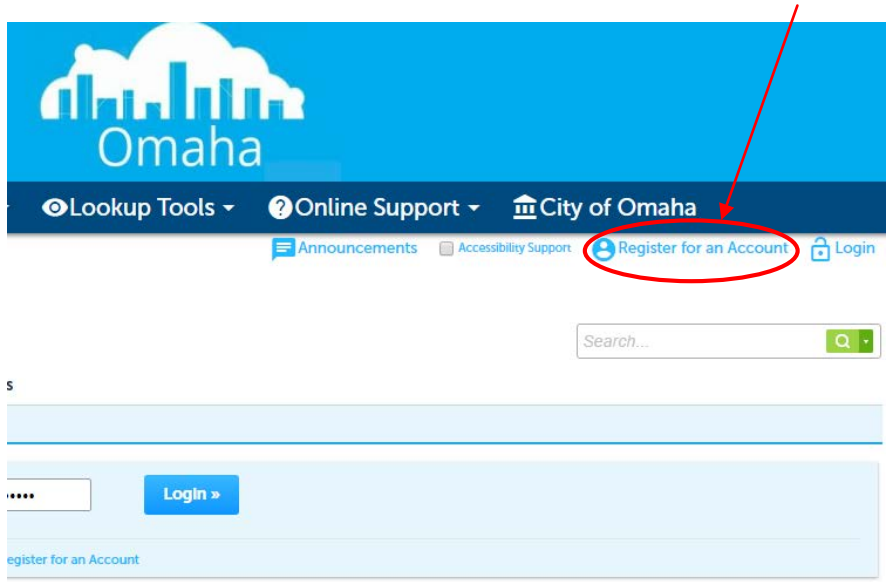
How To Create A Street Excavation Permit Online

City of Omaha

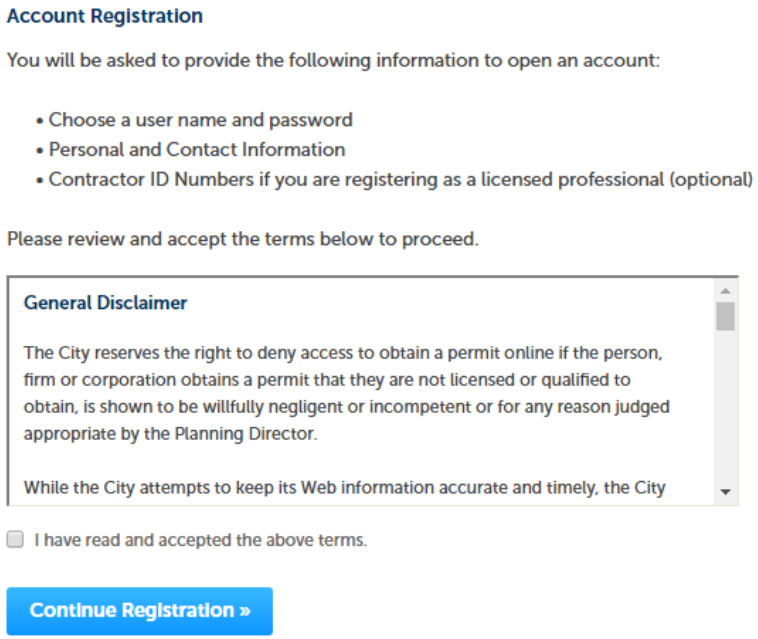
https://www.omahapermits.com/permitinfo/

Register for an Account (New Users)

Click on "Register for an Account"



Check the box to accept the General Disclaimer, then click "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

