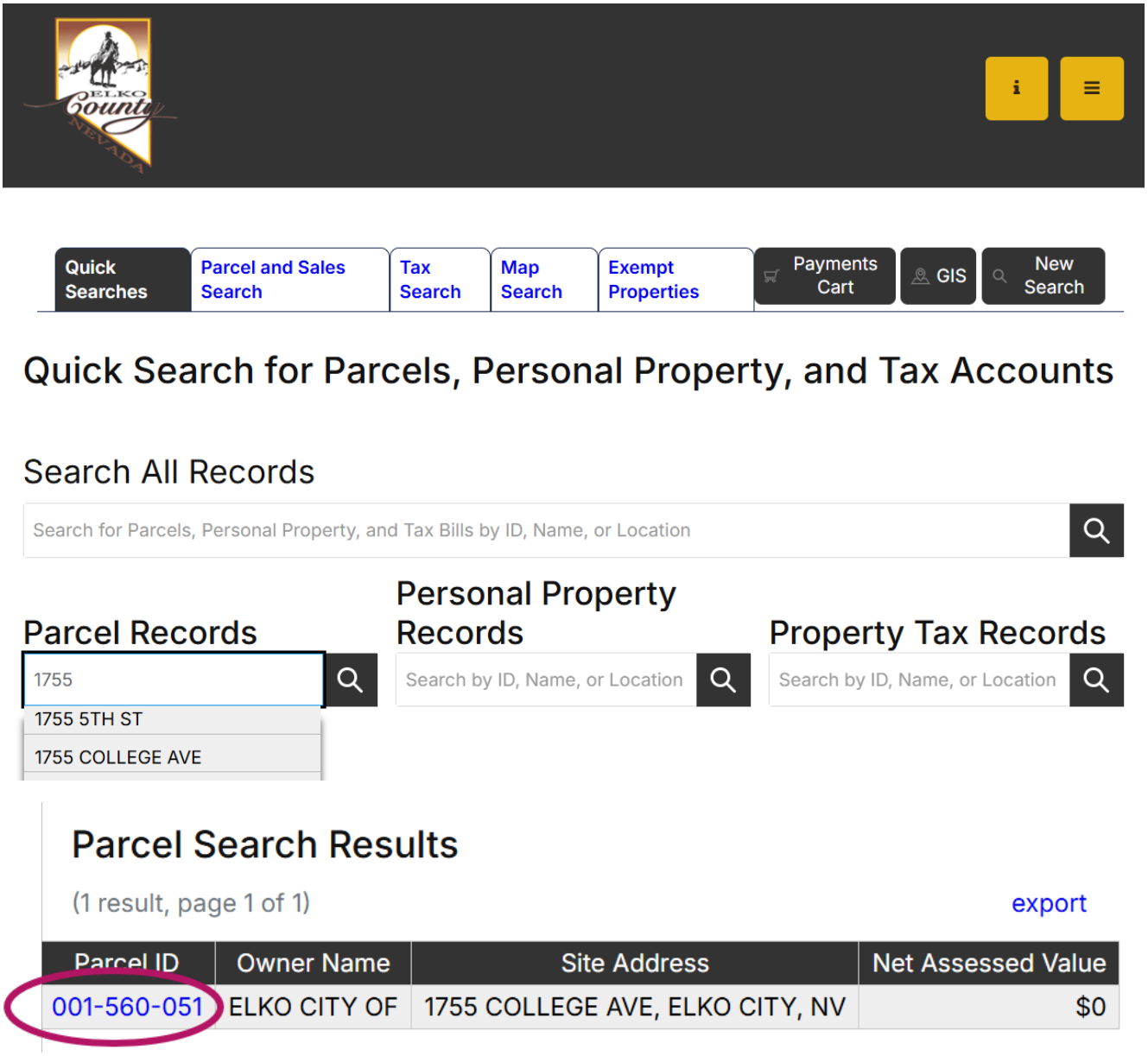




How do I find my parcel #?

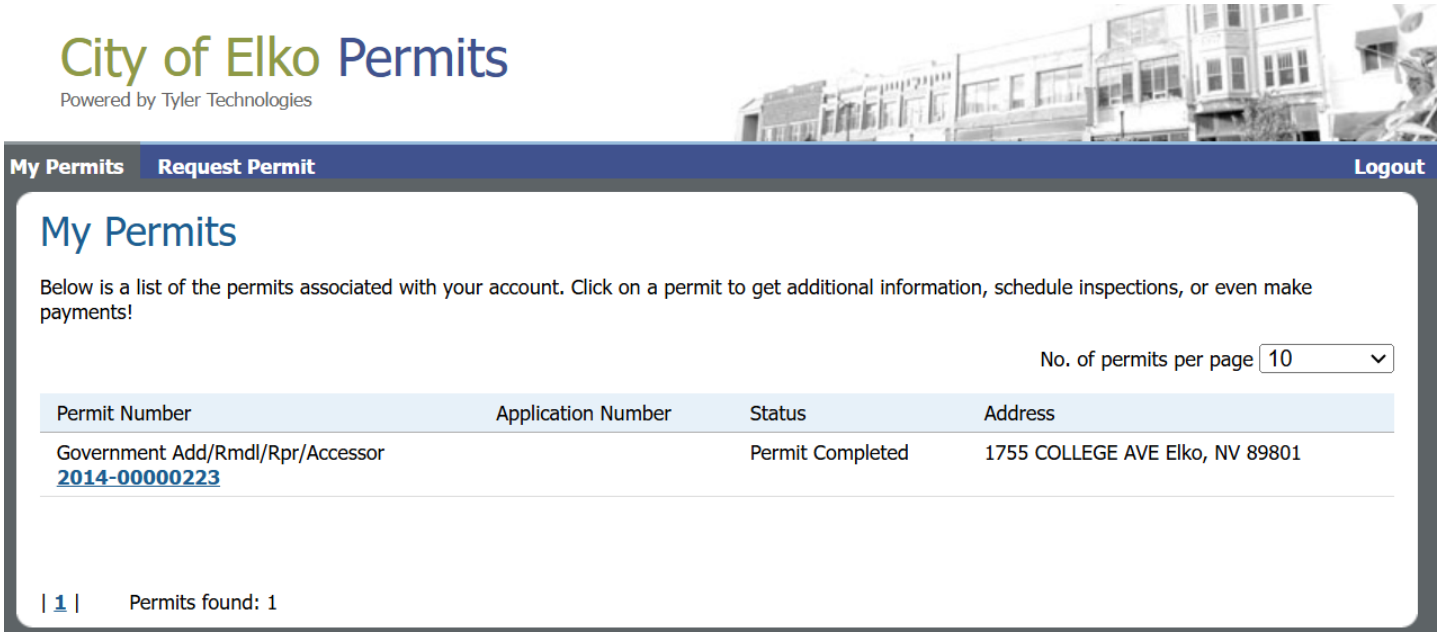
Go to the City of Elko website at: https://elko-search.gsacorp.io/

Search by address or name:

