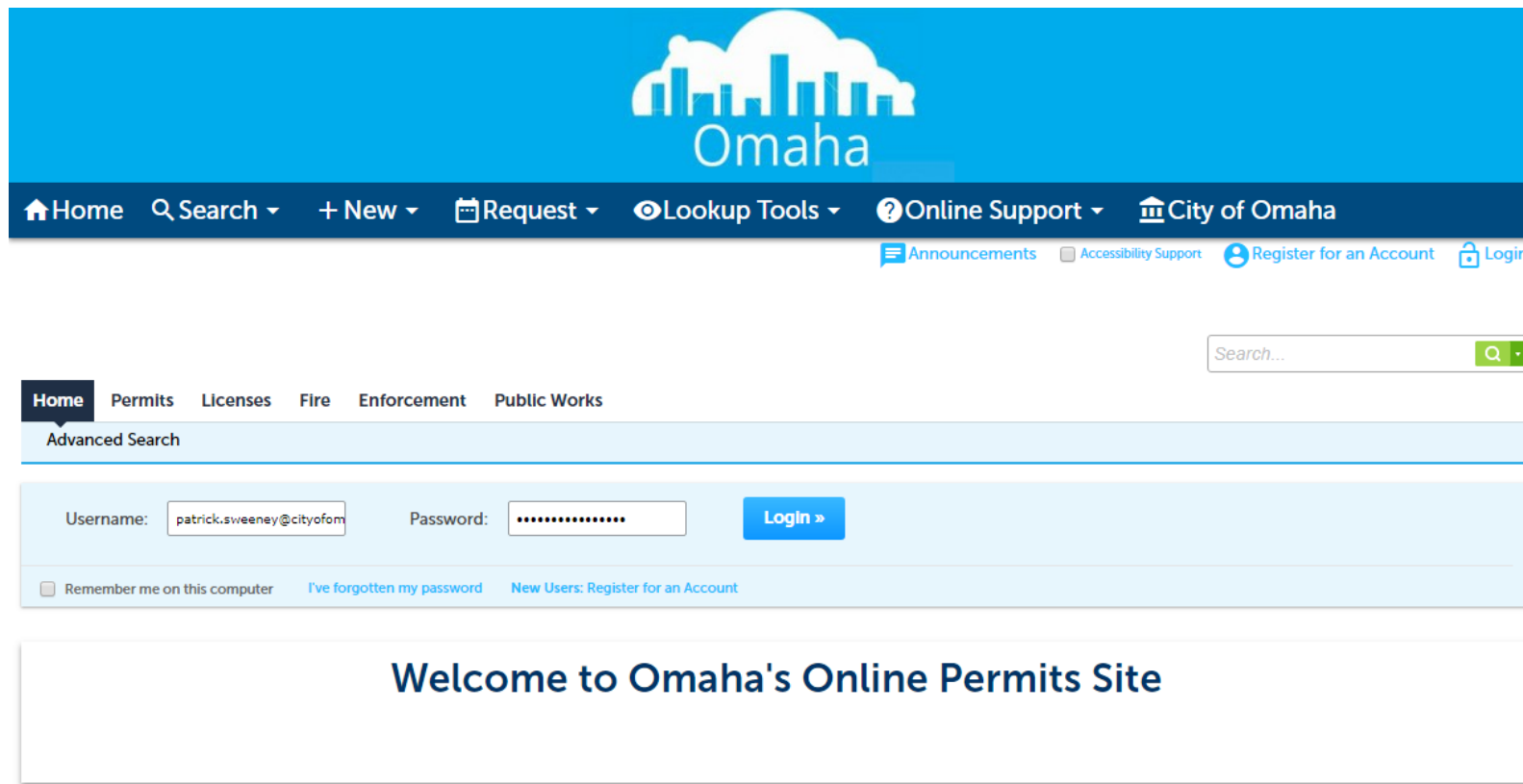


How To Create A Street Excavation Permit Online



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”

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:

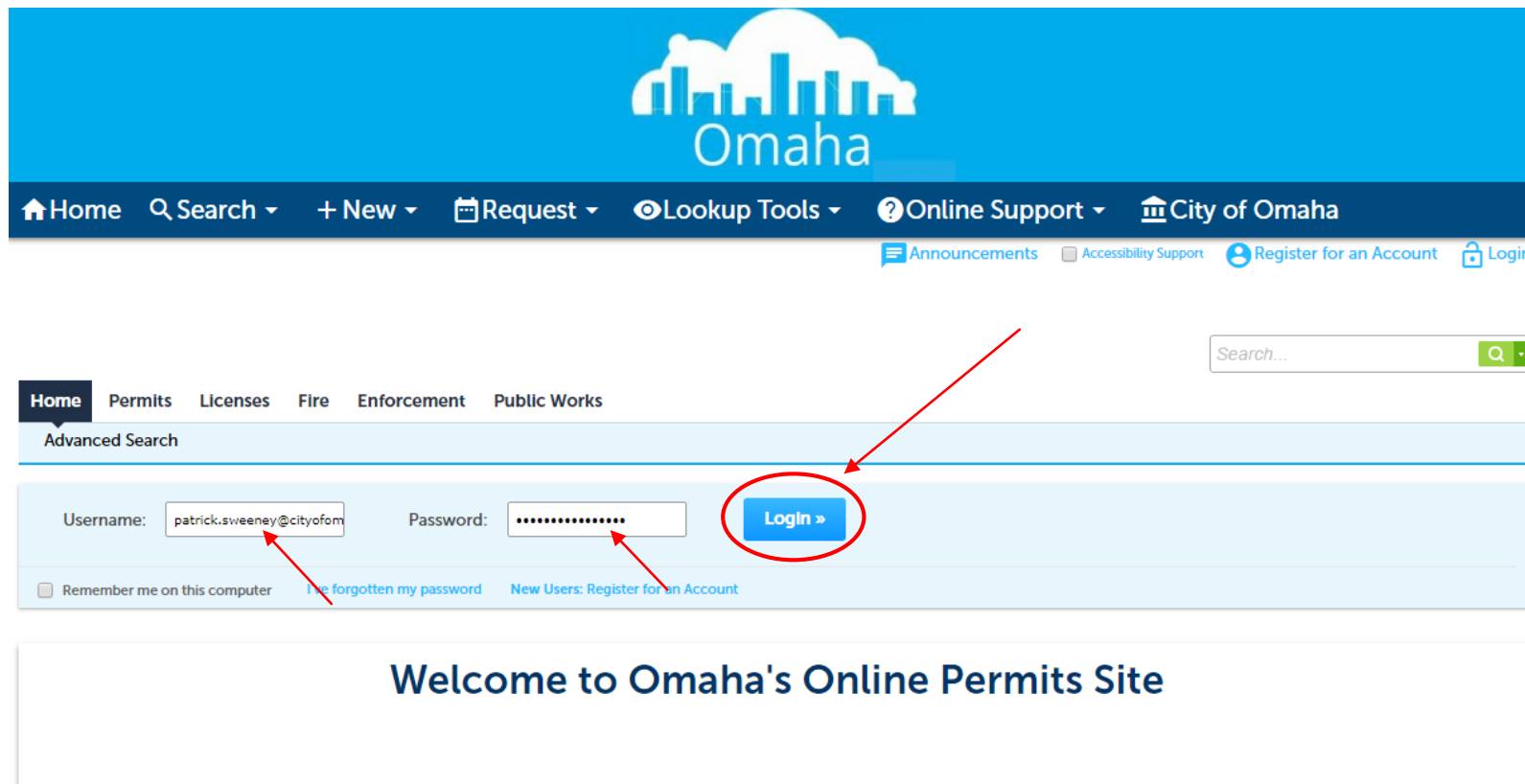
* Zip:

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:

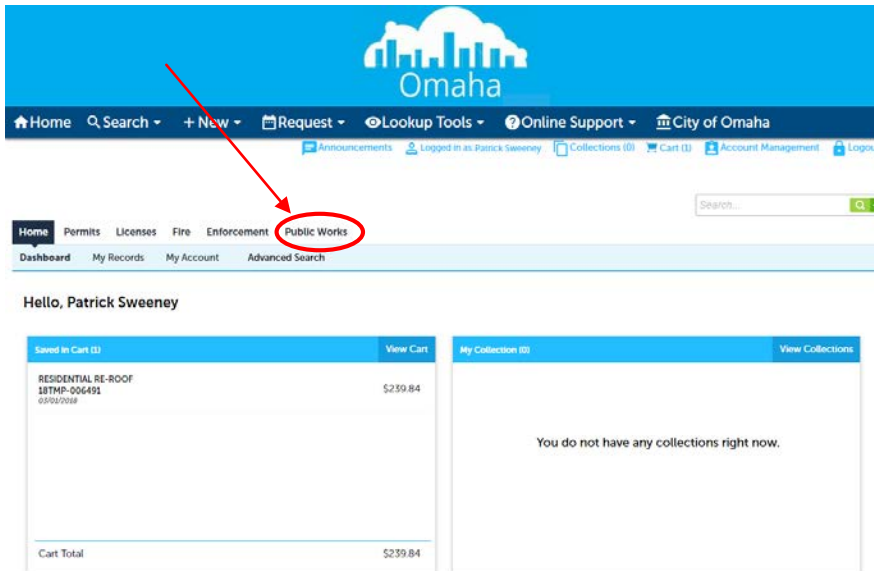
Remember me on this computer I've forgotten my password New Users: Register for an Account

Login »

Welcome to Omaha's Online Permits Site

Navigating To The Public Works Module

The Dashboard Will Appear First,
Click “Public Works”



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

Home Permits Licenses Fire Enforcement **Public Works**

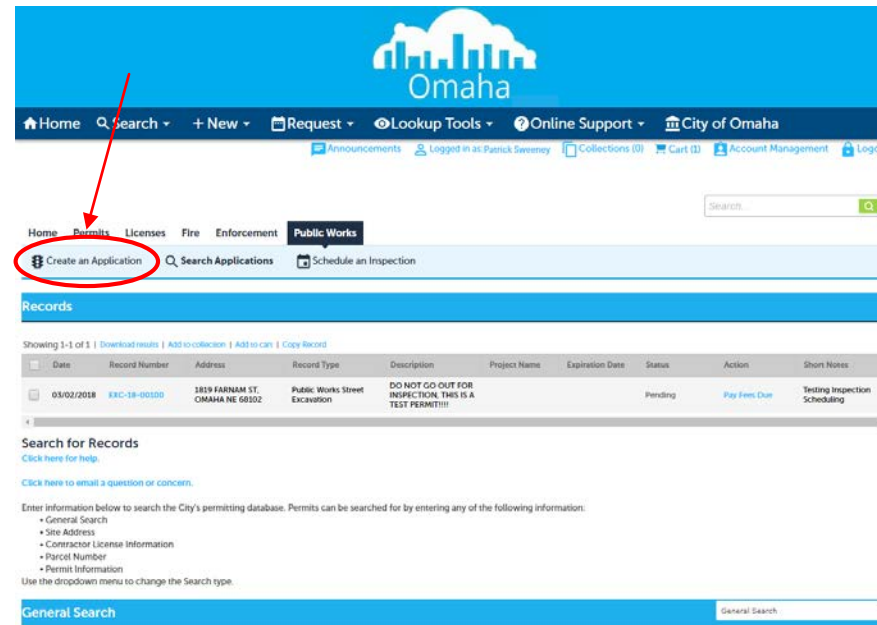
Dashboard My Records My Account Advanced Search

Hello, Patrick Sweeney

Item	View Cart
RESIDENTIAL RE-ROOF 18TMP-006491 03/02/2018	\$259.84
Cart Total	\$259.84

You do not have any collections right now.

