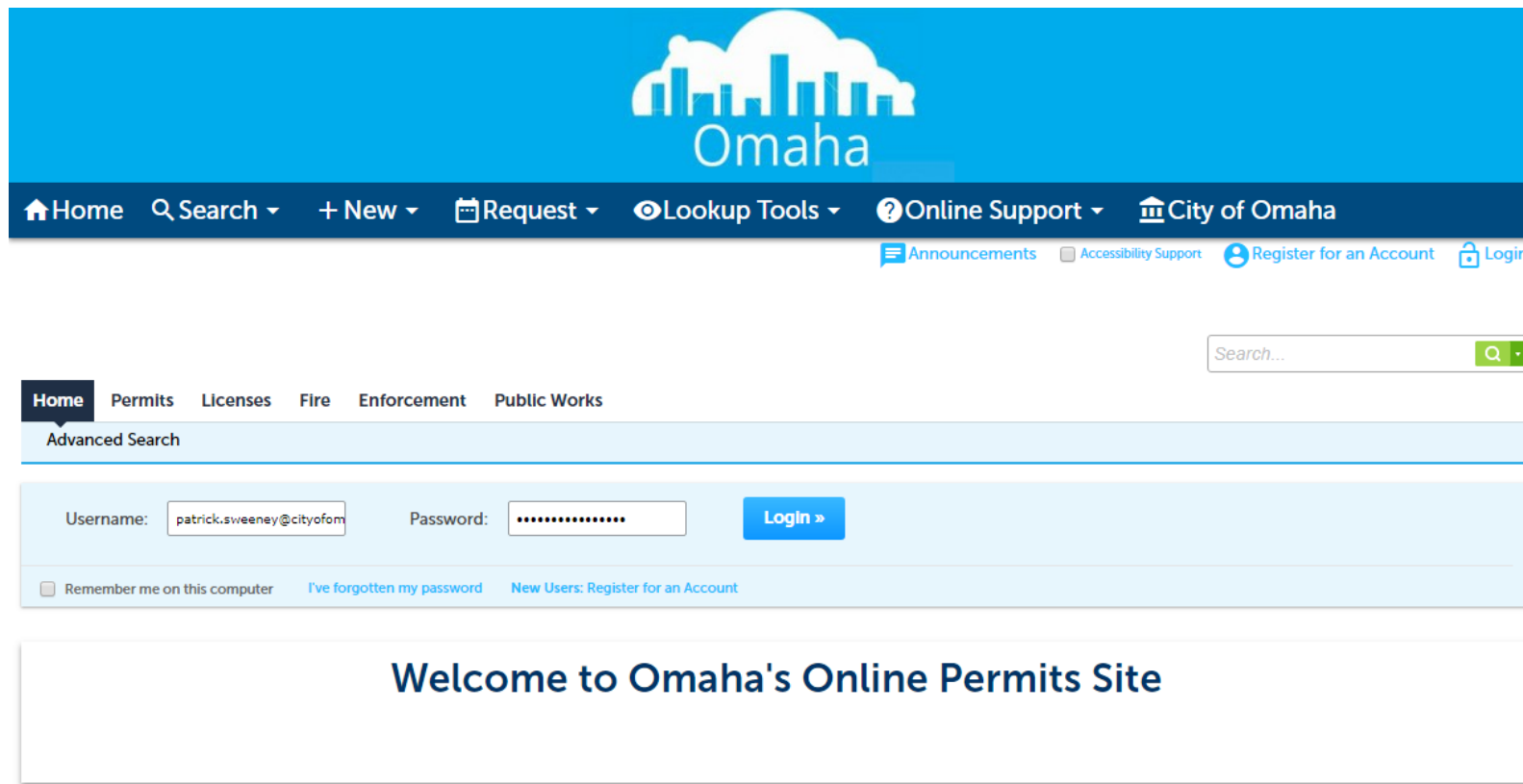


# How To Create A Zoning Verification Letter Application Online



City of Omaha

<https://www.omahapermits.com/permitinfo/>



The screenshot shows the homepage of the Omaha's Online Permits Site. At the top is a blue header with the Omaha city skyline logo and the word "Omaha". Below the header is a dark blue navigation bar with links: Home, Search, + New, Request, Lookup Tools, Online Support, and City of Omaha. To the right of these links are icons for Announcements, Accessibility Support, Register for an Account, and Login. Below the navigation bar is a search bar with the placeholder text "Search..." and a green search button. Below the search bar is a horizontal menu with links: Home, Permits, Licenses, Fire, Enforcement, and Public Works. Below the menu is a light blue box with the heading "Advanced Search". Inside this box is a login form with fields for Username (containing "patrick.sweeney@cityofom") and Password (containing "\*\*\*\*\*"), and a blue "Login »" button. Below the login form are three links: "Remember me on this computer" (with a checkbox), "I've forgotten my password", and "New Users: Register for an Account". Below the login form is a large white box with the text "Welcome to Omaha's Online Permits Site".