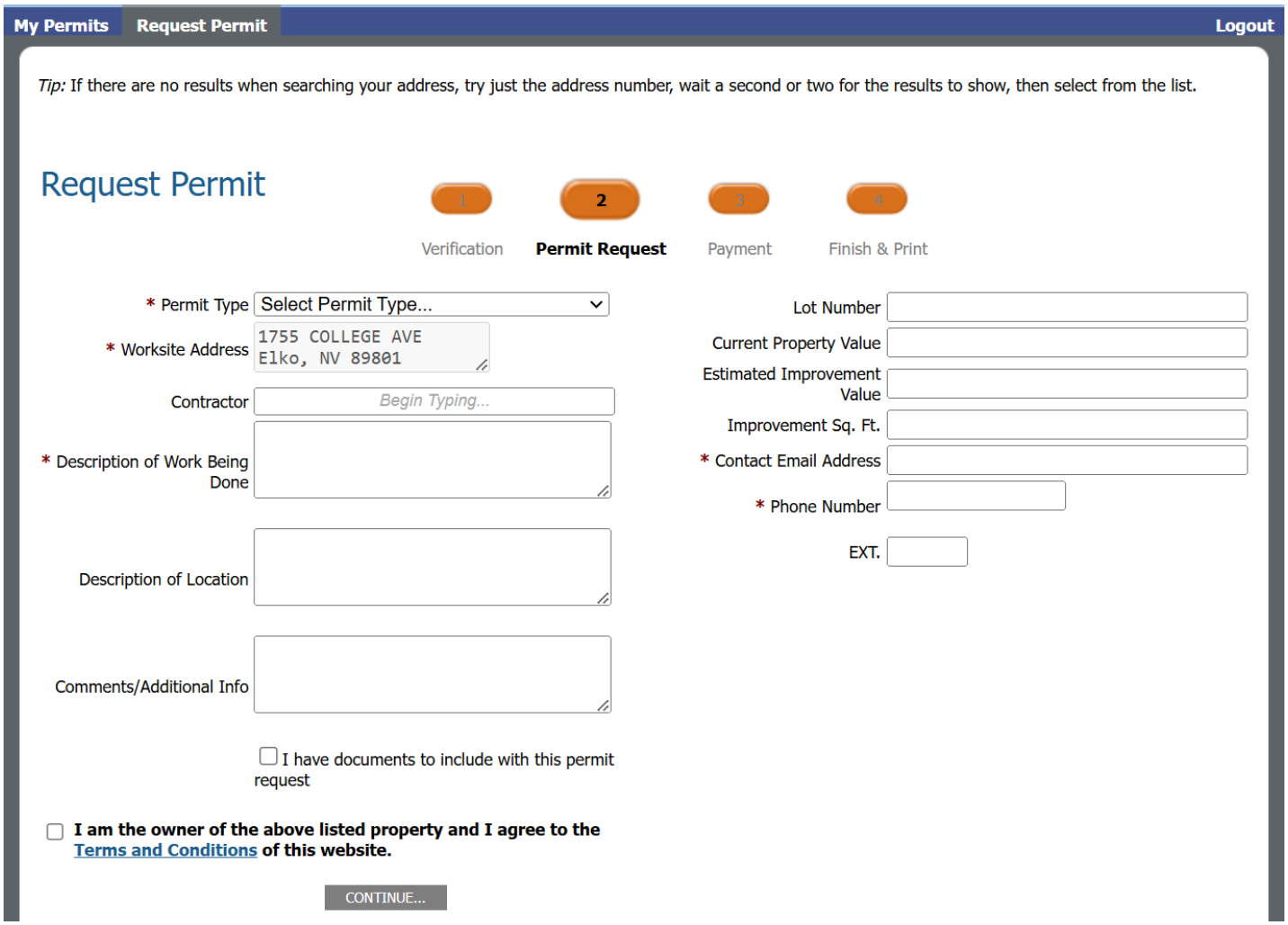


Enter in e-permits page with no dashes.

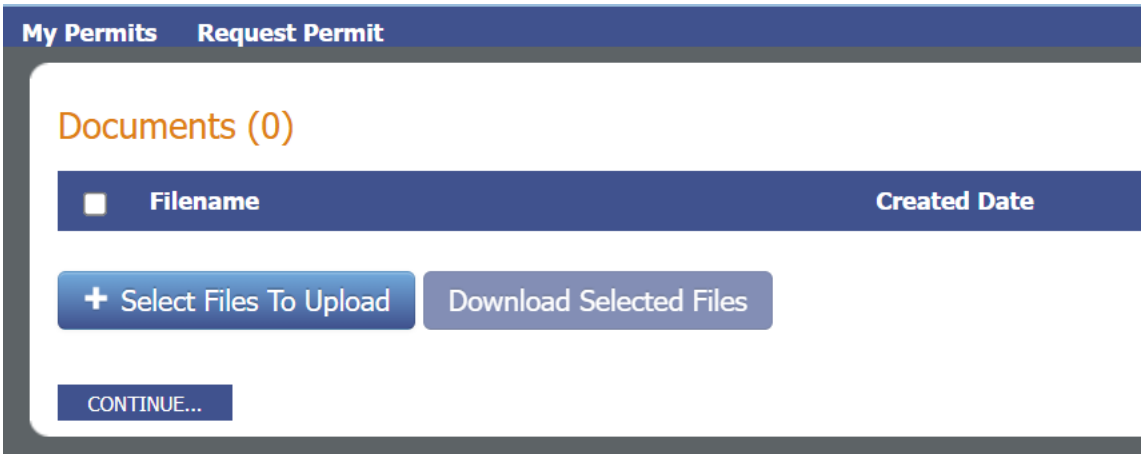
The main screen will show permit history.



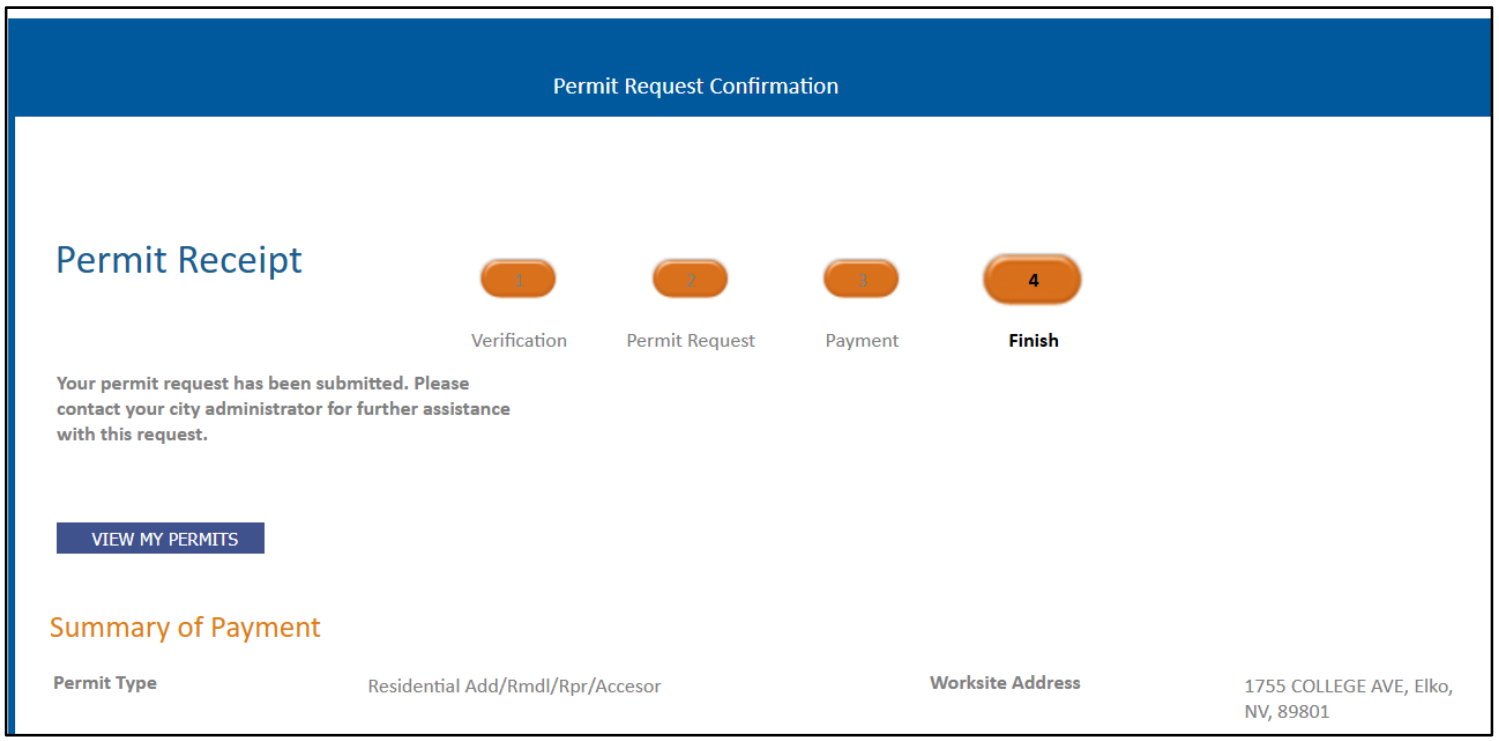
Select "Request Permit" and enter required fields. By selecting "I have documents to include with this permit request", a subsequent screen will show up to allow uploads.