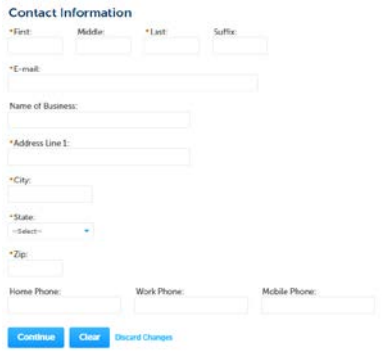
Add New

Enter the words and/or numbers below

V1 SHUTDOWN ON 2018-03-31
Direct site owners to g.co/recaptcha/upgrade

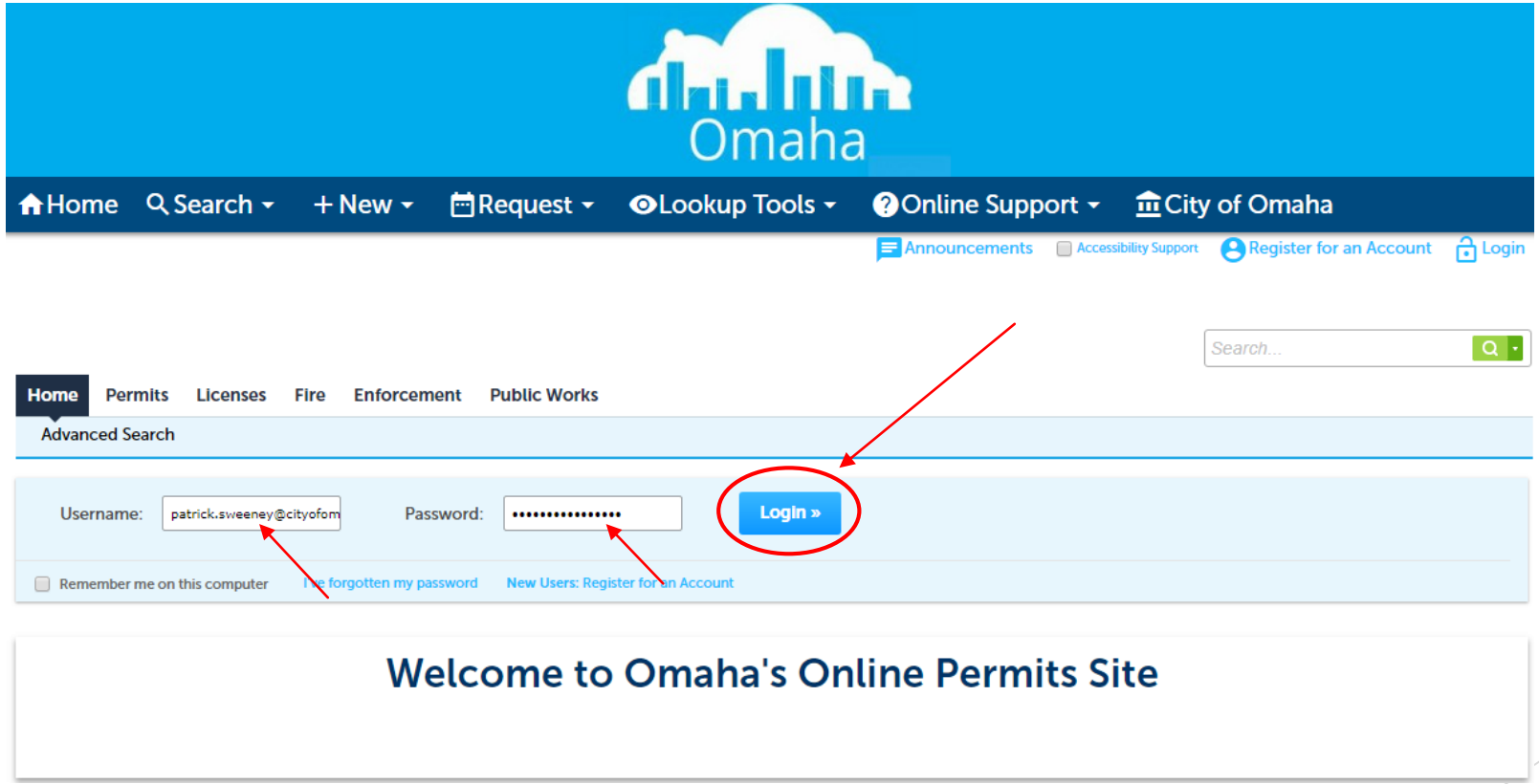
Continue Registration »