Omaha

Home Search + New Request Lookup Tools Online Support City of Omaha

Announcements Accessibility Support Register for an Account Login

Search...

Home Permits Licenses Fire Enforcement Public Works

Advanced Search

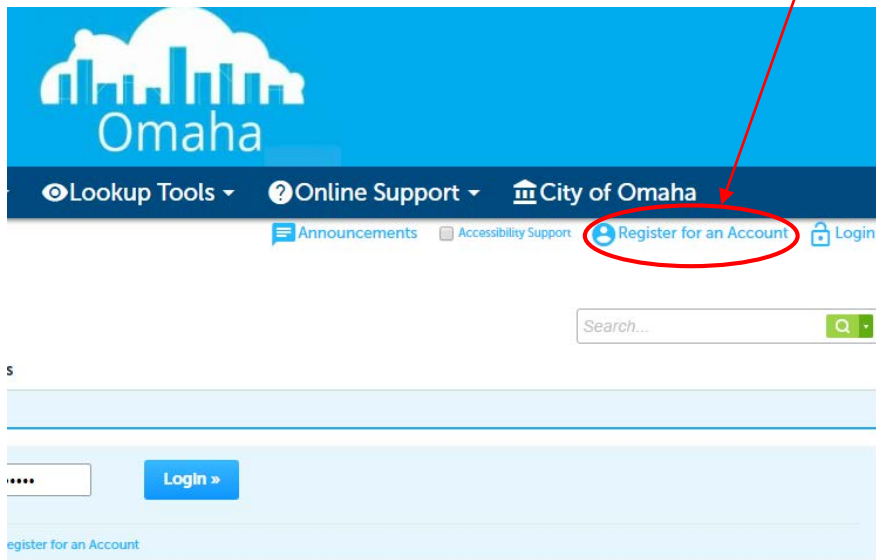
Username: patrick.sweeney@cityofom Password: \*\*\*\*\* Login »

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

Welcome to Omaha's Online Permits Site

# Register for an Account (New Users)

Click on “Register for an Account”



The screenshot shows the top navigation bar of the City of Omaha website. The header is blue with the 'Omaha' logo on the left. Below the logo are links for 'Lookup Tools', 'Online Support', and 'City of Omaha'. To the right of these links are 'Announcements', 'Accessibility Support', and a red circle around the 'Register for an Account' link, which is pointed to by a red arrow from the text above. Below the navigation bar is a search bar with the placeholder text 'Search...'. Below the search bar is a login section with a password field (masked with dots) and a 'Login »' button. At the bottom left of the login section is a link that says 'Register for an Account'.

Check the box to accept the General Disclaimer, then 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 »](#)

# Register for an Account (cont.)

## Fill Out Account Information

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

When adding your contact information please select "Applicant" from the list as contact type.

Thanks

Add New

Enter the words and/or numbers below

**V1 SHUTDOWN ON 2018-03-31**  
Direct site owners to [g.co/recaptcha/upgrade](https://www.google.com/recaptcha/upgrade)

Continue Registration »

Click "Add New" to enter your Contact Info

### Contact Information

\* First:  Middle:  \* Last:  Suffix:

\* E-mail:

Name of Business:

\* Address Line 1:

\* City:

\* State:

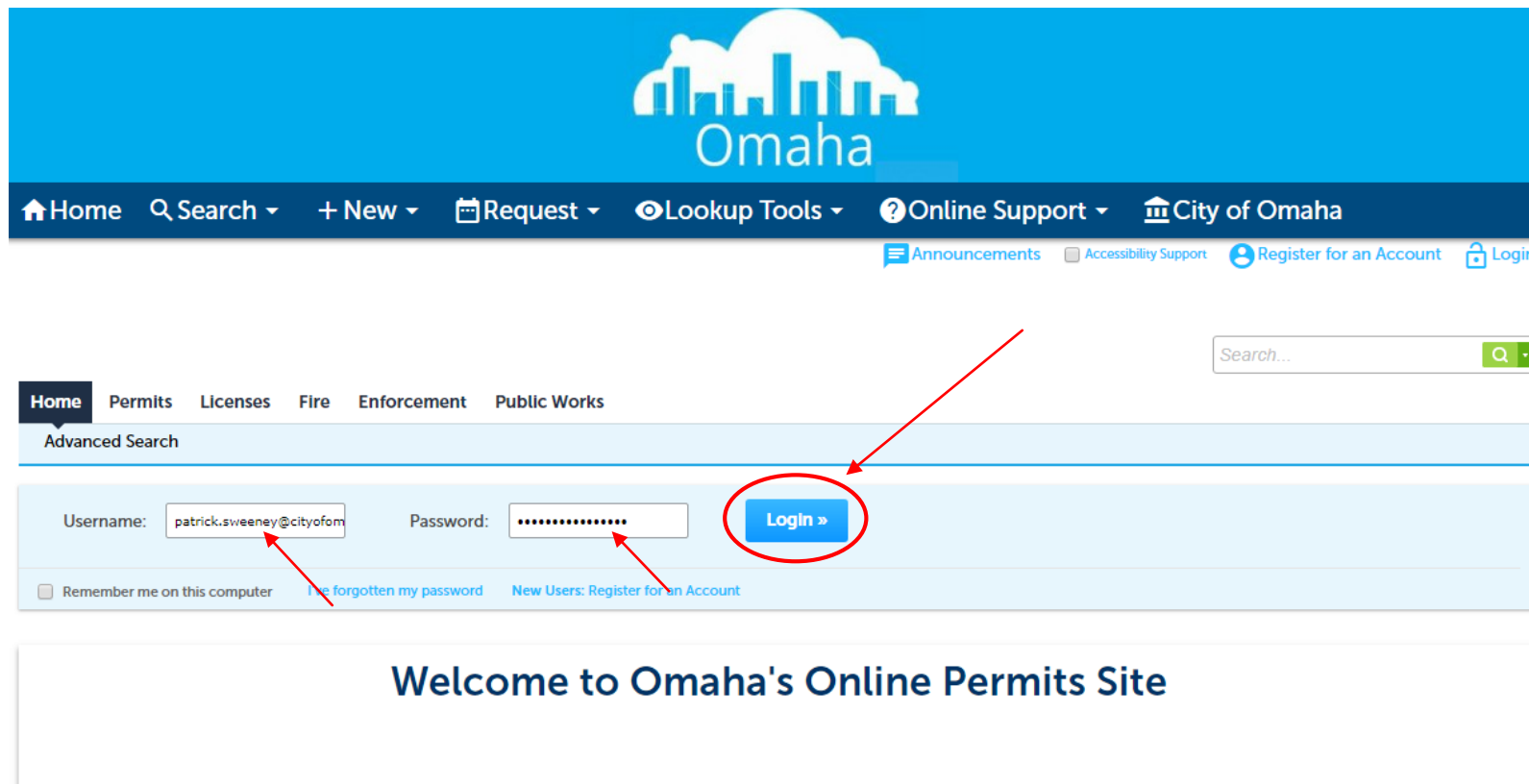
\* Zip:

Home Phone:  Work Phone:  Mobile Phone:

[Continue](#) [Clear](#) [Save Changes](#)

# Login

Insert your Username/E-mail and Password, then click "Login"



Omaha

Home Search + New Request Lookup Tools Online Support City of Omaha

Announcements Accessibility Support Register for an Account Login

Home Permits Licenses Fire Enforcement Public Works

Advanced Search

Username: patrick.sweeney@cityofom Password: .....

