

How To Register Your Property Online

City of Omaha Planning Department

Register For An Online Account

Click on one of the three links to register for an online account.
If you already have an account, skip to page 6.

The screenshot shows the Omaha Rental Registration website. At the top, there is a navigation bar with links: Program Info, Site Navigation, Register Your Property Here!, Online Support, and City of Omaha. Below this, there is a search bar and a link to Register for an Account. The main content area has a login section with fields for Username and Password, and a Login button. Below the login section, there is a link to Register Now. A red circle highlights the Register Now link. A red arrow points from the Register for an Account link in the navigation bar to the Register Now link.

You will be taken to the General Disclaimer, please check the box once you have read and accepted the terms, click *Continue Registration*.

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
- Contractor ID Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer

The City reserves the right to deny access to obtain a permit online if the person, firm or corporation obtains a permit that they are not licensed or qualified to obtain, is shown to be willfully negligent or incompetent or for any reason judged appropriate by the Planning Director.

While the City attempts to keep its Web information accurate and timely, the City

☒ I have read and accepted the above terms.

Continue Registration »

Creating Your Login

1. Create a User Name
2. Add your E-mail Address
3. Create a Password
4. Confirm Password
5. Create a Security Question and Answer
6. Click *Add New* To Add Your Contact Information

Login Information

* User Name: ? 1.
OmahaRentalRegistration

* E-mail Address: ? 2.
Permit.Info@cityofomaha.org

* Password: ? 3.
.....

* Confirm Password: ? 4.
.....

* Enter Security Question: ? 5.
Name of first dog?

* Answer: ?
Dog

Contact Information

Click "Add New" to enter your contact information.

Add New 6.

1. First Name
2. Last Name
3. E-mail Address
4. Contact Address (*not rental address*), City, State, Zip Code
5. Contact Phone #
6. Click *Continue*
7. Once you have click *Continue*, a pop-up will appear, click on *Continue* to have your contact information added to the account.

7. →

The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

Continue **Cancel**

1. →

2. →

3. →

4. →

5. →

6. →

Contact Information

* First: Middle: * Last: Suffix:

* E-mail:

Name of Business:

* Address Line 1:

* City:

* State:

* Zip:

* Phone 1: Phone 2:

Continue **Clear** Discard Changes

Confirmations

Your contact will added successfully, click on *Continue Registration*.

Contact Information

Click "Add New" to enter your contact information.

✓ Contact added successfully.

Rental Registration
City of Omaha
Permit.Info@cityofomaha.org
Home phone:402-444-5350
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

[Continue Registration »](#)

Your account has been successfully created!



Your account has been successfully created. If you are a licensed professional with the City, email our Department at Permit.Info@cityofomaha.org to associate your license information. Homeowners doing their own work can login and begin the permit process.

Your account has been successfully created.

Congratulations! You have successfully created an account with the City of Omaha. If you have registered as a licensed professional, additional activation by the City may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

Account Information

User Name:	OmahaRentalRegistration
E-mail:	Permit.Info@cityofomaha.org
Password:	*****
Security Question:	Name of first dog?

Contact Information

Rental Registration	Home Phone: 402-444-5350
City of Omaha	Mobile Phone:
1819 Farnam St	
Permit.Info@cityofomaha.org	

[Login Now](#)

Login

Enter your *Username* and *Password*, then click *Login*.

Omaha Rental Registration

Program Info ▾ Site Navigation ▾ Register Your Property Here! Online Support ▾ City of Omaha

Announcements Accessibility Support Register for an Account Login

Search ...