Click "Add New" to enter your Contact Info



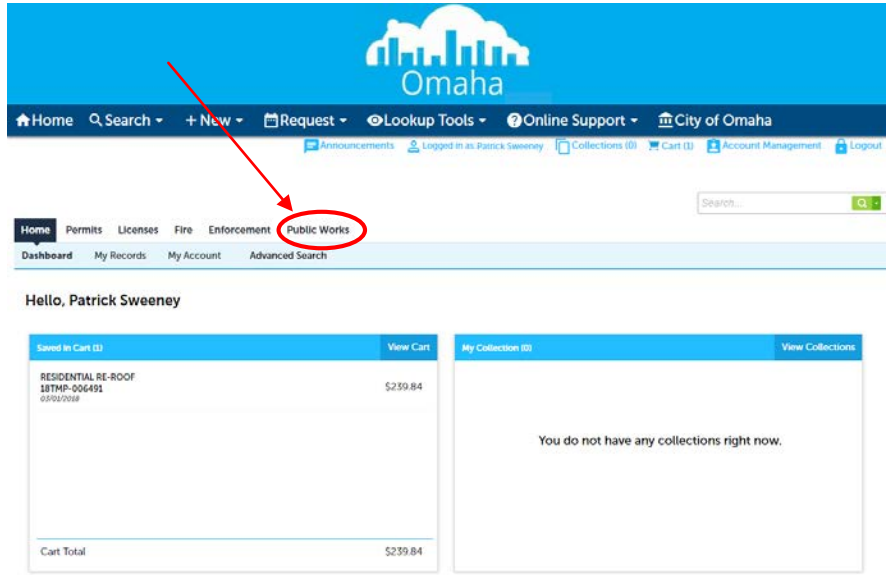
Login

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

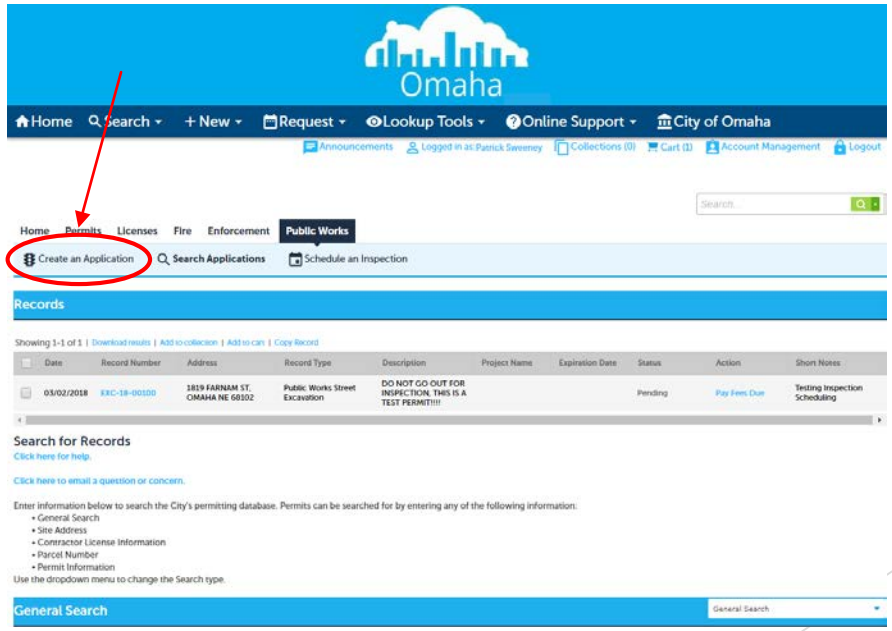


Navigating To The Public Works Module

The Dashboard Will Appear First, Click “Public Works”