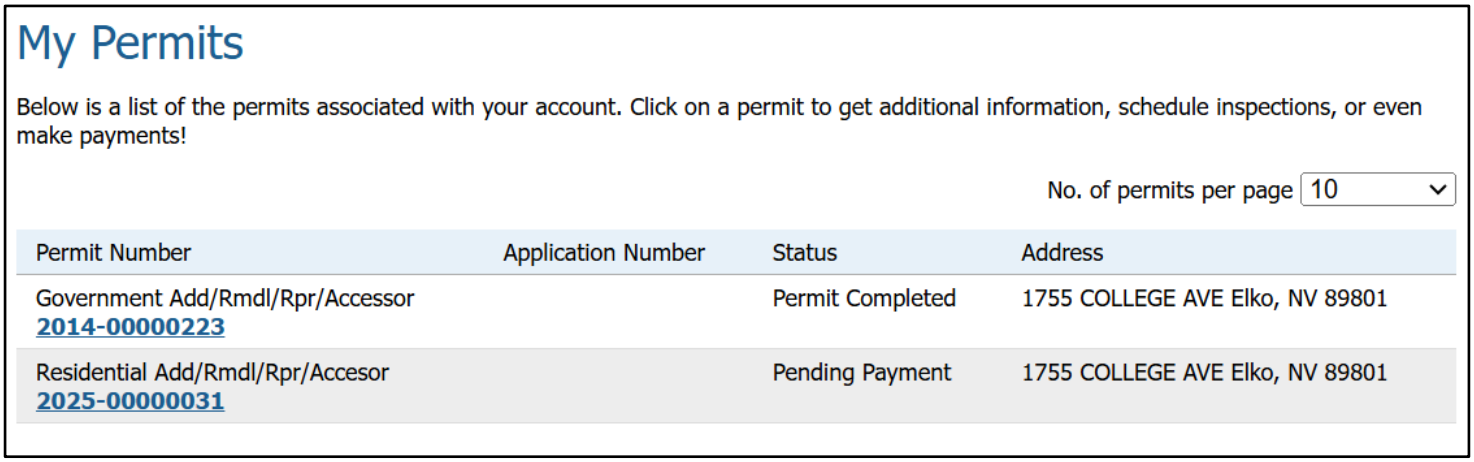
Upload applicable documents and click “CONTINUE…”



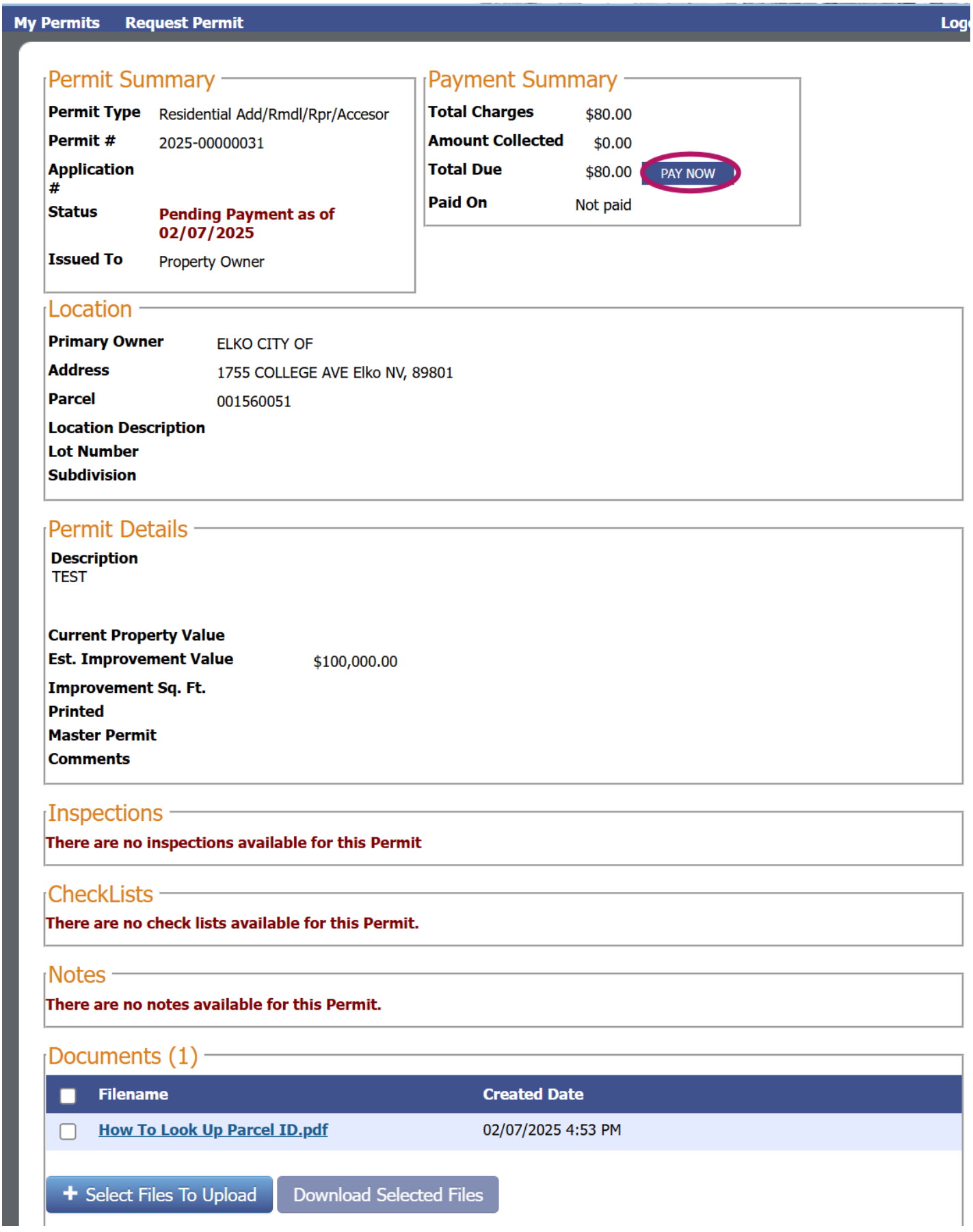
Your permit request has now been submitted and will show under “My Permits”.



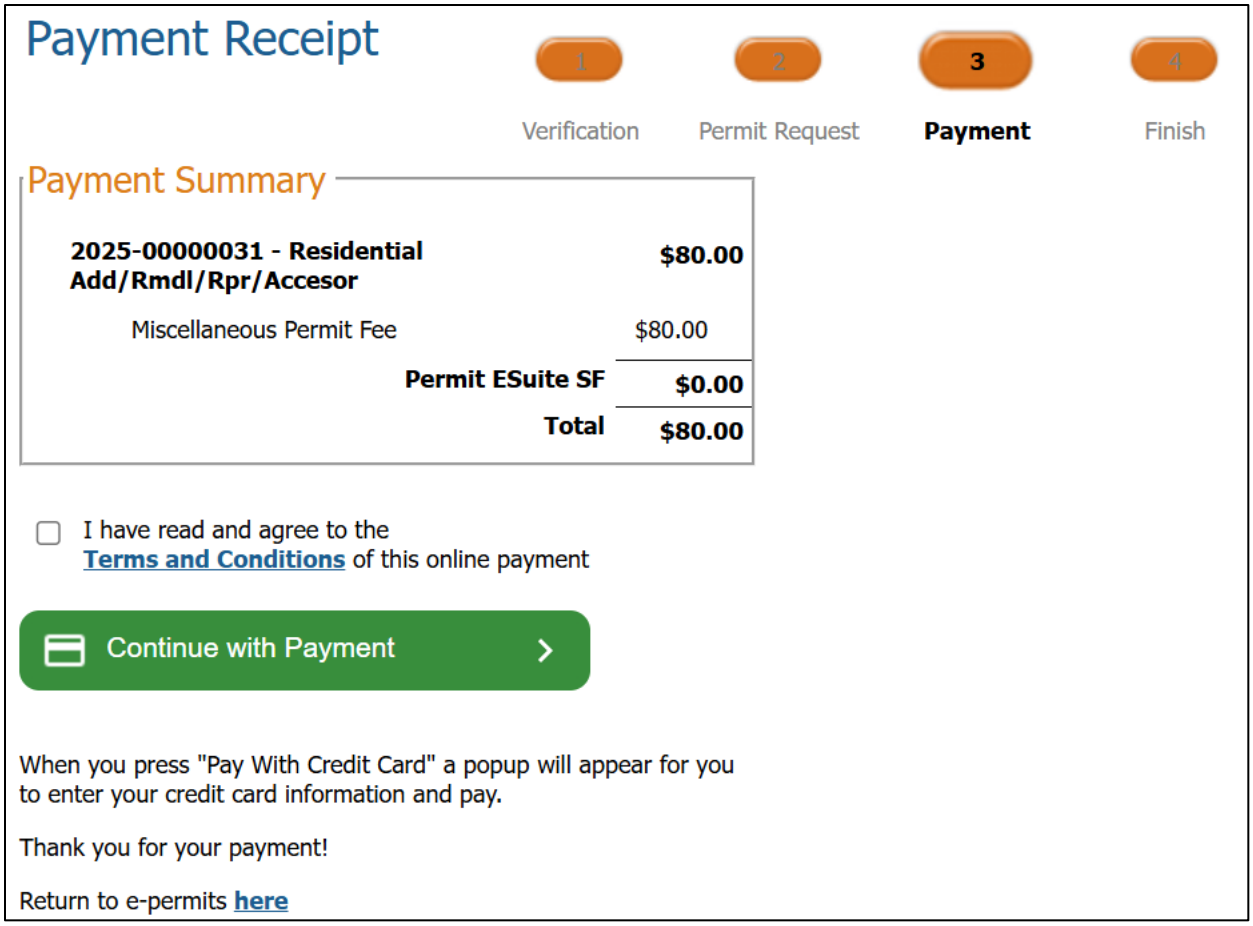
Once the permit is reviewed by the City, the permit # will become a link. Click it for more information regarding the permit request.