Username: OmahaRentalRegistration Password: ***** Login »

☐ Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

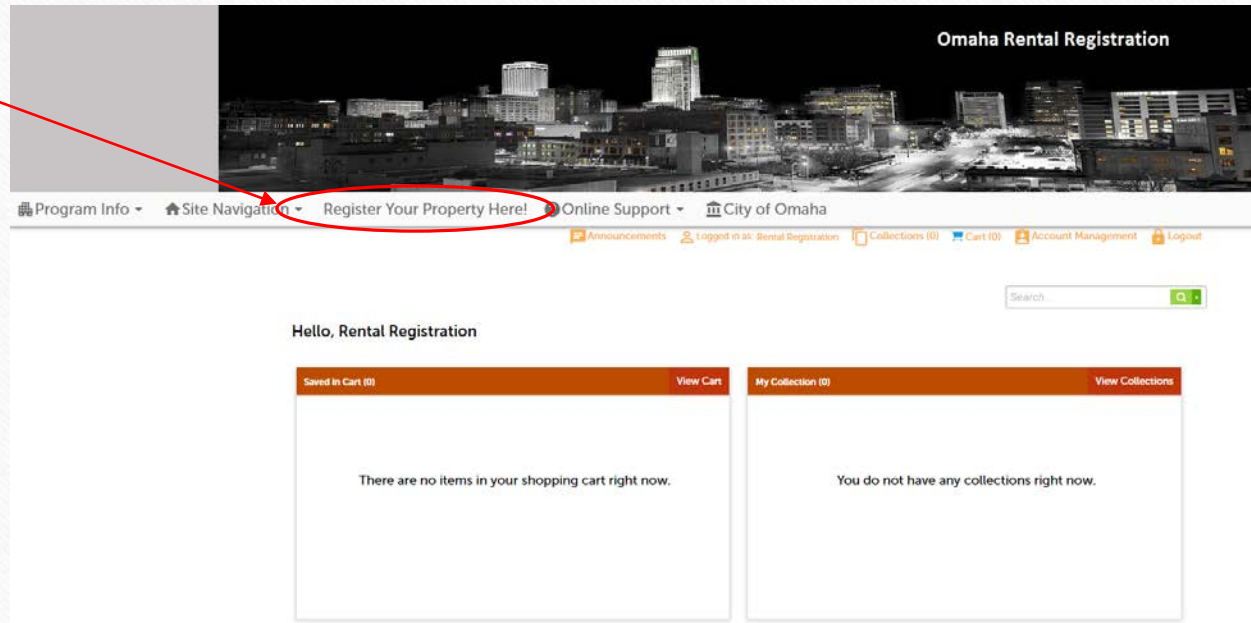
Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, checking on the status of pending activities, and more.

[Register Now »](#)

Register Your Property

Click on *Register Your Property Here!* to start the registration for your property.



Register Your Property cont...

You will be taken to the General Disclaimer, please check the box once you have read and accepted the terms, click *Continue Registration*.

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
- Contractor ID Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer

The City reserves the right to deny access to obtain a permit online if the person, firm or corporation obtains a permit that they are not licensed or qualified to obtain, is shown to be willfully negligent or incompetent or for any reason judged appropriate by the Planning Director.

While the City attempts to keep its Web information accurate and timely, the City

☒ I have read and accepted the above terms

[Continue Registration »](#)

Please reference www.dogis.org to see what the parcel address of your Rental property is, if there are multiple addresses on the parcel. Please Follow the instructions given on the Address section.

1 Registration Info 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Registration Info > Address/Parcel/Owner

Visit www.dogis.org for the parcel address of your rental property.

* indicates a required field.

Address

Please enter the work location for your rental application. **Only** enter the "Street No" and the "Street Name" and click the "Search" button. Our address system will validate the address and auto-populate the Parcel and Owner information. If there are two or more addresses that meet your criteria please select the correct address from the returned list.

Examples:	Real Address - 1819 Farnam St Omaha, NE	What to Enter:	Street No.: 1819	Street Name: Farnam
	Real Address - 1234 N 5th St Omaha, NE	What to Enter:	Street No.: 1234	Street Name: 005

****Numbered streets must always have three digits.****
If the address is not showing up, please use the ["Find Master Address"](#) link. Type in the address and click on the parcel to get the master address for that location.

*Street No.:	Direction:	*Street Name:	Street Type:
<input type="text"/>	--Select--	<input type="text"/>	--Select--

[Search](#) [Clear](#)

Register Your Property cont...