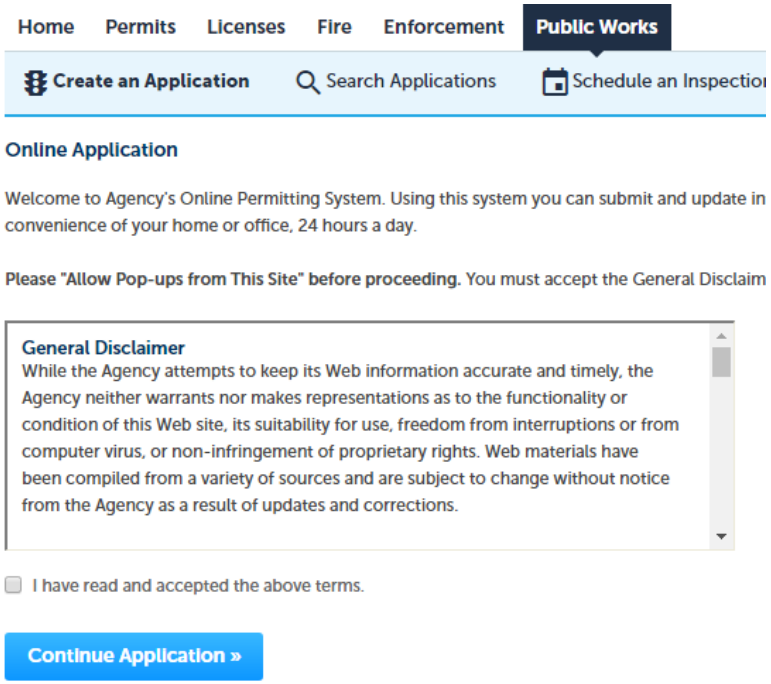


Click “Create an Application” To Start

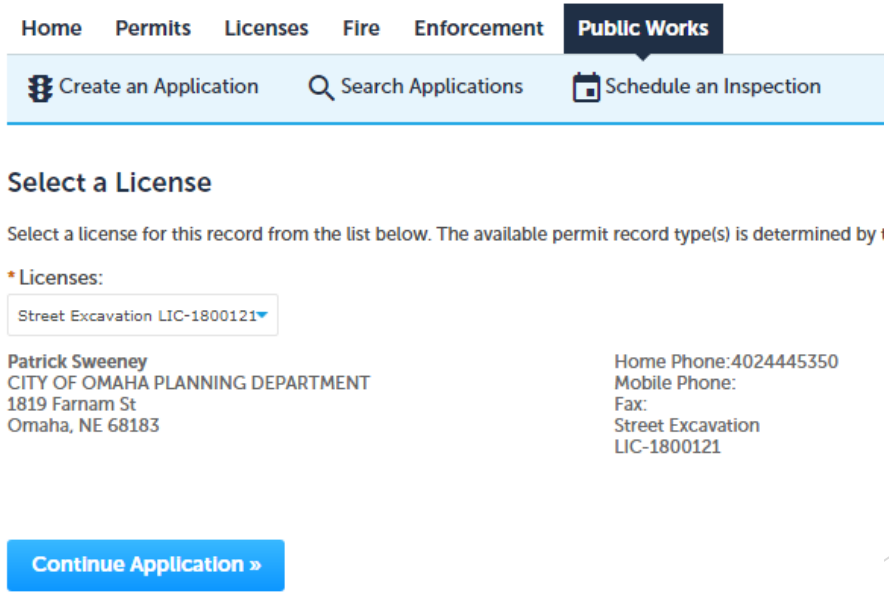


Creating Permit Application

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

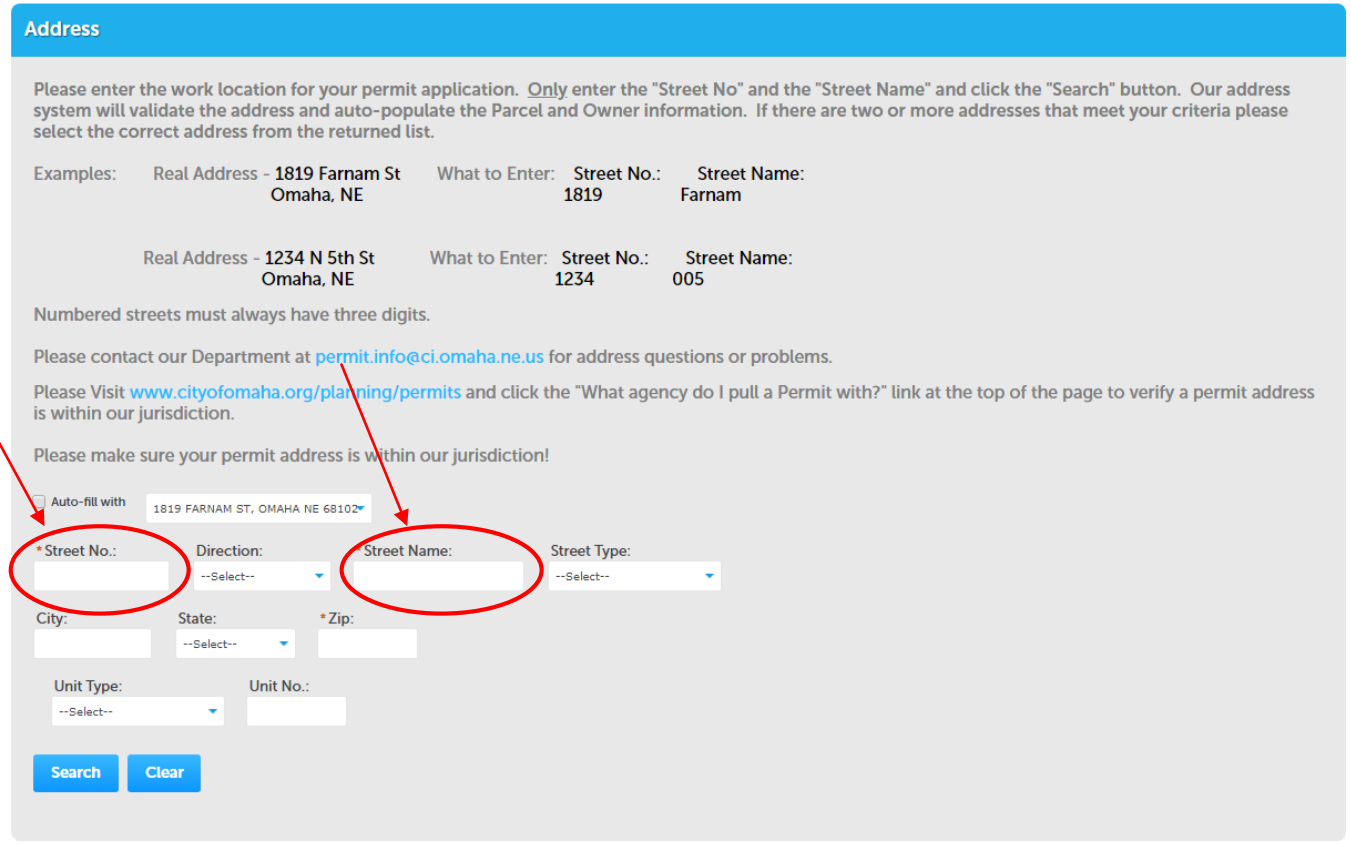


Select your Street Excavation License in the drop-down list. (If you have not had your license attached to your account it will not show, please call 402-444-5350 Ext:8575) Click "Continue Application"