Click “Create an Application” To Start



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

Home Permits Licenses Fire Enforcement **Public Works**

Create an Application Search Applications Schedule an Inspection

Records

Showing 1-1 of 1 | Download results | Add to collection | Add to cart | Copy Record

Date	Record Number	Address	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
03/02/2018	XXXX-18-00100	1815 FARNHAM ST. OMAHA NE 68102	Public Works Street Excavation	DO NOT GO OUT FOR INSPECTION THIS IS A TEST PERMIT!!!			Pending	Pay Fees Due Testing Inspection Scheduling	

Search for Records

Click here for help.

Click here to email a question or concern.

Enter information below to search the City's permitting database. Permits can be searched for by entering any of the following information:

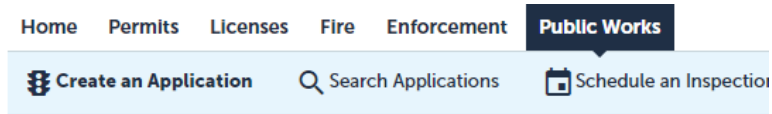
- General Search
- Site Address
- Contractor License Information
- Parcel Number
- Permit Information

Use the dropdown menu to change the Search type.

General Search

Creating Permit Application

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



Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update in convenience of your home or office, 24 hours a day.

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

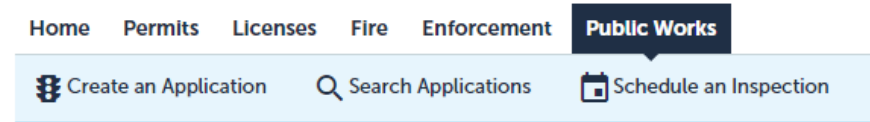
General Disclaimer

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 »](#)

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"



Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by

* Licenses:

Street Excavation LIC-1800121▼

Patrick Sweeney
CITY OF OMAHA PLANNING DEPARTMENT
1819 Farnam St
Omaha, NE 68183

Home Phone:4024445350
Mobile Phone:
Fax:
Street Excavation
LIC-1800121

[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"

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**

Step 2: People > Licensed Prof

Please Select Your Street Excavation License if Applicable

Licensed Professional

Please Select Your Street Excavation License if Applicable

Patrick A Sweeney
CITY OF OMAHA PLANNING DEPARTMENT
License Type: Street Excavation
License Number: LIC-1800121
Address: Omaha 68183
[Edit](#) [Remove](#)

Click "Select from Account", A Pop-up Will
Show. Select Your Street Excavation
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
<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 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"

Detail Information

Please provide Street Cut Overview and known quantities below

Application Name:


* General Description:

* Detailed Description:

[spell check](#)

INDEMNITY AGREEMENT
The undersigned, in consideration of the issuance, by the City of Omaha, a Nebraska municipal corporation, agrees to defend, save, hold harmless and indemnify the City and its agents from all liability for the undersigned's cutting or excavation of any City sidewalk, street, or other public property with equipment, or apparatus of any nature in any street, highway, alley, sidewalk space or thoroughfare, or for the undersigned in the said cutting or excavation.

I hereby agree to the above statement: ☒

Agreement Date: 

GENERAL INFORMATION


Lane Closure Required?: ☐ Yes ☒ No

Within 50ft of a Bridge: ☐ Yes ☒ No

Designated State Highway?: ☐ Yes ☒ No

Soil Cut Only?: ☐ Yes ☒ No

Directional Bore?: ☒ Yes ☐ No

Expected Start Date: 

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 navigation menu with tabs for Home, Permits, Licenses, Fire, Enforcement, and Public Works. Under the Home tab, there are links for Dashboard, My Records, My Account, and Advanced Search.

The 'Cart' section is highlighted, showing a progress bar with three steps: 1. Select item to pay (active), 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 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 'Total amount to be paid: \$21.60' is shown, along with a note: 'Note: This does not include additional fees which may be assessed later.' Below this, there are three buttons: 'Checkout' (circled in red with a red 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"