From here, you can see if an amount is due, upload additional documentation and view notes and inspections. Click “PAY NOW”, to make a payment.

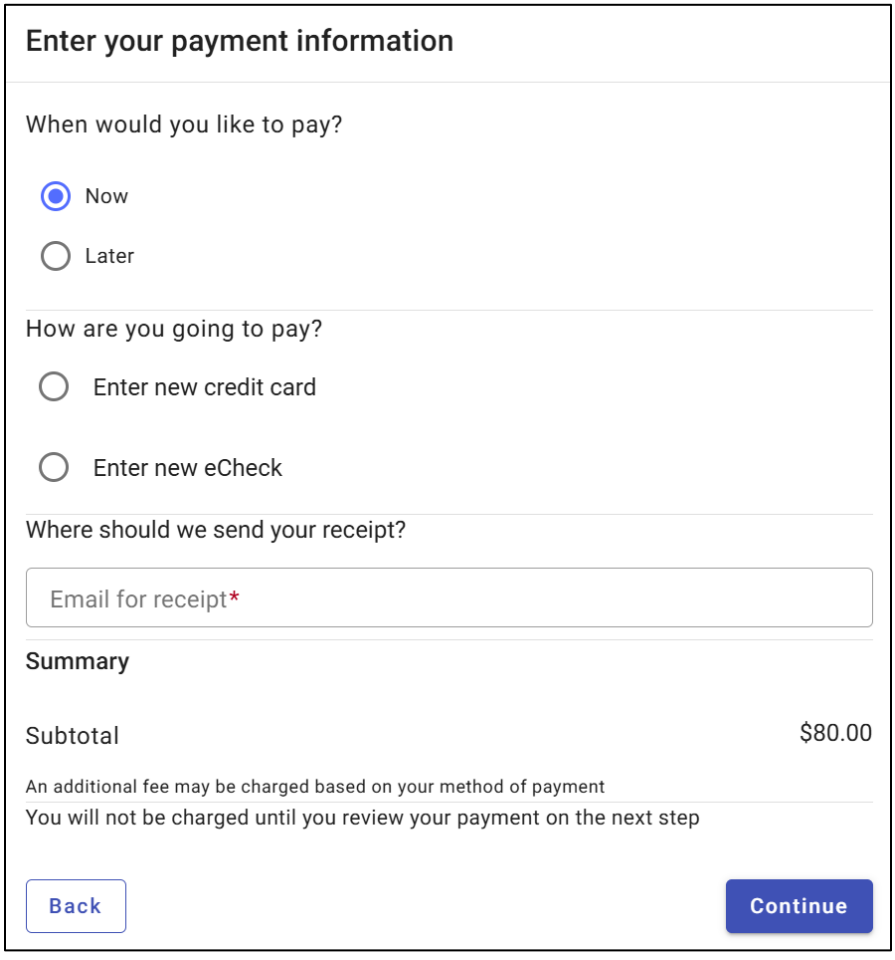


Click “Continue with Payment”



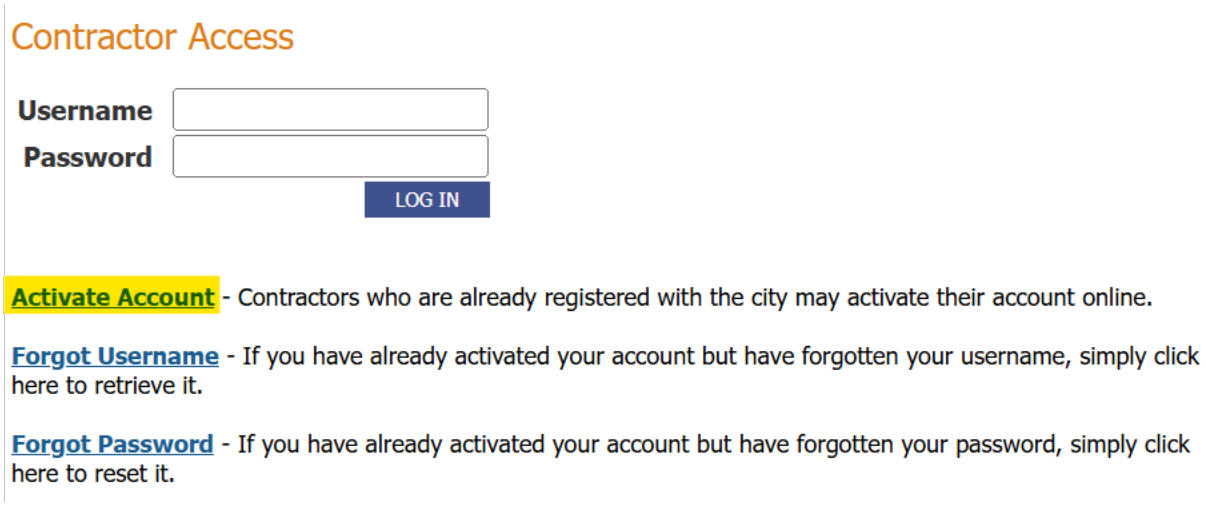
Select payment method and enter payment information.

Click “Continue”and the payment information will be sent to your email.

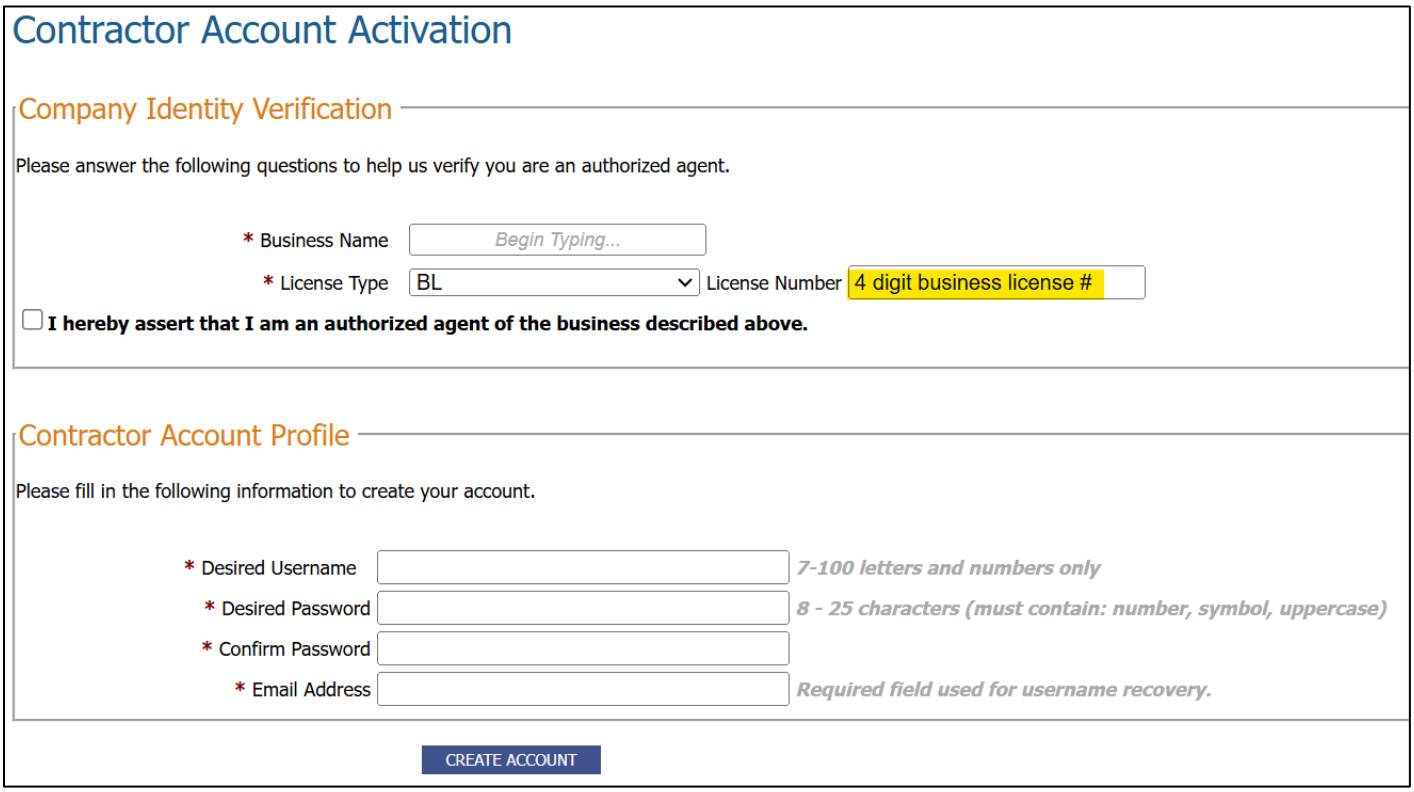


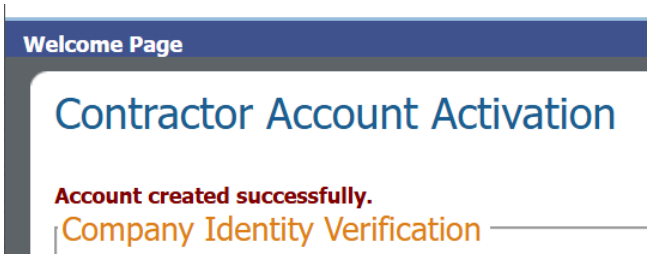
Contractor Access

Step 1: Activate your account. The first time using the portal, you'll need to perform a one time activation of your account. Begin typing the business name as it appeas on the busines license. Select from the drop down menu. If your business name does not show up, please contact the City Clerk's office at (775) 777-7138. Business license information can be found **here**.