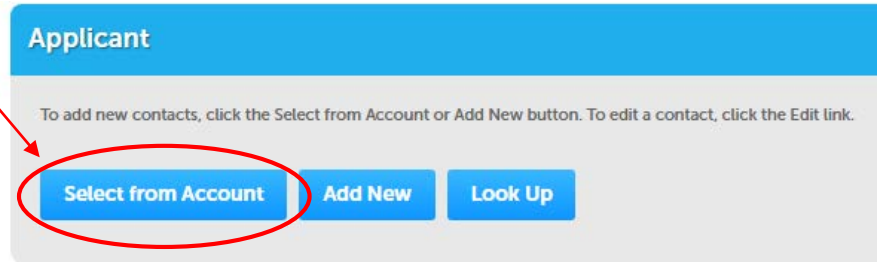
Creating Permit Application (cont.)

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



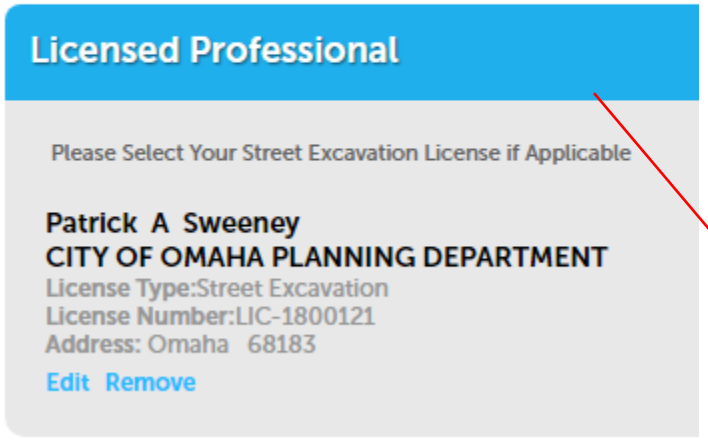
Creating Permit Application (cont.)

Your License Will Already Show, Click “Continue Application”

