

# How To Renew Your License Online

City of Omaha Permits & Inspections

# Create an Account

Only if you do not have an account already.

Click on *Register for an Account* or *New Users: Register for an Account*.

The screenshot displays the City of Omaha website interface. At the top, there is a blue header with the Omaha logo and the word "Omaha". Below the header is a dark blue navigation bar containing links for "Request", "Lookup Tools", "Online Support", "Notifications", and "City of Omaha". A secondary navigation bar includes "Announcements", "Accessibility Support", "Register for an Account" (circled in red), and "Login". A search bar is located on the right side of the page. Below the navigation bars, there is a horizontal menu with "Home", "Permits", "Licenses", "Fire", "Enforcement", and "Public Works". Underneath this menu is an "Advanced Search" section. The main content area features a login form with "Username:" (containing "RenewLicenseOnline") and "Password:" (with masked characters) fields, and a "Login »" button. Below the login form, there are links for "Remember me on this computer", "I've forgotten my password", and "New Users: Register for an Account" (circled in red). Two red arrows point to the circled "Register for an Account" link in the top navigation bar and the "New Users: Register for an Account" link in the bottom section.

# Disclaimer/Registration Information

Read the General Disclaimer and check the box agreeing that you have read and accepted the terms.

The screenshot shows the 'Account Registration Step 2: Enter/Confirm Your Account Information' page. At the top, there is a navigation menu with 'Home', 'Permits', 'Licenses', 'Fire', 'Enforcement', and 'Public Works'. Below the menu is an 'Advanced Search' bar. The main heading is 'Login Information'. The form contains several input fields, each with a red asterisk and a question mark icon: 'User Name', 'E-mail Address', 'Password', 'Confirm Password', 'Enter Security Question', and 'Answer'. Below these fields is a 'Contact Information' section with an 'Add New' button and a 'Continue Registration >' button. On the left side, there is a 'General Disclaimer' section with a scrollable text area and a checkbox labeled 'I have read and accepted the above terms.' Below the checkbox is another 'Continue Registration >' button. Red arrows point from the text on the left to the 'User Name', 'E-mail Address', 'Password', 'Confirm Password', 'Enter Security Question', 'Answer', 'General Disclaimer', 'I have read and accepted the above terms.' checkbox, and the bottom 'Continue Registration >' button.

Fill in the *Login Information* section.  
User Name  
E-mail Address  
Password  
Confirm Password  
Enter Security Question  
Enter Security Question Answer

# Registration Information cont...

Click *Add New* in the Contact Information section.

Home Permits Licenses Fire Enforcement Public Works

Advanced Search

Account Registration Step 2:  
Enter/Confirm Your Account Information

Login Information

\* User Name:  ?

\* E-mail Address:

\* Password:  ?

\* Confirm Password:

\* Enter Security Question:  ?

\* Answer:  ?

Contact Information

Click "Add New" to enter your contact information.

**Add New**

Continue Registration >

### 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

Fill out all fields mark with the asterisk Symbol, then Click *Continue*.

# Registration Information cont...

## Account Registration Step 2: Enter/Confirm Your Account Information

### Login Information

\* User Name:  ?

\* E-mail Address:

\* Password:  ?

\* Confirm Password:

\* Enter Security Question:  ?

\* Answer:  ?

### Contact Information

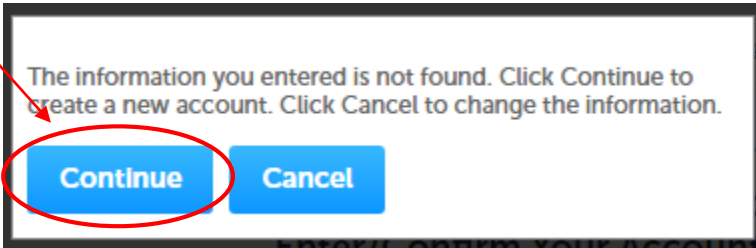
Click "Add New" to enter your contact information.

✔ Contact added successfully.

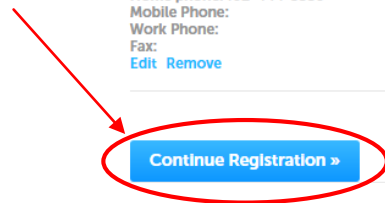
**Renewal License**  
City of Omaha Permits & Inspections  
RenewalLicenseCityofOmaha@CityofOmaha.org  
Home phone:402-444-5350  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

[Continue Registration »](#)

You may have to scroll up to see this message, click *Continue*.



You Contact Information will now be entered in, click on *Continue Registration*.



# Email To Have Your License Added To Your Account

E-mail us at [Permit.Info@cityofomaha.org](mailto:Permit.Info@cityofomaha.org)

E-mail the information below:

Username or E-mail on the Account  
License Number  
Your First and Last Name

# Login To Your Account

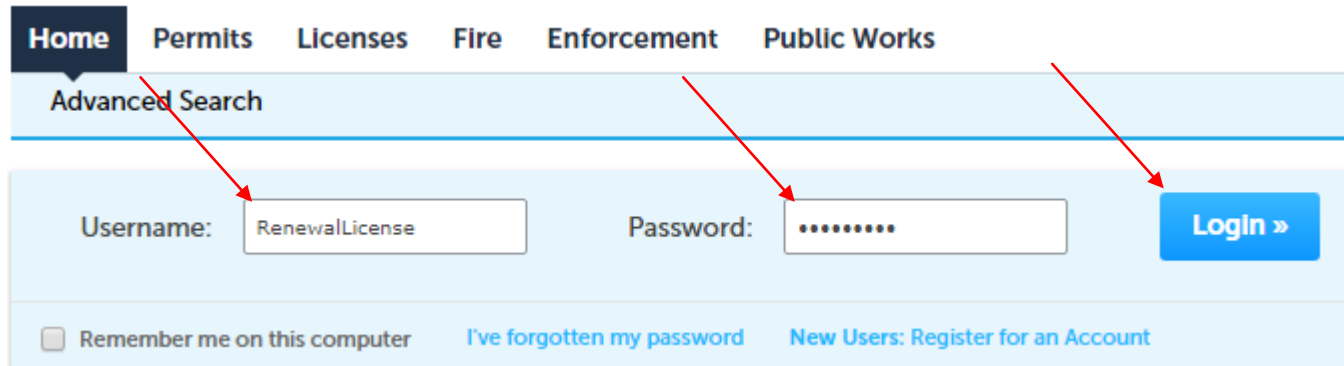
Enter your Username and Password, then click *Login*.