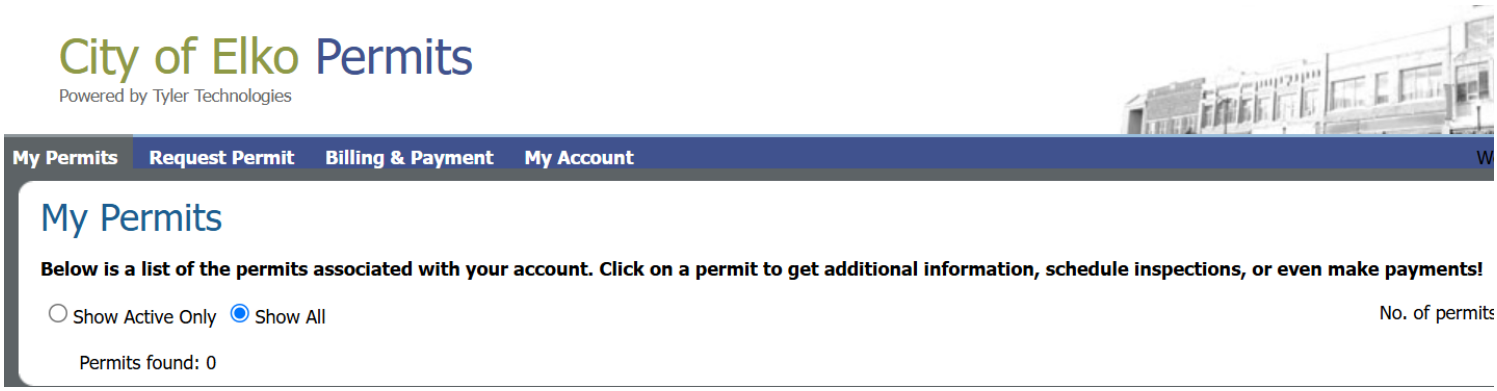


Select "BL" for business license then enter the four digit business license #.
Enter required fields and click "Create Account".



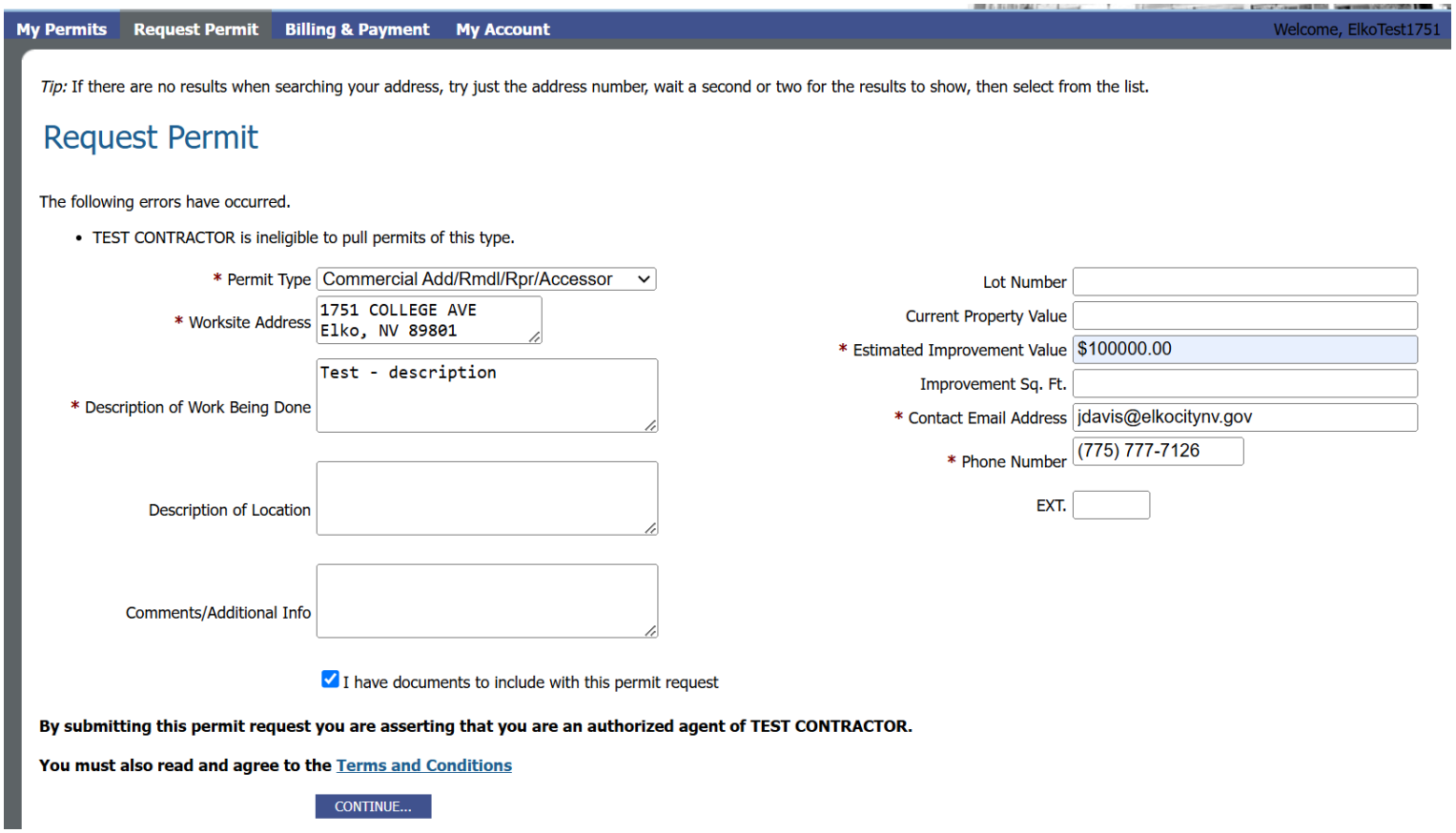


As a verification, the site should say "Account created successfully".
Click "Welcome Page" to return to the home page. Use the newly created credentials to log into your account.
You'll be directed to the main "My Permits" page to view the status of your permits and permit history.

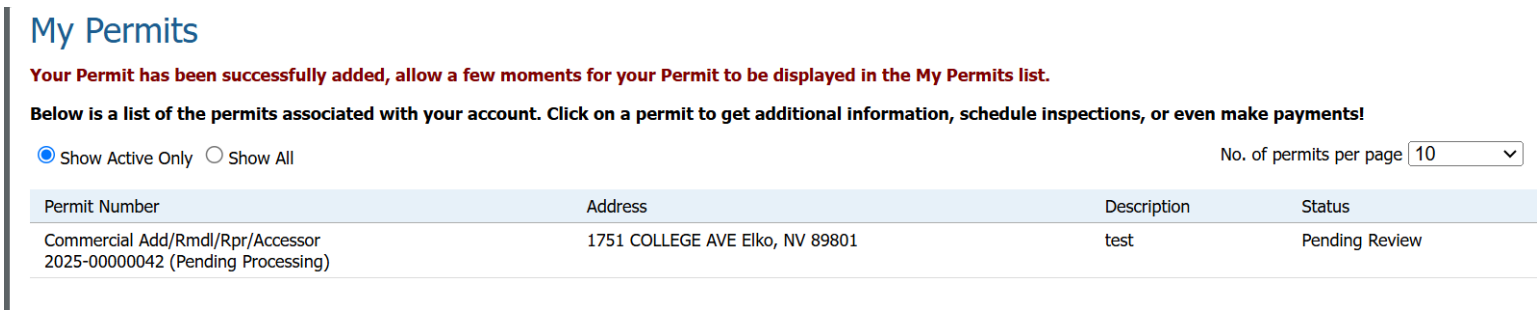


Step 2: Select “Request Permit” and enter requred information and select “CONTINUE…”