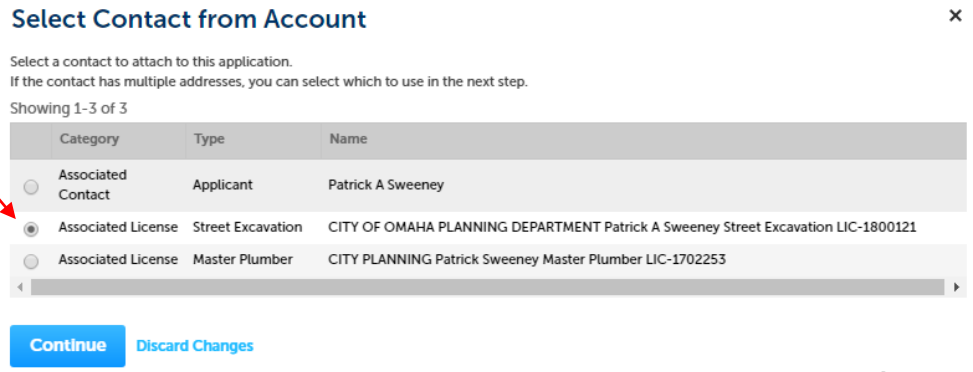


Step 2 : People > Licensed Prof

Please Select Your Street Excavation License if Applicable



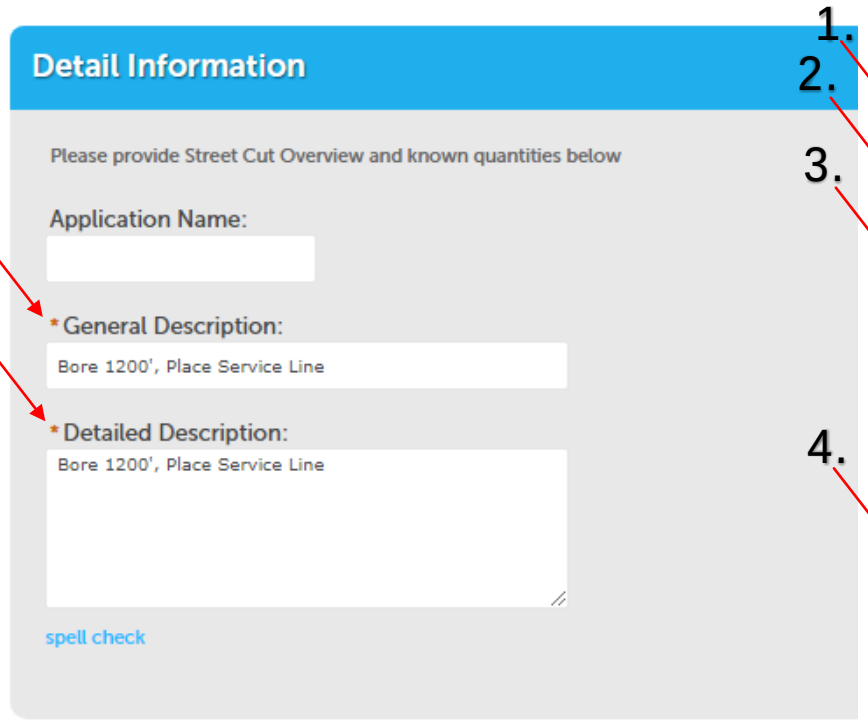
Click “Select from Account”, A Pop-up Will Show. Select Your Street Excavation Associated License.



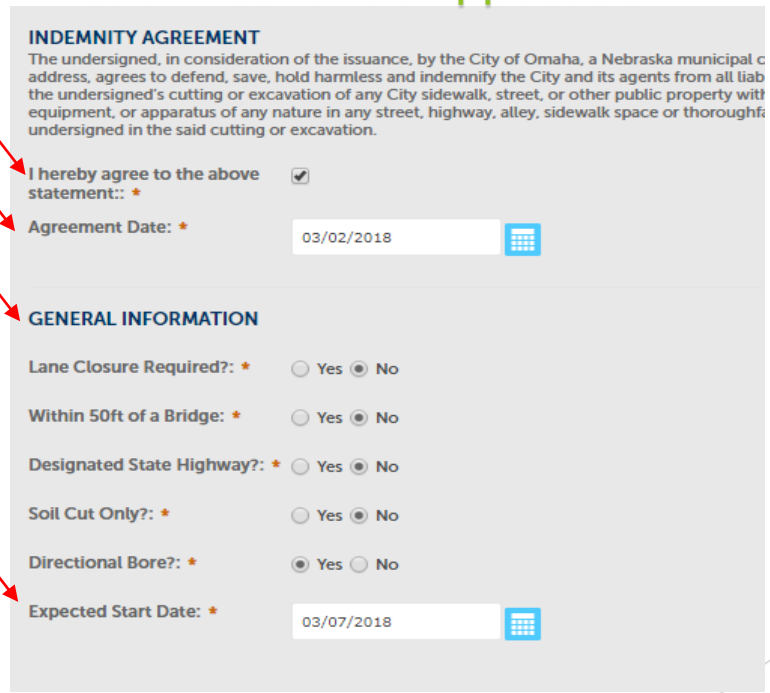
Creating Permit Application (cont.)

Fill in “General” & “Detailed Description” About The Work To Be Performed

Step 3 : Job Details > Street Cut Details



1. Check The Indemnity Agreement
2. Agreement Date
3. Select Yes/No On Each Question
4. Enter Date For Expected Start Date
5. Click “Continue Application”



