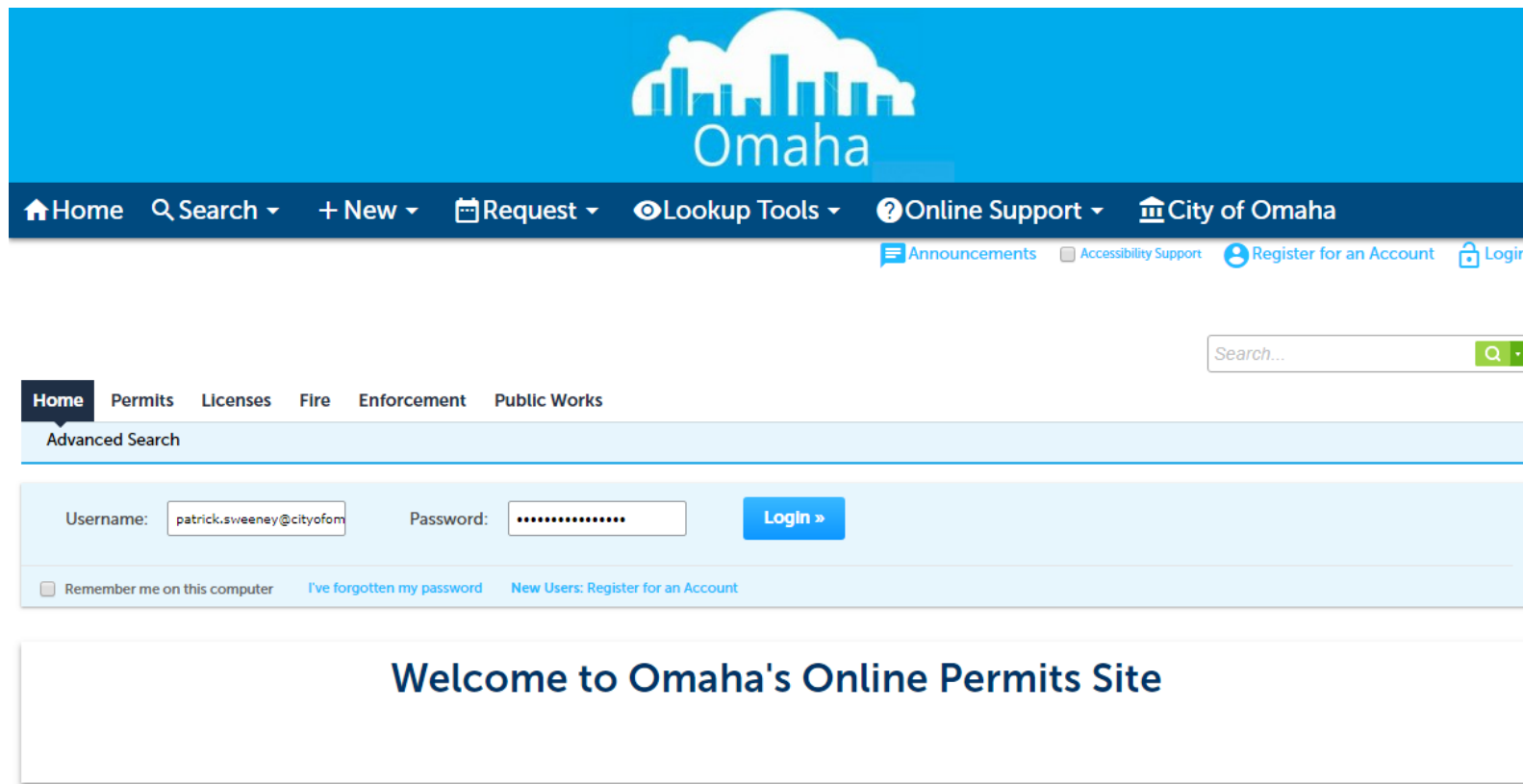


How To Create A Permit Online



City of Omaha

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



The screenshot shows the homepage of the Omaha's Online Permits Site. The header features the Omaha logo (a stylized skyline) and the word "Omaha" in white on a blue background. 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 containing a login form. The login form has fields for Username (with the value "patrick.sweeney@cityofom") and Password (with masked characters "*****"). To the right of the password field is a blue "Login »" button. Below the login fields 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”



Omaha

Lookup Tools ▾ Online Support ▾ City of Omaha

Announcements Accessibility Support **Register for an Account** Login

Search...