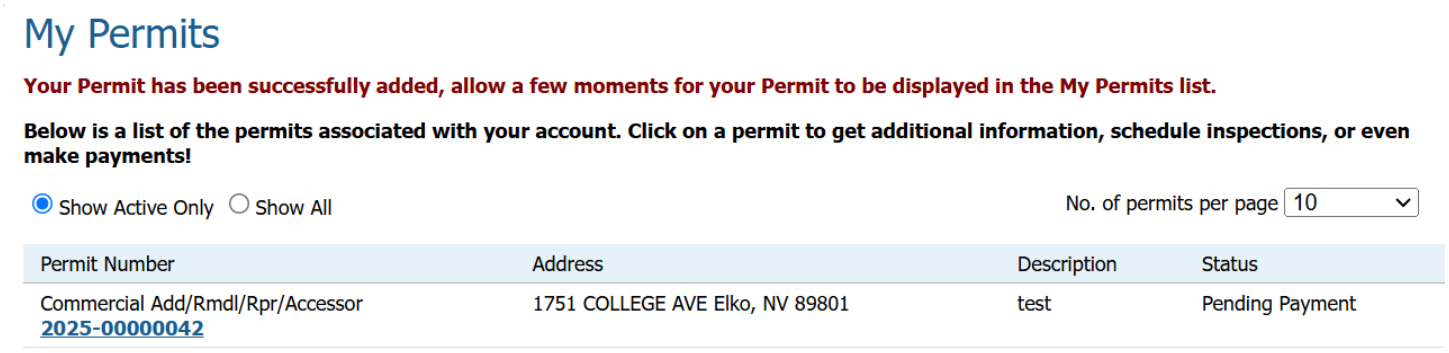
By selecting “I have documents to include with this permits request”, a screen will come up after “CONTINUE…” to allow you to upload documents.



While your permit is in review, it will show “Pending Review”. Please allow 3 to 6 business days for processing.



Step 3: Once the permit is reviewed, the permit # becomes a blue link.

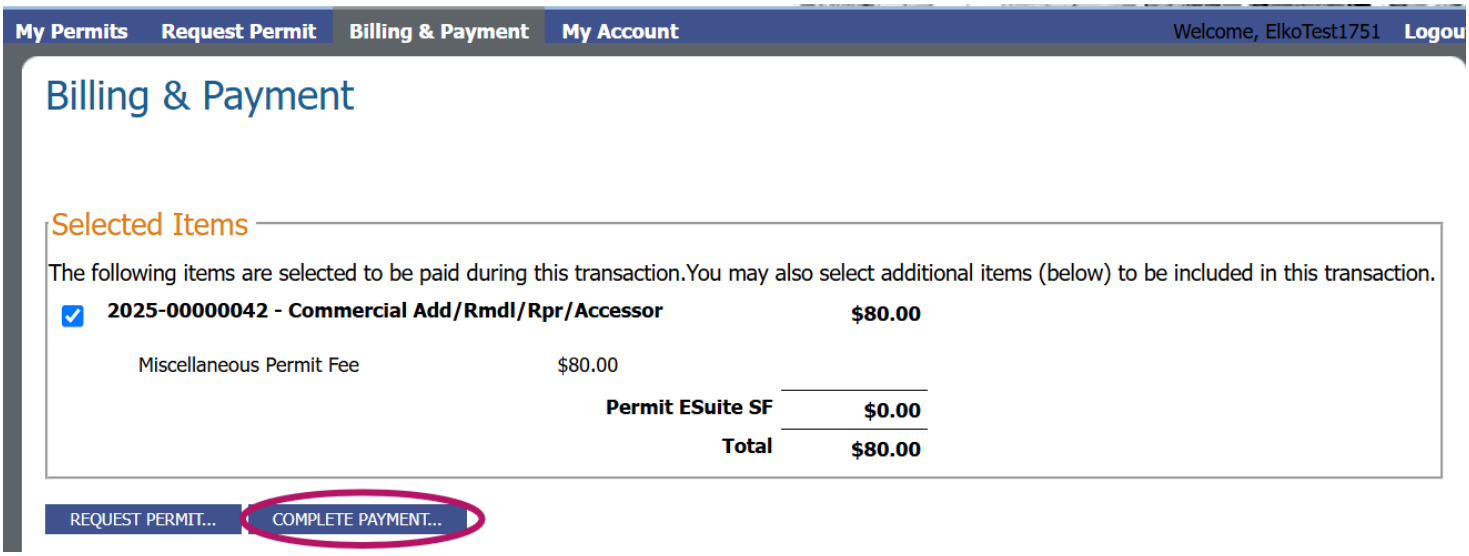


Click the permit # to see the permit details. If a balance is due, it will be shown with a "PAY NOW" option.

