ALiS

Centralized Licensing, Inspections and Complaints System (CLICS)

Primary Treatment Unit Plan Review Application - Consumer Application Instructions

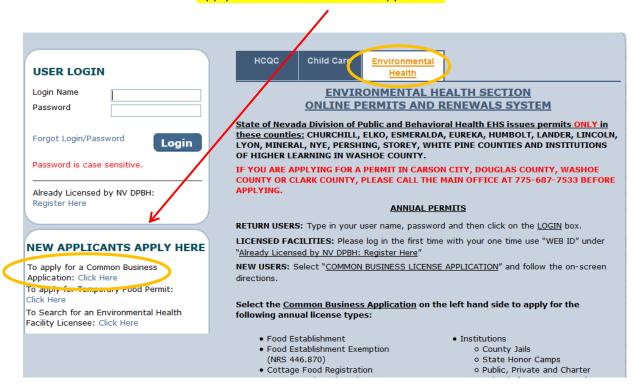
The Primary/Secondary Treatment Unit Plan Review application is used for manufacturers who wish to distribute septic system components in Nevada. Please use this document to assist you in completing your online application. Additional support and system requirements can be found at http://dpbh.nv.gov/Reg/CLICS/CLICS - Home/. For questions specific to your application, please contact the main Carson City office.

The application system is designed to handle a wide variety of application types, and there are some unique instructions specific to this application. Please refer to these instructions if the information requested seems unclear.

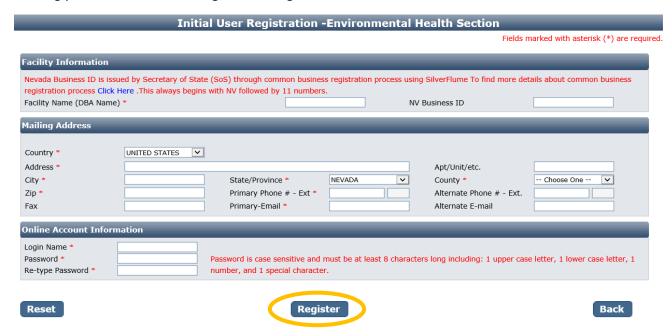
The Environmental Health Section may take up to a **30 days** to process a completed application, depending on the workload of the office. Please submit your application as early as possible. Your application is not complete until all requested materials are received by EHS.

Step 1: Initial Registration

To begin the licensing process, go to https://nvdpbh.aithent.com/login.aspx and then click on the Environmental Health tab. Select the blue "Click Here" after "Apply for a Common Business Application":



This will bring you to the Initial User Registration Page:



You will need to fill out the following:

- **Facility Name (DBA):** this should be the registered name of your business.
- NV Business ID: Only fill this out if you have a state business license that is associated with the company that is manufacturing or distributing this primary treatment unit. It would be "NV" followed by 11 numbers. If your company is not based in Nevada and you do not have a state business ID, leave this field blank.
- Mailing Address Section:
 - Enter the street address or PO Box where you receive correspondence for your business
 - City/State/County/Zip: enter the appropriate values that go with the mailing address
 - o Phone/Email: use the phone/email you wish EHS to contact you at regarding your application
- Account Information (Login):
 - The Login Name can be anything using A-Z and 0-9. Take note of it before submitting the form so you don't forget. EHS recommends not using a personal login, but something related to the business.
 - o Password: must conform to the text in red, for example "MyBusiness.6" contains all the elements needed. Make the password something you can remember, but not easy to guess.
- When you are done with the form, click the **Register** button.

Step 2: Application Types

Select "Sewage Programs" and then in the area that appears below select one option. Select "Primary/Secondary Treatment Unit Plan Review" from the list of credentials. For more information on this program, click the blue "Information" link.

When you are finished click the **Next** button.