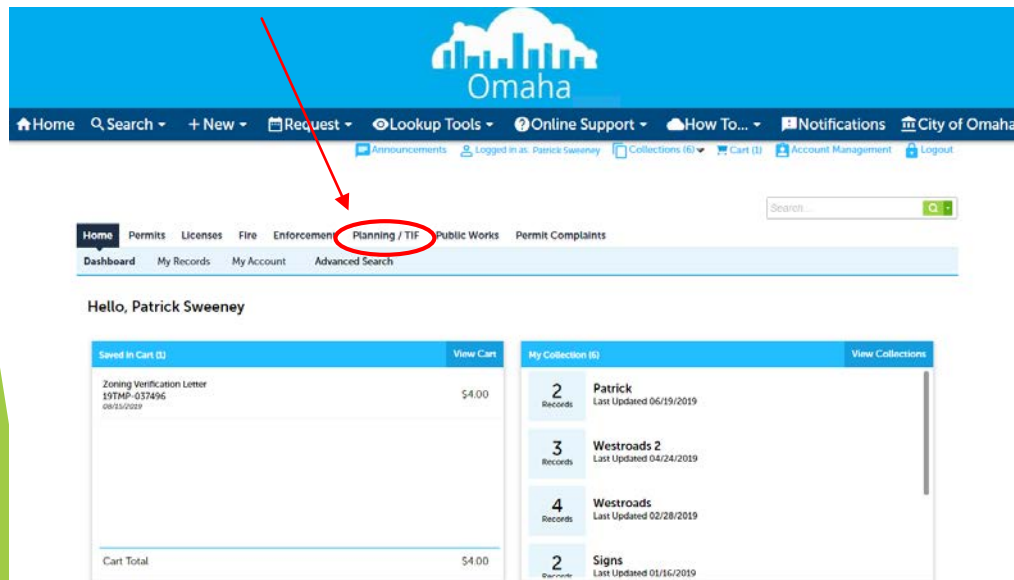
Remember me on this computer I've forgotten my password New Users: Register for an Account

Login »

Welcome to Omaha's Online Permits Site

# Navigating To The *Planning / TIF* Module

The Dashboard Will Appear First,  
Click “Planning / TIF”



Click “Create an Application” To Start



# Creating Zoning Verification Letter Application

Check the box to accept the  
General Disclaimer, then click  
“Continue Application”

[Home](#) [Permits](#) [Licenses](#) [Fire](#) [Enforcement](#) **[Planning / TIF](#)** [Public Works](#) [Permit Complaints](#)

[Create an Application](#) [Search Applications](#)

## Online Application

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

### General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

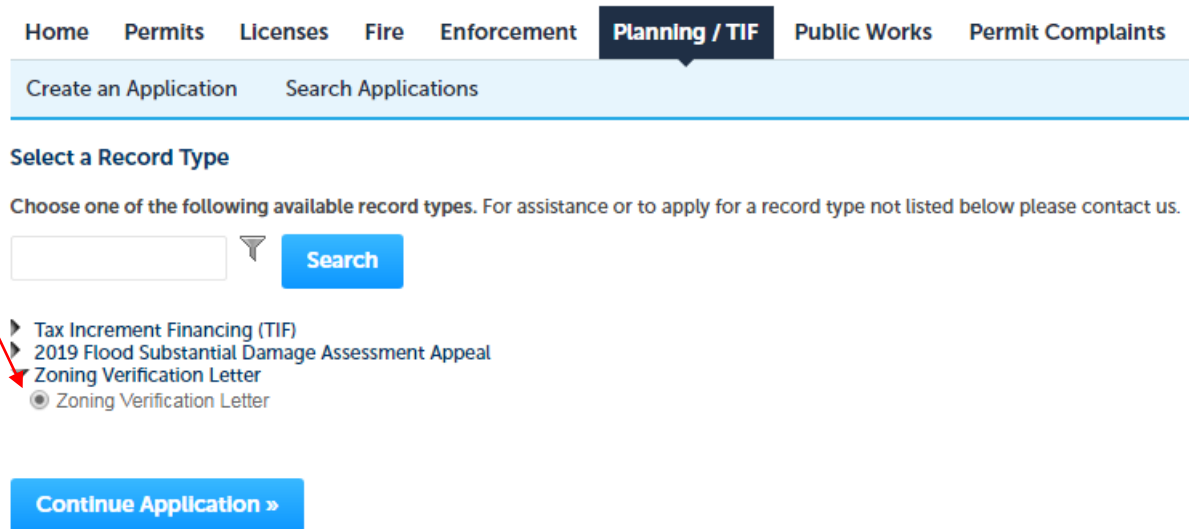
☐ I have read and accepted the above terms.

[Continue Application »](#)

# Creating Zoning Verification Letter Application cont...

- Click on the *Zoning Verification Letter*, then click in the circle to select Zoning Verification Letter as the application type.

- Click *Continue Application*




The screenshot shows a web application interface for creating a Zoning Verification Letter. At the top, there is a navigation bar with links: Home, Permits, Licenses, Fire, Enforcement, Planning / TIF (highlighted), Public Works, and Permit Complaints. Below this is a light blue bar with 'Create an Application' and 'Search Applications' links. The main section is titled 'Select a Record Type' and includes a prompt: 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' There is a search input field with a filter icon and a 'Search' button. Below the search field, a list of record types is shown: Tax Increment Financing (TIF), 2019 Flood Substantial Damage Assessment Appeal, Zoning Verification Letter (highlighted with a red arrow), and Zoning Verification Letter (with a selected radio button). At the bottom, there is a blue button labeled 'Continue Application »'.