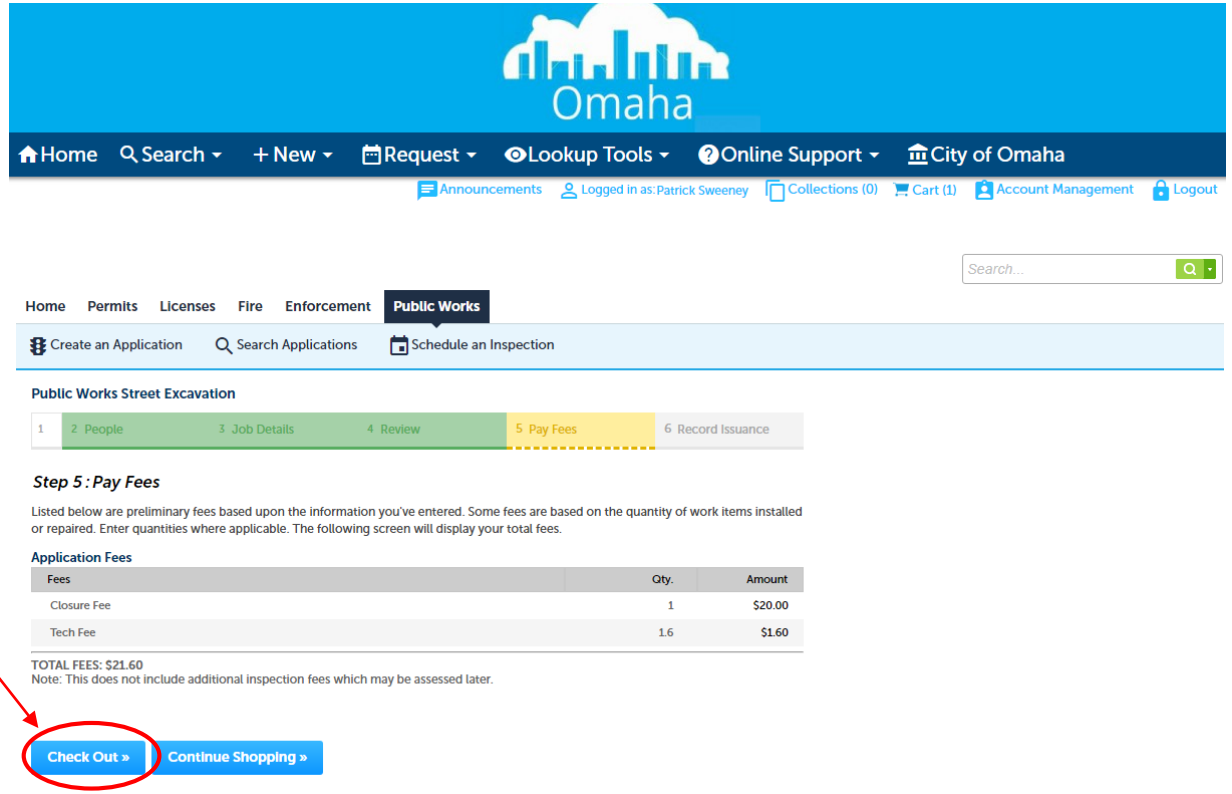
Creating Permit Application (cont.)