Application Type *				
Which application would you like to apply?				
○ Food Establishment ○ Public Bathing Place				
Cottage Food Registration Public Accomodations				
Food Establishment Exemption	acturer			
○ Shellfish Distributor ○ Camping and Recreational Vehicle Park				
Bottled Water Distributor Institutions				
Certificates of Free Sale Sewage Programs				
Farm to Fork Registration				
Credential	_	_		
☐ INDIVIDUAL SEWAGE DISPOSAL SYSTEM INFORMATION	Endorsement	N/A		
SEPTIC TANK PUMPING CONTRACTOR INFORMATION	Endorsement	N/A		
SEPTIC TANK LOAN CERTIFICATIONS INFORMATION	Endorsement	N/A		
✓ PRIMARY TREATMENT UNIT PLAN REVIEW - INFORMATION	Endorsement	N/A		
Reset	Next			

Step 3: Entity Information:

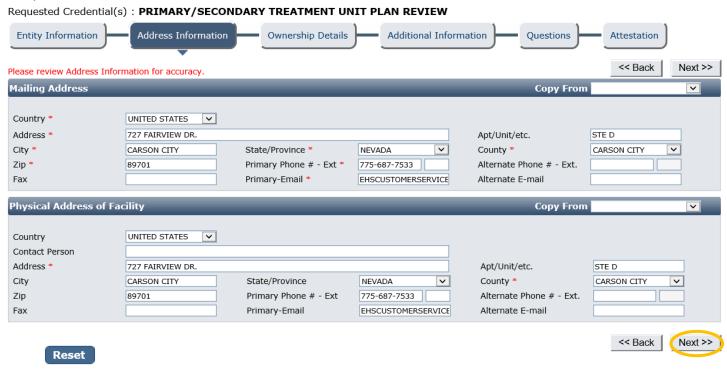
This screen collects information specific to your business.

- Business Entity Information

- Facility Name (DBA): This will be automatically filled in from your registration, however if you mistyped you may correct it here.
- NV Business ID: This will be automatically filled in from your registration but cannot be changed here.
- Registered Name/Legal Business Name: this should be the exact name on your state business license, if applicable. It may be different from your DBA name.
- Ownership Type: Select from this list. LLC, Corporation, etc. depending on the business type.
- o **Primary Contact Information:** Enter the primary point of contact for your business/application, and their phone and email. Their role may be owner, manager, etc.
- When you are finished filling out the form, click the **Next** button.



Step 4: Address Information:



Most of the information in the Mailing Address section will be auto-filled from the initial registration screen. Please verify this information is complete and is the address you want mail sent to.

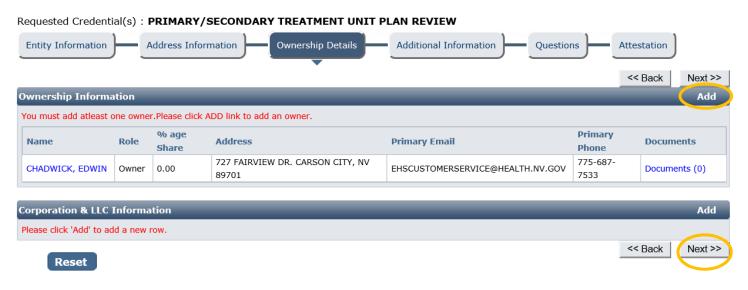
The physical address can be your business headquarters or manufacturing location. If your mailing and physical addresses are the same, please use the "Copy From" function on the right side of the screen.

*** NOTE: Once the physical address has been entered and the application submitted, you will not be able to edit the physical address again. If you notice any errors, please contact the Carson City office to correct the address. ***

When you are done, click the **Next** button.

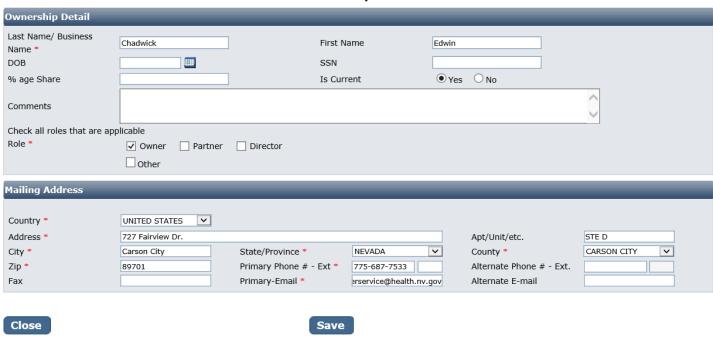
Ownership Details:

Select the **Add** button on the "Ownership Information" line to add a new owner. You will not be able to submit your application until you have entered at least one owner.