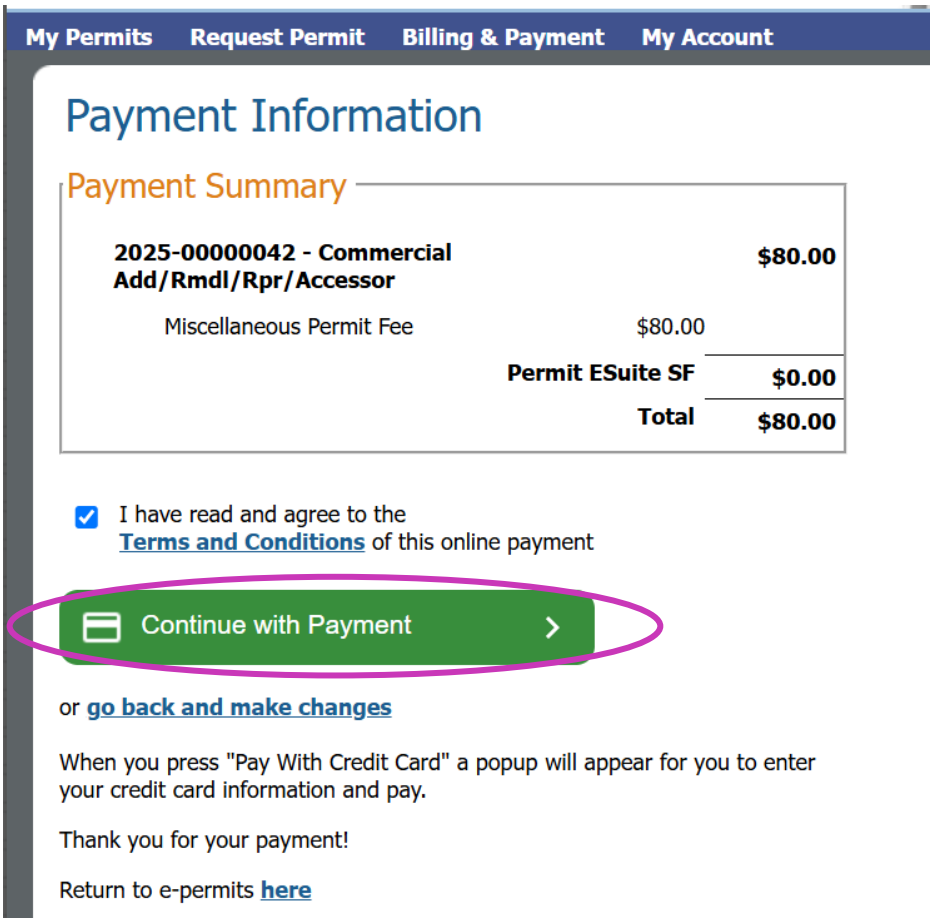


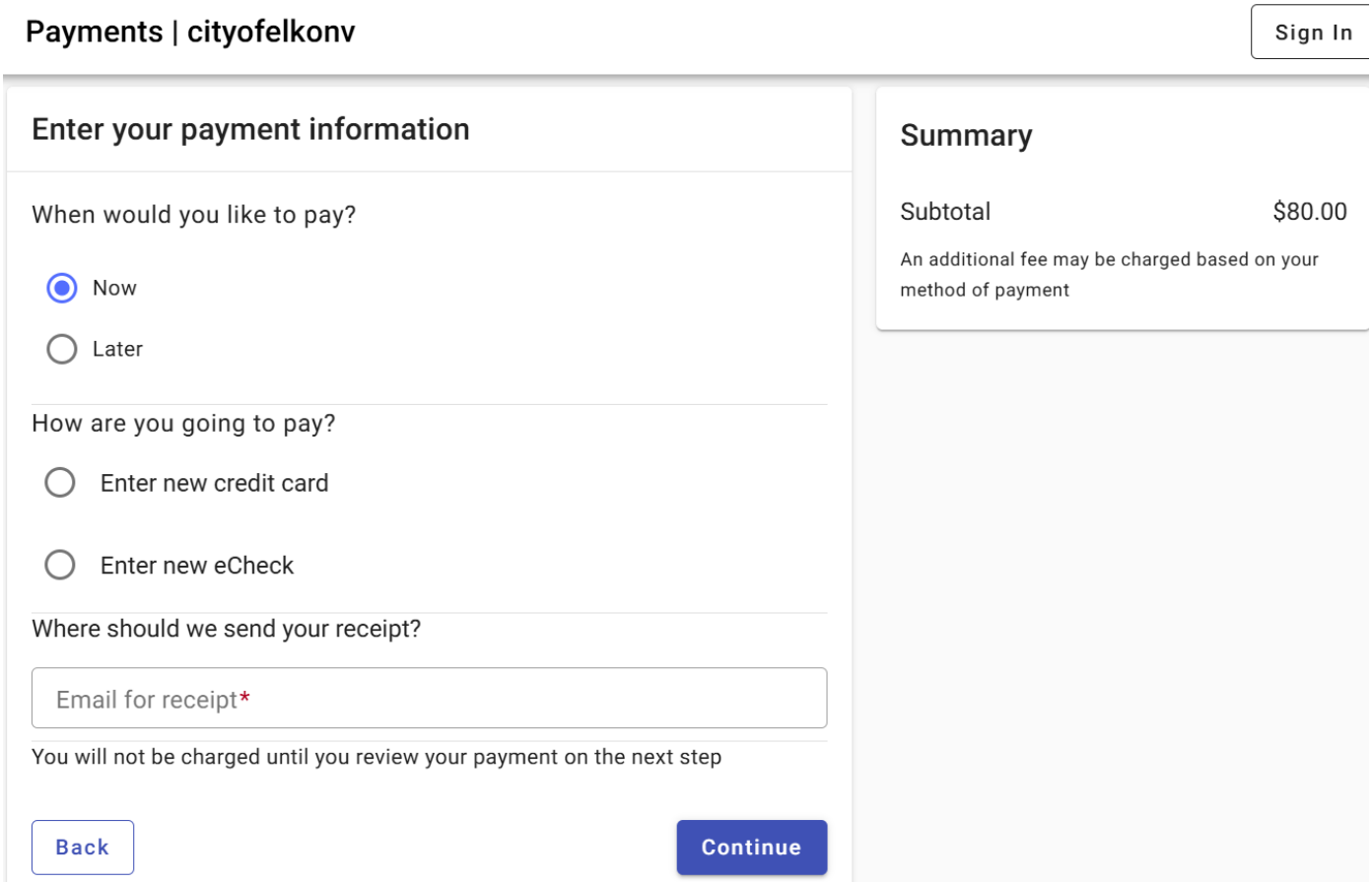
Select the permit # you want to pay. Please note that for payments equal to or less than $2,000, the City absorbs the processing fee. For payments over $2,000, there will be a parital fee passed through of 2.5%.

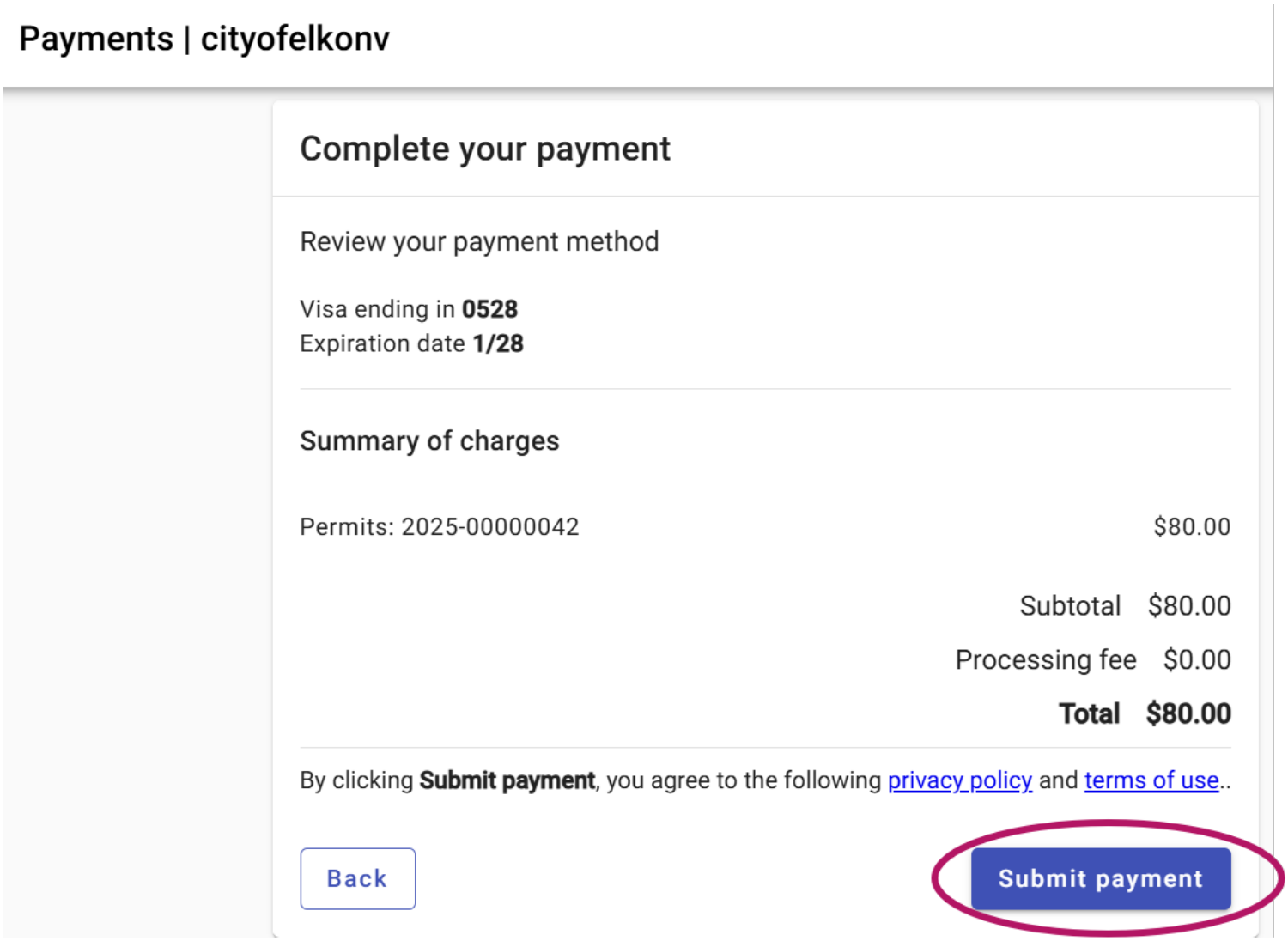
For significnatly large permits, please contact the City for payment options (775-777-7220).

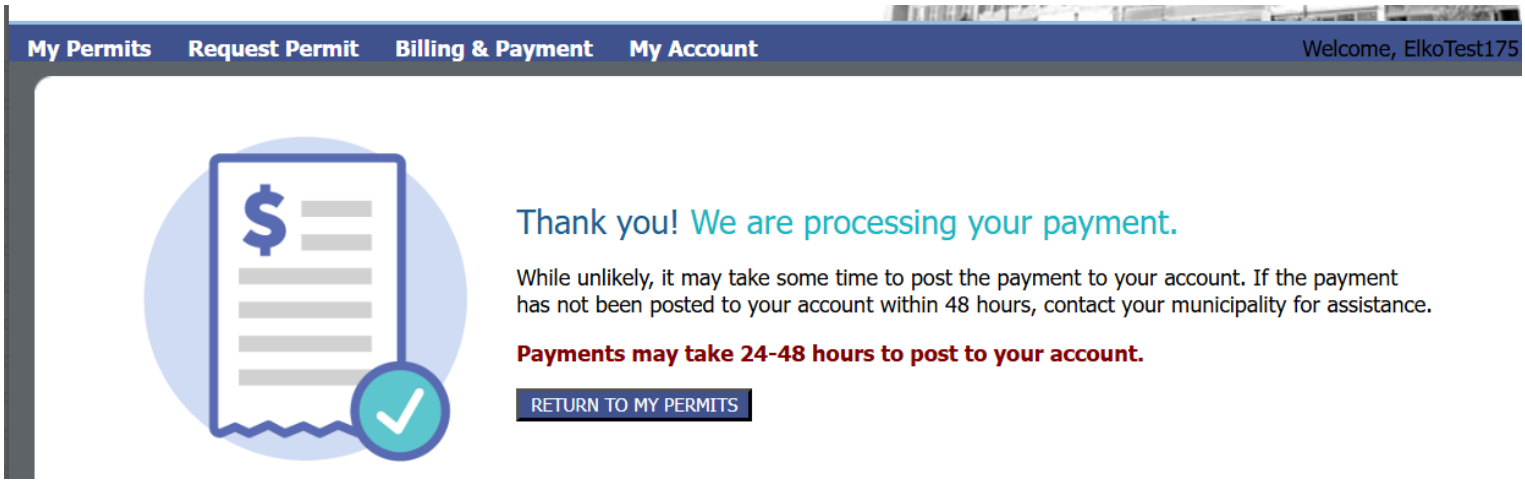


Select "Continue with Payment" then select payment method.