1. Add *Applicant* Information
 2. Add *Property Manager* Information
 3. Add *Responsible Party* Information (*if applicable*)
 4. Add *Additional Contact* Information (*if applicable*)
- If you click on *Select from Account*, this will allow you to use the information from when you created your account.
 - If you click on *Add New*, this will allow you to add a new contact for that particular section.

Rental Registration

1 Registration Info 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Registration Info > Contacts * indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

Property Manager

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

Responsible Party

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

Additional Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

Save and resume later Continue Application »

Register Your Property cont...

1. Select the *Rental Type* from the drop-down list.
2. Add a *Complex Name*, if applicable.
3. Add the *Total Number of Units on the Parcel*.

Rental Registration

1 Registration Info 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Registration Info > Buildings

[Need Help?](#)

* indicates a required field.

Property Info

GENERAL

* Rental Type: Multi-Family

Complex Name?: * CIVIC BUILDING

* Total Number of Units on the Parcel?: 11

Register Your Property cont...

Click *Add a Row* to add different addresses that are located on the parcel.

Buildings

ADDITIONAL ADDRESSES
Please add all the main addresses that exist on the parcel.

Showing 0-0 of 0

Street Number	Direction	Street Name	Street Type	Number of Units
No records found.				

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Add the different addresses, then enter how many units are on that one address, Click *Submit*.

ADDITIONAL ADDRESSES
Please add all the main addresses that exist on the parcel.

Street Number:

Direction:

*Street Name:

Street Type:

Number of Units:

[Submit](#) [Cancel](#)

Register Your Property cont...

This will add an address to the registration. You can edit/delete the address by clicking on the *Actions* link at the end of the row and selecting either *Edit* or *Delete*.

Buildings

ADDITIONAL ADDRESSES
Please add all the main addresses that exist on the parcel.

Showing 1-1 of 1

<input type="checkbox"/>	Street Number	Direction	Street Name	Street Type	Number of Units	Actions
<input type="checkbox"/>	1819		Farnam	ST	3	Actions

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Continue the prior steps until you have your total amount of units for the parcel in the list. (example: 11 units was put in the total amount of units for the parcel, you should have 11 total units in the list)
Click *Continue Application*

Buildings

ADDITIONAL ADDRESSES
Please add all the main addresses that exist on the parcel.

Showing 1-3 of 3

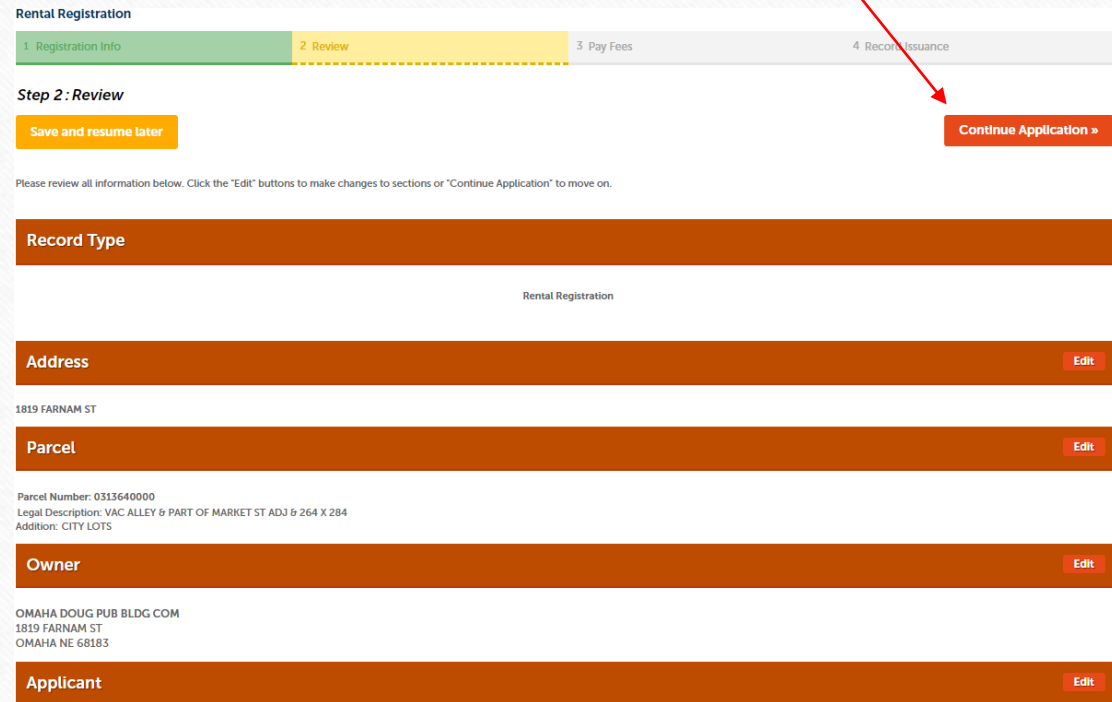
<input type="checkbox"/>	Street Number	Direction	Street Name	Street Type	Number of Units	Actions
<input type="checkbox"/>	1819		Farnam	ST	3	Actions
<input type="checkbox"/>	1821		Farnam	ST	4	Actions
<input type="checkbox"/>	1823		Farnam	ST	4	Actions