A popup will appear to enter details:

Ownership Detail



It has many fields you may complete, but only the ones marked with a red * are required:

- **First and Last Name/Business Name**: enter the full first and last name of the owner, or the name of the business as applicable
- **Role**: select Owner, Partner, Director, or Other (if other, fill in the role)
- **Mailing Address Section**: This may be the personal mailing address and contact information of the owner or for the business. This may be different from the facility addresses entered earlier

When you are done select the **OK** button. Repeat this process for any other owners. When you are finished, use the **Next** button.

Additional Information:



*** The accuracy of this section will determine the fees charged at the end of the on-line application process. ***

This information is extremely important for accurate records. It has a section for each license with the same fields:

- **Establishment Name**: This is the specific name of the product you are applying to have reviewed:
 - o Example: 1500 gallon pre-cast concrete septic tank or Super DeNite10000 nitrogen removal unit
- Responsible Person: This is the business name
- County: Select ALL from the drop-down list.
 - NOTE: approval for All Counties does not include Washoe County (Reno/Sparks), Clark County (Las Vegas) or Carson City and Douglas County (Lake Tahoe/Minden/Gardnerville). You may need to apply separately to the local health authority for your product to be installed in those counties.
- Plan Review option: select "Yes" and "Full Plan Review"

This page contains fields that are used by other programs. Leave all fields except the ones just listed blank.

When you have completed this page, click the **Next** button.

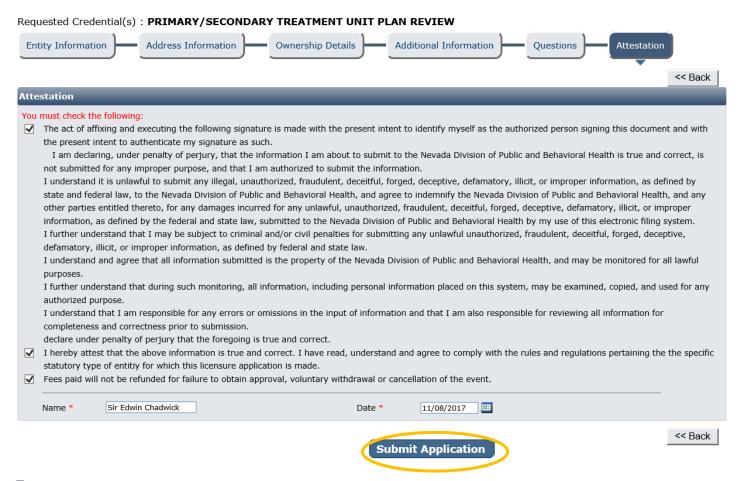
Questions:

This page displays a list of questions that must be answered regarding your permit type. At this time, there are no additional questions for this application. Click **Next**.



Attestation and Electronic Signature:

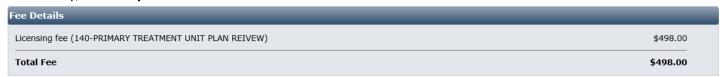
Read the legal statements and agree by checking the box to the left. Enter your full name (this is your digital signature) and the current date. When you are done, select "Submit Application".



Fees:

"Fee Details" explains what fees are being charged for this credential type. **Please review these charges** and contact your local field office if you see an error or do not understand the charges before you pay.

When ready, select Pay Now to continue.



Do NOT push the "Pay Now" button more than once.

Do not push the go back arrow using your browser. To review or update your application information click on "Edit Application".

Failure to comply with these instructions may result in multiple charges.



You will be redirected to the secure payment gateway.