Home Permits Licenses Fire Enforcement **Planning / TIF** Public Works Permit Complaints

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



▶ Tax Increment Financing (TIF)  
▶ 2019 Flood Substantial Damage Assessment Appeal  
▶ **Zoning Verification Letter**  
● Zoning Verification Letter



# Creating Zoning Verification Letter Application cont...

**ONLY** Enter “Street No.” & “Street Name” Then Click “Search”  
Everything Will Auto Populate, Scroll To Bottom & Click “Continue Application”

## Step 1: Address/Contact Info > Address/Parcel/Owner

Example Search Criteria \*Street No.: 1819 \*Street Name.: 072

Only Use Street No.: and Street Name: and “Click” Search for the best results.

In “Street Name” Please use three digits for numbered streets: 9th ST is 009, 72nd ST is 072.

Please Visit [“What agency do I pull a Permit with?”](#) to verify a permit address is within our jurisdiction.

If the address is not showing up, please use [“Find Master Address”](#) in the Lookup Tools drop down at the top.

Type in the address and click on the parcel to get the master address for that location.

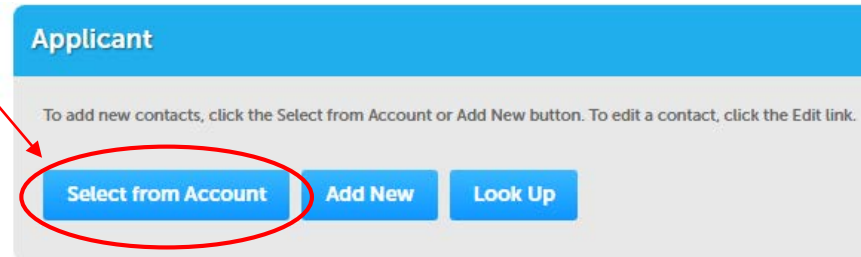
The Master Address refers to the Assessor’s Address for those parcels with many addresses on them, such as strip malls.

Please make sure your permit address is within our jurisdiction!

\* indicates a required field

The screenshot shows a web form titled "Address" with a blue header. Below the header, there is a checkbox labeled "Auto-fill with" followed by the text "1819 FARNAM ST, OMAHA NE 68102". The form contains several input fields and dropdown menus. Two red circles are drawn around the "Street No." and "Street Name" fields, with red arrows pointing to them from the left. The "Street No." field is marked with an asterisk (\*). Other fields include "Direction:" (a dropdown menu), "Street Type:" (a dropdown menu), "Unit Type:" (a dropdown menu), "Unit No.:" (a text field), "City:" (a text field), "State:" (a dropdown menu), and "Zip:" (a text field, also marked with an asterisk (\*)). At the bottom of the form are two buttons: "Search" and "Clear".

# Creating Zoning Verification Letter Application cont...

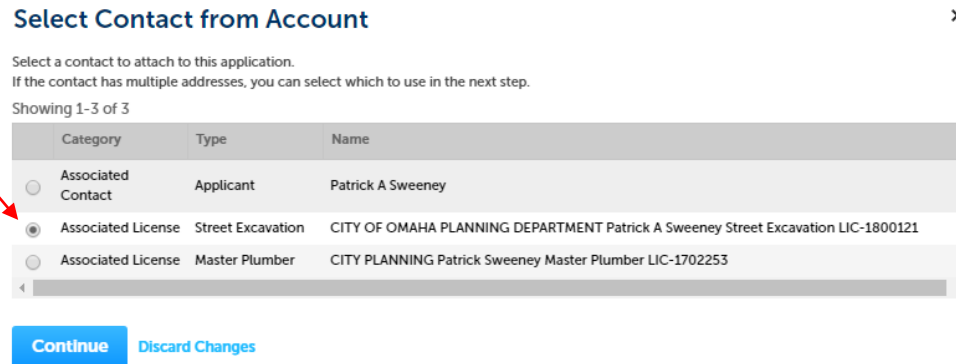


**Applicant**

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](#)

Click “Select from Account”, A Pop-up Will Show. Select Your Associated Contact.