**Home** Permits Licenses Fire Enforcement Public Works

Advanced Search

Username:  Password:  [Login »](#)

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

A screenshot of a web application's login page. At the top, there is a navigation menu with links for 'Home', 'Permits', 'Licenses', 'Fire', 'Enforcement', and 'Public Works'. Below this is a section titled 'Advanced Search'. The main login area contains a 'Username:' label followed by a text input field containing 'RenewalLicense', a 'Password:' label followed by a password input field with seven dots, and a blue 'Login »' button. Three red arrows point from the text above to the username field, the password field, and the login button. At the bottom of the login area, there is a checkbox for 'Remember me on this computer', a link for 'I've forgotten my password', and a link for 'New Users: Register for an Account'.

# Navigate To Your License

Click on the *Licenses* tab

The screenshot shows a web application interface with a navigation bar at the top. The navigation bar includes tabs for Home, Permits, Licenses, Fire, Enforcement, and Public Works. Below this is a secondary navigation bar with Dashboard, My Records, My Account, and Advanced Search. A red arrow points to the Licenses tab. Below the navigation bar, the user is greeted with "Hello, Renewal License". There are two main content areas: "Saved In Cart (0)" with a "View Cart" link, and "My Collection (0)" with a "View Collections" link. Both areas contain the message "There are no items in your shopping cart right now." and "You do not have any collections right now." respectively. At the bottom, there is a "Work In progress" section with a "View All Records" link and a table with columns for Record Name, Record ID, Module, Creation Date, and Action. The table currently shows "No records found".

Home Permits Licenses Fire Enforcement Public Works

Dashboard My Records My Account Advanced Search

Hello, Renewal License

Saved In Cart (0) View Cart

There are no items in your shopping cart right now.

My Collection (0) View Collections

You do not have any collections right now.

Work In progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				



# Navigate To Your License cont...

Your license will show below after the License has been added to your account. Click on the *Renew Application* link next to your license.

Home Permits **Licenses** Fire Enforcement Public Works

Search Applications

## Records

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	License Number	License Category	Description	Status	Expiration Date	Action	Related Records	Short Notes
<input type="checkbox"/>	11/03/2017	<a href="#">LIC-1702418</a>	Building License	Building Class A	About to Expire	12/31/2018	<a href="#">Renew Application</a>	0	

# License Renewal Application

Verify that your contact information looks correct, click *Continue Application*.

Building License Renewal

1 Step 1 2 License Information 3 Documentation 4 Review 5 Pay Fees 6

Step 1: Step 1 > Contact Info \* indicates a required field.

**Additional Contact**

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

**TEST LICENSE**  
TEST LICENSE

1819 Farnam St.  
:  
:  
Omaha:  
NE:  
68183:

[Edit](#) [Remove](#)

**Additional Contact**

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

**TEST LICENSE**

1819 Farnam St.  
:  
:  
Omaha:  
NE:  
68183:

[Edit](#) [Remove](#)

[Continue Application »](#)

Verify that your information is up to date. If these are not up to date, you will upload the documents on the following page.

**Insurance and Bond Information**

**GENERAL INFORMATION**

\* Application Type:  National Certification:  Yes  No

ICC Certification City:

ICC Certification Number:

ICC Certification State:

**INSURANCE INFORMATION**

Insurance Company Name:

Insurance Policy Number:

Insurance Coverage Amount:

Insurance Effective Date:

Insurance Expiration Date:

**BOND INFORMATION**

Bond Company Name:

Bond Policy Number:

Bond Coverage Amount:

Bond Effective Date:

Bond Expiration Date:

Bond Continuous:  Yes  No

[Continue Application »](#)

# License Renewal Application cont...

Add documents that relate to renewing your license.  
If your bond or insurance was expired on the previous page,  
you will need to upload the updated continuation certificate  
or Accord form

Building License Renewal



### Step 3 : Documentation > Documents

-Please upload any supporting documentation required for license renewals such as:  
NE State Electrical License  
CEU Classes or Credits  
Updated Bond Continuation Certificate or Insurance Accord Forms

\* indicates a required field.

#### Attachment

The maximum file size allowed is 195 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Continue Application >](#)

## Step 4 : Review

Verify all information is correct,  
click *Continue Application*.

# Check Out

## Payment Options

Amount to be charged: \$302.00

Pay with Credit Card

### Credit Card Information:

\* Card Type:  \* Card Number:  \* Security Code:  [?](#)

\* Name on Card:  \* Exp. Date:

### Credit Card Holder Information:

Auto-fill with

Country:

\* Street Address:

\* City:  \* State:  \* Zip:

\* Phone:

E-mail:

[Submit Payment »](#)

Fill in the information and click *Submit Payment*.

**\*\*Your license renewal will then be sent into a queue\*\*  
**\*\*to be reviewed by our staff internally. This may take\*\***  
**\*\*a few weeks to process.\*\*****