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#) [Continue Application »](#)

Register Your Property cont...

You will be taken to a *Review* page, this is where you can make sure that all the information is correct. Once all of the information has been reviewed, please click on *Continue Application* to submit your registration.



Rental Registration

1 Registration Info 2 **Review** 3 Pay Fees 4 Recon Issuance

Step 2 : Review

[Save and resume later](#) [Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Rental Registration

Address [Edit](#)

1819 FARNAM ST

Parcel [Edit](#)

Parcel Number: 0313640000
Legal Description: VAC ALLEY & PART OF MARKET ST ADJ & 264 X 284
Addition: CITY LOTS

Owner [Edit](#)

OMAHA DOUG PUB BLDG COM
1819 FARNAM ST
OMAHA NE 68183

Applicant [Edit](#)

Register Your Property cont...

1. Successfully submitted your registration
2. Click on *Print/View Record* to get your information that is required to be given to you upon registering your property.
3. Rental Registration reference number
4. View the Rental Registration
5. If you have more properties using a lot of the same information, click *Copy Record* to save time. This will allow you to copy information from this record and have it pre-filled in your next registration.

The screenshot shows the 'Step 3: Receipt/Record issuance' page. At the top, there are three tabs: '1 Select item to pay', '2 Payment Information', and '3 Receipt/Record Issuance'. The main heading is 'Step 3: Receipt/Record issuance' followed by 'Receipt'. A green box with a checkmark icon contains the text: 'Your Record(s) has been successfully submitted. If applicable please print your documents below. If you purchased multiple permits in one transaction, please click "View Record" next to each permit below to print your documents.' Below this, there is a red button labeled 'Print/View Record'. Underneath, a brown bar displays the address '1819 FARNAM ST'. Below the address bar, a record is shown with the reference number 'RENTAL-20-00377'. To the right of the reference number are two buttons: 'View Record' and 'Copy Record'. Below the record, there is a blue warning icon and text: 'A notice was added to this record on 01/08/2020. Condition: Property Owner Registered Severity: Notice Total Conditions: 1 (Notice: 1)'. At the bottom of the record section is a button labeled 'View additional details'. At the very bottom of the page is another red button labeled 'Print/View Record'. Five numbered red circles with arrows point to specific elements: 1. points to the green success message box; 2. points to the first 'Print/View Record' button; 3. points to the 'RENTAL-20-00377' reference number; 4. points to the 'View Record' button; 5. points to the 'Copy Record' button.

Rental Registration Information

- The registration is free.
- If you have no existing housing violations with the City of Omaha, inspections will not begin until 2022.
- Inspections will only occur once every 10 years if violations are corrected in the allotted time frame.
- If you have existing housing violations with the City of Omaha, inspections may begin as soon as 2020.

For more information, please visit our site for [Rental Registration](#).

[Click Here](#) to view the ordinance.