Select your payment method:



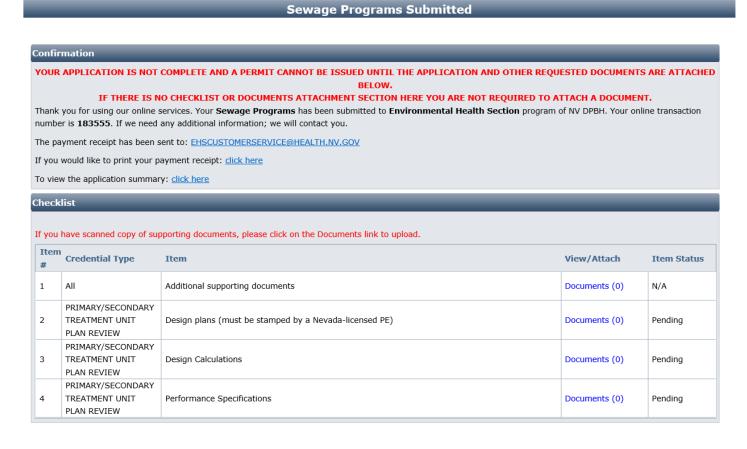
Fill out the form (which depends on the selected payment method) and submit when completed.

IMPORANT NOTICE: YOU ARE NOT DONE YET

Checklist: Applications and Documentation

After the payment has been processed, you will see the following checklist. You must add each requested document before your application can be processed. Note your transaction number in bold. Your receipt will have been emailed, but you may also view or print it from this page. You may also save a copy of the application summary for your records.

Checklist items are not optional. If more than one checklist item is contained in a single document, please upload the document only once under "Additional Supporting Documents". Click the "Documents" link in the View/Attach column on the right side to upload a document for staff review. When you do this, a popup will appear with directions on how to upload your document(s).



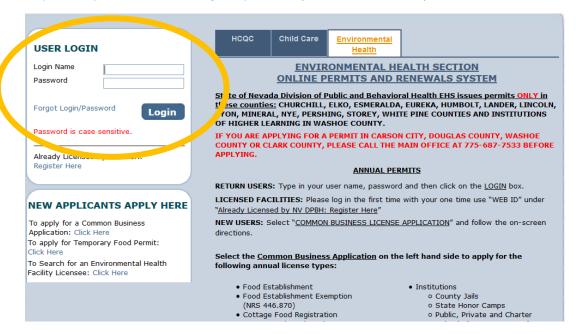
Return to Home

Logout

When all required items are uploaded and have been reviewed by EHS staff, your application will be processed.

Returning to your account:

To return to your account to complete an application or manage your licenses, go to https://nvdpbh.aithent.com/login.aspx, enter your user name and password and then click the **Login** button:



You will see a menu on the left side:

Contact Information

Name: CONSTRUCTION PERMIT

727 FAIRVIEW DR.

STE D

CARSON CITY NV 89701 Phone #: 775-687-7533

Email: EHSCUSTOMERSERVICE@HEALTH.N\

١	WHAT DO YOU WANT TO DO?
1	View Pending Online Application(s)
1	Renew
1	Apply for New License
	Print Receipt
	Statement of Deficiency/OOC
	Pay Invoice(s)
	Remodel
(Change Contact Information
3	View Credential(s)
(Change Password

Select what action you would like to take now that you're logged in. You may use:

- View Pending Online Application: to continue the application
- Apply for a new license: to apply for a new plan review under the same profile. Use this if you have multiple tank/unit sizes or designs needing approval.
- Print Receipt: to review receipts
- Pay Invoice(s): to pay invoices EHS has assessed
- View Credential(s): to view a list of all plan reviews submitted by this account
- Change Password: to change your password

Contact the Carson City office for instructions before selecting the other options.

To complete pending applications, select "View Pending Online Application(s)". You will see a list of applications for review. To continue an application you started **but have not submitted or paid for**, select "Continue Application". To add documents to submitted application with an incomplete checklist, select "View Details":



Follow the instructions elsewhere in this document to complete your application.

In the event that you are misbilled, EHS generate an invoice and request you pay it through the application system. For more information see the invoice guidance document on http://dpbh.nv.gov/Reg/CLICS/dta/FAQ/CLICS-FAQs/.