..... Login »

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:

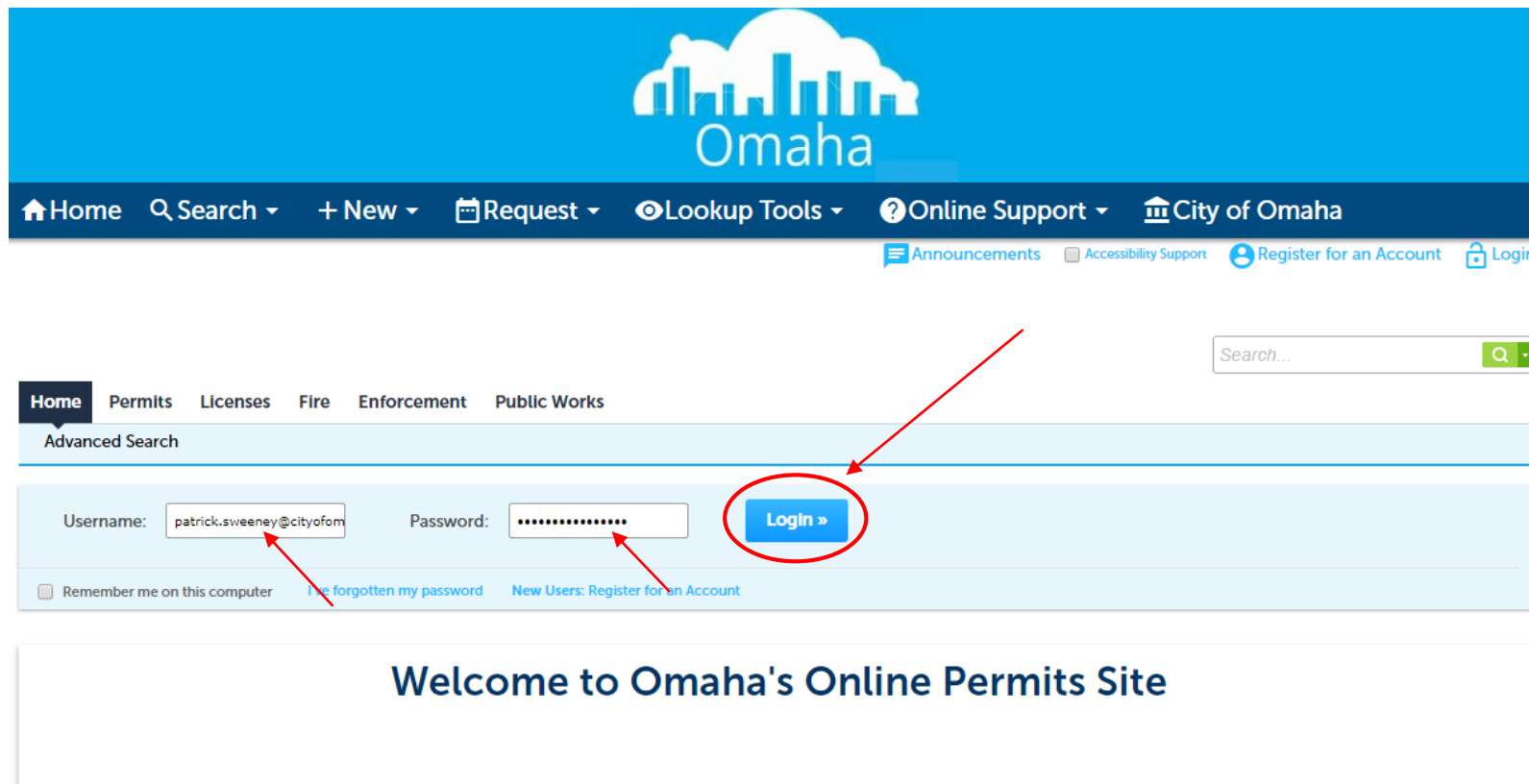
* Zip:

Home Phone: Work Phone: Mobile Phone:

[Discard 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 Permits Module

The Dashboard Will Appear First,
Click “Permits”

Click “Create an Application” To Start

The screenshot shows the Omaha City website dashboard. The top navigation bar includes links for Home, Search, New, Request, Lookup Tools, Online Support, and City of Omaha. Below this, a secondary navigation bar contains links for Announcements, Logged in as Patrick Sweeney, Collections (0), Cart (1), Account Management, and Logout. The main navigation bar features links for Home, **Permits** (highlighted with a red circle and arrow), Licenses, Fire, Enforcement, and Public Works. Below the main navigation bar, there are links for Dashboard, My Records, My Account, and Advanced Search. The dashboard content area displays a greeting "Hello, Patrick Sweeney" and two sections: "Saved in Cart (1)" and "My Collection (0)". The "Saved in Cart (1)" section shows a table with one item: "RESIDENTIAL RE-ROOF" with a price of \$259.84. The "My Collection (0)" section displays the message "You do not have any collections right now."

Item	Price
RESIDENTIAL RE-ROOF 18TMP-006491 03/01/2018	\$259.84
Cart Total	\$259.84

The screenshot shows the Omaha City website permits module. The top navigation bar is identical to the dashboard. The main navigation bar includes links for Home, **Permits** (highlighted with a red circle and arrow), Licenses, Fire, Enforcement, and Public Works. Below the main navigation bar, there are links for Create an Application, Search Applications, and Schedule an Inspection. The permits module content area displays a table of permits. The table has columns for Date, Permit Number, Permit Type, Address, Status, Description, Action, and Short Notes. The table shows 9 permits, with the first 5 visible. The first permit is "RESIDENTIAL RE-ROOF" with a status of "Pending". The second permit is "COMMERCIAL ELECTRICAL" with a status of "test". The third permit is "COMMERCIAL ELECTRICAL" with a status of "test". The fourth permit is "RESIDENTIAL RE-ROOF" with a status of "test". The fifth permit is "COMMERCIAL PLUMBING" with a status of "Issued".

Date	Permit Number	Permit Type	Address	Status	Description	Action	Short Notes
03/09/2018	BLD-18-01637	Plan Required - COMMERCIAL NEW BUILDING (TESTING ONLY)	1819 FARNAM ST, OMAHA NE 68102	Pending	a		a
03/06/2018	18TMP-007001	COMMERCIAL ELECTRICAL	420 S 011 ST, 0305, OMAHA NE 68102	test		Resume Application	test
03/06/2018	18TMP-007072	COMMERCIAL ELECTRICAL	32325 EMMET ST, OMAHA NE 68164	test		Resume Application	test
03/01/2018	BLD-18-01542	RESIDENTIAL RE-ROOF	1819 FARNAM ST, OMAHA NE 68102	test		Play Fees Due	test
02/28/2018	PLD-18-00686	COMMERCIAL PLUMBING	16510 ERIKINE ST, DOUGLAS COUNTY NE 68136	Issued	THIS IS A PLUMBING PERMIT AND THERE WILL BE A 4X4 street cut as well	Play Fees Due	
01/31/2018	MEC-18-00847	COMMERCIAL AIR CONDITIONING AIR DISTRIBUTION SYSTEMS	1819 FARNAM ST, OMAHA NE 68102	Pending	test		test

Creating Permit Application

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

Home **Permits** Licenses Fire Enforcement Public Works

 Create an Application  Search Applications  Schedule an Inspection

Online Permits Application

Using this system allows you to submit and update information, pay fees, schedule inspections, track the a day.

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

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 neither warrants nor makes representations as to the functionality or condition of this website, its

☐ I have read and accepted the above terms.

[Continue Application »](#)

Select your Contractor License in the drop-down list. (If you have not had your license attached to your account it will not show, please email Permit.Info@cityofomaha.org)

Click “Continue Application”

Home **Permits** Licenses Fire Enforcement Public Works

 Create an Application  Search Applications  Schedule an Inspection

Select a License

Select a License for the PERMITS application from the list below. The License that you choose determines the fee for the application.