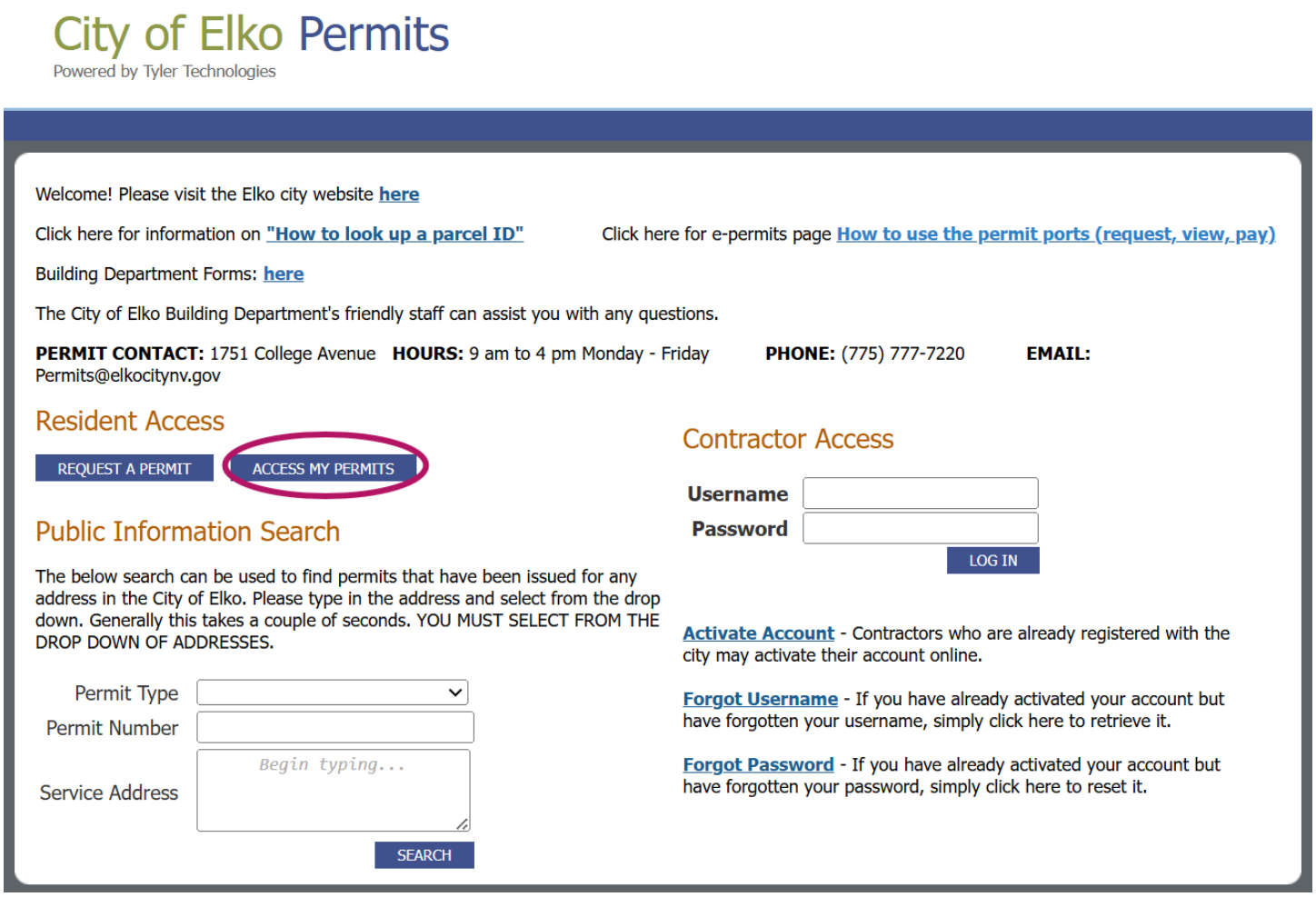

My Permits
Request Permit
Billing & Payment
My Account
Payment Information
Payment Summary
2025-00000042 - Commercial Add/Rmdl/Rpr/Accessor
$80.00
Miscellaneous Permit Fee
$80.00
Permit ESuite SF
$0.00
Total
$80.00
I have read and agree to the Terms and Conditions of this online payment
Continue with Payment
or go back and make changes
When you press "Pay With Credit Card" a popup will appear for you to enter your credit card information and pay.
Thank you for your payment!
Return to e-permits here


Payments | cityofelkonv
Sign In
Enter your payment information
When would you like to pay?
Now
Later
How are you going to pay?
Enter new credit card
Enter new eCheck
Where should we send your receipt?
Email for receipt*
You will not be charged until you review your payment on the next step
Back
Continue
Summary
Subtotal
$80.00
An additional fee may be charged based on your method of payment


Payments | cityofelkonv
Complete your payment
Review your payment method
Visa ending in 0528
Expiration date 1/28
Summary of charges
Permits: 2025-00000042 $80.00
Subtotal $80.00
Processing fee $0.00
Total $80.00
By clicking Submit payment, you agree to the following privacy policy and terms of use..
Back
Submit payment


My Permits
Request Permit
Billing & Payment
My Account
Welcome, ElkoTest175
Thank you! We are processing your payment.
While unlikely, it may take some time to post the payment to your account. If the payment has not been posted to your account within 48 hours, contact your municipality for assistance.
Payments may take 24-48 hours to post to your account.
RETURN TO MY PERMITS

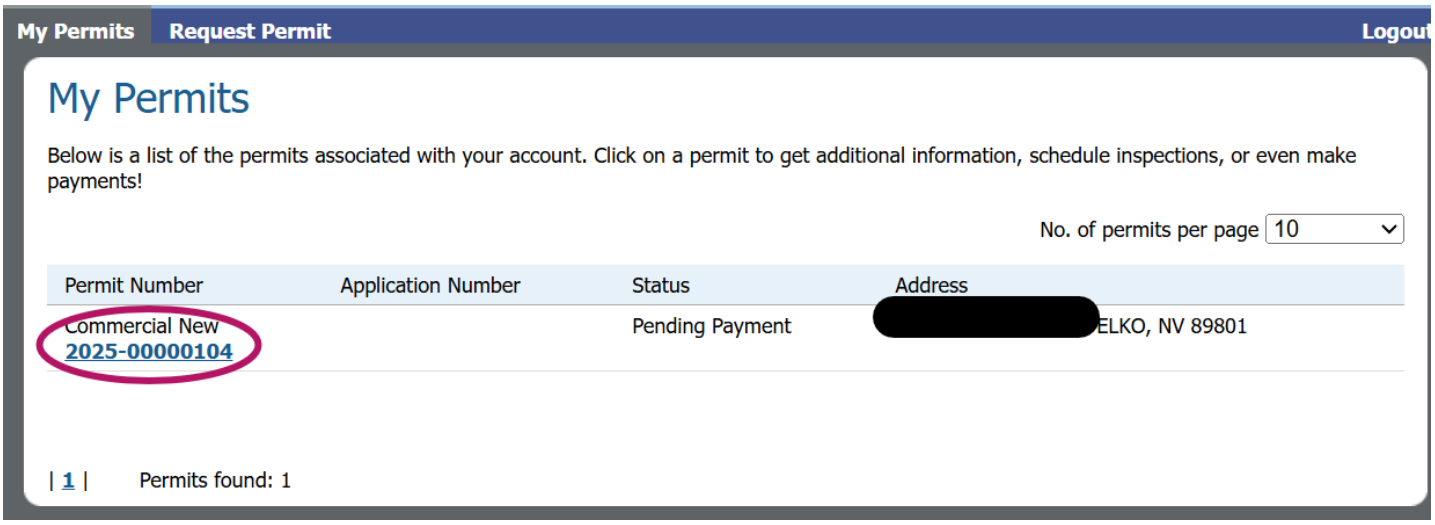
Someone other than the Contractor permit holder paying for the permit?



Enter the address (select from drop-down) and enter the parcel #. See page 3 if the parcel number is not known.



Click the permit number to be taken to the detail screen. If an amount is due, “PAY NOW” will be shown.



See pages 10 – 12 for payment information.