Review All Materials Inputted Into Application

Click “Continue Application” If Everything Looks Right

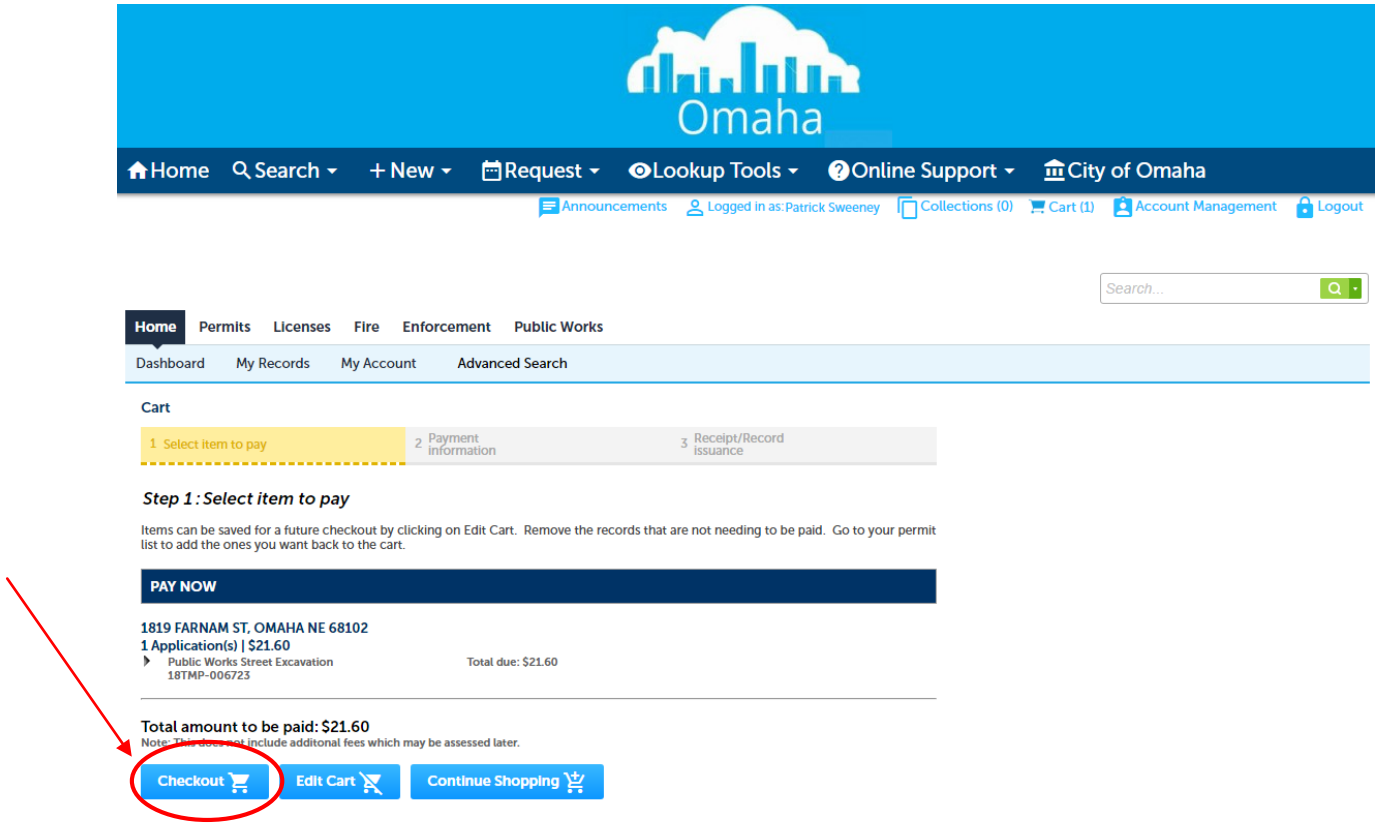
Purchasing The Permit

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.

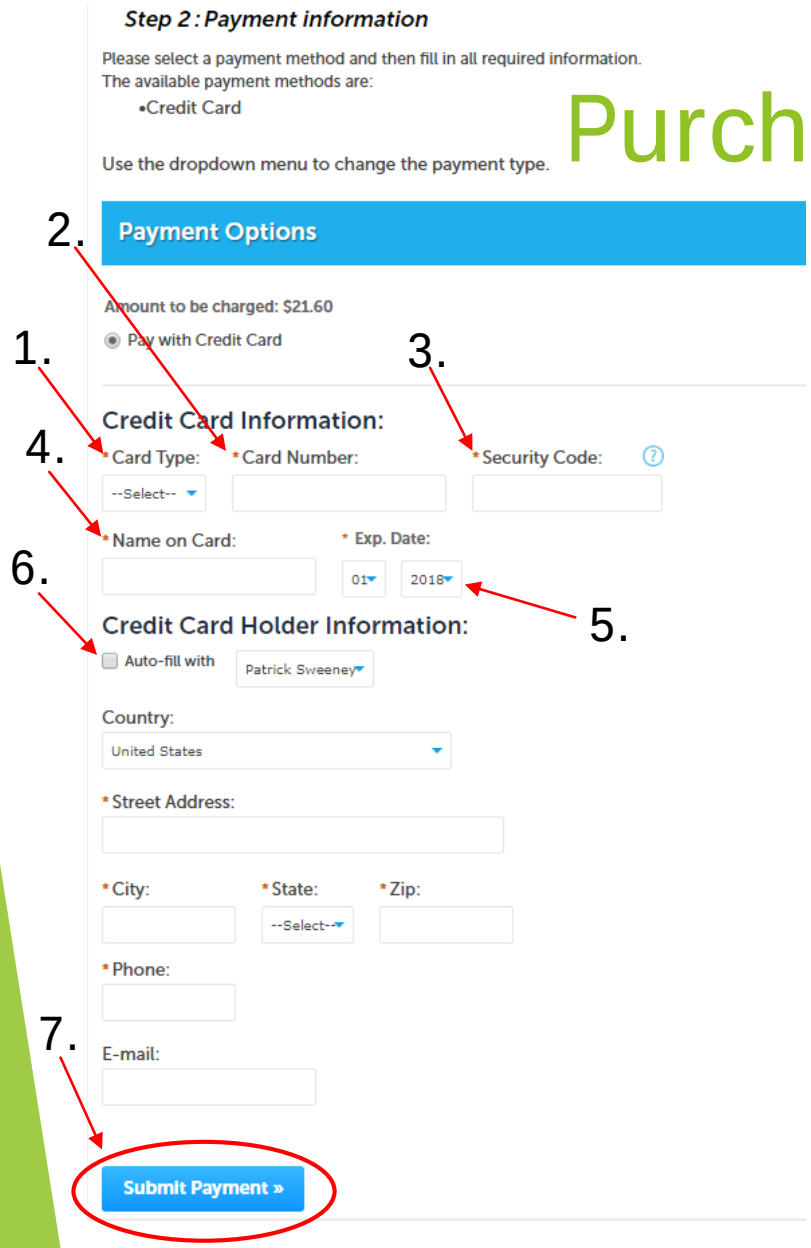


Purchasing The Permit (cont.)

Click “Checkout” To Proceed



Purchasing The Permit (cont.)



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”