****Please use the License from the dropdown that describes your specific license type moving forward.****

example: Building Class A LIC-1500189

* Licenses:

Building Class A LIC-1702418

Patrick Sweeney
TEST LICENSE
1819 Farnam St
Omaha, NE 68183

Home Phone: 402
Mobile Phone:
Fax:
Building Class A
LIC-1702418

[Continue Application →](#)

Creating Permit Application (cont.)

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

Address

Please enter the work location for your permit 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.

Please contact our Department at permit.info@ci.omaha.ne.us for address questions or problems.

Please Visit www.cityofomaha.org/planning/permits and click the "What agency do I pull a Permit with?" link at the top of the page to verify a permit address is within our jurisdiction.

Please make sure your permit address is within our jurisdiction!

☐ Auto-fill with 1819 FARNAM ST, OMAHA NE 68102

*Street No.:

Direction:
--Select--

*Street Name:

Street Type:
--Select--

City:

State:
--Select--

*Zip:

Unit Type:
--Select--

Unit No.:

Search

Clear

Creating Permit Application (cont.)

Your License Will Already Show,
Click “Continue Application”

Step 2: APPLICANT > Licensed Professional

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](#)

Licensed Professional

Review your license professional information and click continue. You

Homeowners
If you are a homeowner please click “Add New” and select Homeown

Patrick Sweeney
TEST LICENSE
License Type: Building Class A
License Number: LIC-1702418
Address: Omaha 68183
[Edit](#) [Remove](#)

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

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
☐ Associated Contact	Applicant	Patrick A Sweeney
☒ Associated License	Street Excavation	CITY OF OMAHA PLANNING DEPARTMENT Patrick A Sweeney Street Excavation LIC-1800121
☐ Associated License	Master Plumber	CITY PLANNING Patrick Sweeney Master Plumber LIC-1702253

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

Creating Permit Application (cont.)

Fill out all Job Details on the next few pages, each permit will have different information.

Step 3: Job Details > Job Details

* indicates a required field.

Additional Information

Please use the chart located [here](#) for quick issue building permits that do not require plans.

For residential and commercial permits that require plan submittals. Please use the "Online Permit Guides" located below for information used in the Additional Information fields.

[Residential Permit Guide](#)
[Commercial Permit Guide](#)

Incorrect or missing information could result in a delay in permit issuance.

* Construction Type Codes: ?
101-Single Family Houses Detached ▼

* Job Value(\$): ? 25,000 * Housing Units: ? 1 * Number of Buildings: ? 1

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

Creating Permit Application (cont.)

Review All Materials Inputted Into Application

Click “Continue Application” If Everything Looks Right

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 City of Omaha

Announcements Logged in as: Patrick Sweeney Collections (0) Cart (1) Account Management Logout

Search...

Home Permits Licenses Fire Enforcement **Public Works**

Create an Application Search Applications Schedule an Inspection

Public Works Street Excavation

1 2 People 3 Job Details 4 Review 5 Pay Fees 6 Record Issuance

Step 5: 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
Closure Fee	1	\$20.00
Tech Fee	1.6	\$1.60

TOTAL FEES: \$21.60
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, there is a blue header with the Omaha logo and navigation links: Home, Search, + New, Request, Lookup Tools, Online Support, and City of Omaha. Below this is a secondary navigation bar with links for Announcements, Logged in as: Patrick Sweeney, Collections (0), Cart (1), Account Management, and Logout. A search bar is located on the right side of the page.

The main content area features a breadcrumb trail: Home > Permits > Licenses > Fire > Enforcement > Public Works. Below this is a sub-navigation bar with links: Dashboard, My Records, My Account, and Advanced Search.

The 'Cart' section 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 reads: 'Step 1: Select item to pay'. 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 dark blue button labeled 'PAY NOW' is visible. Below it, the cart details are shown: '1819 FARNAM ST, OMAHA NE 68102', '1 Application(s) | \$21.60', and 'Public Works Street Excavation 18TMP-006723'. The 'Total due: \$21.60' is also displayed.

At the bottom, the text 'Total amount to be paid: \$21.60' is shown, followed by a note: 'Note: This does not include additional fees which may be assessed later.' Below this note are three buttons: 'Checkout' (highlighted with a red circle and arrow), '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"