**Select Contact from Account** ×

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

Category	Type	Name
<input type="radio"/> Associated Contact	Applicant	Patrick A Sweeney
<input checked="" type="radio"/> Associated License	Street Excavation	CITY OF OMAHA PLANNING DEPARTMENT Patrick A Sweeney Street Excavation LIC-1800121
<input type="radio"/> Associated License	Master Plumber	CITY PLANNING Patrick Sweeney Master Plumber LIC-1702253

[Continue](#) [Discard Changes](#)

# Creating Zoning Verification Letter Application cont...

Fill out all Request Information if a Template Letter will not be attached, if a Template Letter is going to be attached, you can leave the Request Information blank.

Step 2: Request Information > Request Information

\* indicates a required field.

### Request Information

**GENERAL**

How is the property currently being used?:

Explanation of Request:

[spell check](#)

[spell check](#)

### Attach Template Letter

If you have a template letter describing the information being requested, please attach it here.

The maximum file size allowed is 400 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				


[Add](#)

[Save and resume later](#)

[Continue Application »](#)

# Purchasing The Permit

Click "Checkout" if you are ready to purchase the permit,  
Click "Continue Shopping" if there are more permits  
needing to be created and purchased at the same time.



# Omaha

[Home](#) [Search](#) [+ New](#) [Request](#) [Lookup Tools](#) [Online Support](#) [How To...](#) [Notifications](#) [City of Omaha](#)

[Announcements](#) [Logged in as: Patrick Sweeney](#) [Collections \(6\)](#) [Cart \(1\)](#) [Account Management](#) [Logout](#)

[Home](#) [Permits](#) [Licenses](#) [Fire](#) [Enforcement](#) [Planning / TIF](#) [Public Works](#) [Permit Complaints](#)

[Create an Application](#) [Search Applications](#)

### Zoning Verification Letter

1 Address/Contact Info

2 Request Information

3 Review

4 Pay Fees

5 Record Issuance

### Step 4 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

#### Application Fees

Fees	Qty.	Amount
Zoning Compliance	<input type="text" value="1"/>	\$50.00
Tech Fee	4	\$4.00

TOTAL FEES: \$54.00

Note: This does not include additional inspection fees which may be assessed later.

Check Out »

Continue Shopping »

# Purchasing The Permit (cont.)

Click "Checkout" To Proceed

The screenshot displays the City of Omaha's online permit purchasing system. At the top, a blue header features the Omaha logo and a navigation bar with links: Home, Search, + New, Request, Lookup Tools, Online Support, How To..., Notifications, and City of Omaha. Below this, a secondary navigation bar includes Announcements, Logged in as: Patrick Sweeney, Collections (6), Cart (1), Account Management, and Logout. A search bar is located on the right side of the page.

The main content area shows a breadcrumb trail: Home > Permits > Licenses > Fire > Enforcement > Planning / TIF > Public Works > Permit Complaints. Below this, a sub-navigation bar includes Dashboard, My Records, My Account, and Advanced Search.

The 'Cart' section is titled 'Cart' and shows a progress bar with three steps: 1. Select item to pay (highlighted in yellow), 2. Payment information, and 3. Receipt/Record issuance. Below the progress bar, the text 'Step 1: Select item to pay' is displayed. A note states: 'Items can be saved for a future checkout by clicking on Edit Cart. Remove the records that are not needing to be paid. Go to your permit list to add the ones you want back to the cart.'

A 'PAY NOW' button is visible. Below it, the address '1819 FARNAM ST, OMAHA NE 68102' is shown. The cart contains '1 Application(s) | \$54.00'. A sub-item 'Zoning Verification Letter 19TMP-037601' is listed. The 'Total due: \$54.00' is displayed.

At the bottom, the 'Total amount to be paid: \$54.00' is shown, followed by a note: 'Note: This does not include additional fees which may be assessed later.' Below this, three buttons are present: 'Checkout' (circled in red with an arrow pointing to it), 'Edit Cart', and 'Continue Shopping'.

## Step 2: Payment information

Please select a payment method and then fill in all required information.

The available payment methods are:

- Credit Card

Use the dropdown menu to change the payment type.

# Purchasing The Permit (cont.)

## Payment Options

Amount to be charged: \$21.60

☒ 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 »](#)

1. Select Card Type
2. Enter Card Number
3. Enter Security Code
4. Enter The Name On The Card
5. Select The Expiration Date
6. Use "Auto-Fill with" If Contact Information On Account Is The Same As Billing Information.
7. Click "Submit Payment"