

Citizen Access Permit Application

1. Open your web browser and navigate to <https://my.lincoln.ne.gov/CitizenAccess/Login.aspx>
2. Enter the email address and password you used when you registered for your account. If you have not registered previously, click the Register Now button.

Accele Citizen Access - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Accele Citizen Access

Register for an Account | Login

Search...

Home Building Health Planning Public Works

Notice:
This feature requires registration and/or login, please login to continue.

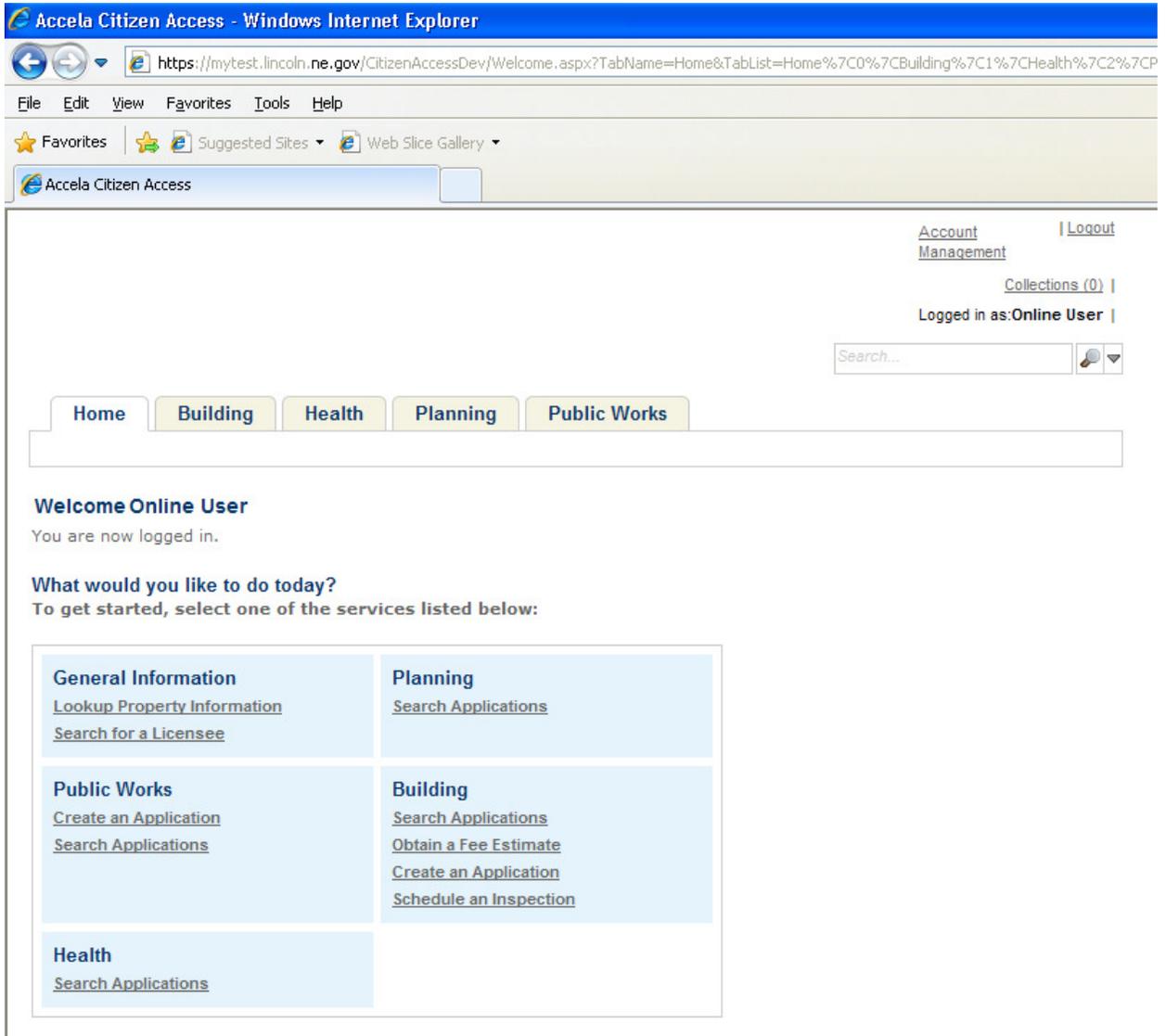
Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »

Login
User Name or E-mail:
Password:
Login »
 Remember me on this computer
[I've forgotten my password](#)
New Users: [Register for an Account](#)

3. Once you are logged into Accela Citizen Access, click the **Create an Application** link under the Building section.



4. Read through the disclaimer and put a check in the box to accept the terms. Click on the **Continue Application** button to continue the permit application process.

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Online Application

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

ACKNOWLEDGEMENTS

1. Online permits are an optional internet service provided by the City of Lincoln. The use of this service is at your discretion. This internet service is provided without additional fees. The permit fees associated with the issuance of this permit are the same that would be assessed when obtaining your permit directly from the Lincoln Building and Safety Office.
2. A. All work authorized by a Simple Permit must comply with all applicable ordinances and codes adopted by the City of Lincoln, the State of Nebraska, and/or any federal agencies.
B. All work authorized by a permit is subject to inspection. Required inspections can be scheduled online. Access to the subject site and/or premises must be provided for inspection purposes.
C. Permits shall automatically EXPIRE and become null and void if the work authorized by this permit is not commenced within 120 days of the date of this permit for Mechanical and Plumbing permits, 60 days for Electrical permits, or if work is suspended or abandoned at any time after the work is commenced for a period of 180 days.
D. Some permits do not require any discretionary approvals or plan review by the City of Lincoln. If, subsequent to the issuance of a permit the Building Official determines that plans or other reviews are required for the work undertaken, the permit may be suspended or revoked until such time as proper reviews and approvals are obtained.
E. The issuance of a Permit shall not serve to legalize or authorize other unpermitted construction, construction not properly identified within the permit application, improper occupancies, additional dwelling units, or unauthorized land uses not otherwise legally established. All Permits are subject to review and approval by the Building and Safety Department.

General Disclaimer

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I have read and accepted the above terms.

[Continue Application »](#)

5. Select type of application you want from the drop down list. The application will automatically update after selecting the type of permit.

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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.

--Select a Category--
--Select a Category--
Electrical
Mechanical
Plumbing

[Continue Application »](#)

6. Select whether or not the permits is within City Limits or within Lancaster County. Click the **Continue Application** button after selecting the type of permit.

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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.

Mechanical

City Non-Licensed Mechanical
 County Non-Licensed Mechanical

[Continue Application »](#)

7. Enter the address for the permit and click the **Search** button to locate the address.

Step 1 : Location > Address, Parcel, Owner

You can type instruction on how to complete the form here.

* indicates a required field.

Address

You can add Address lookup instructions here

Use map to select work location: 

* Street No.:	Direction:	* Street Name:	Street Type:
<input type="text" value="555"/>	<input style="border: none; background-color: #f0f0f0; text-align: center; width: 50px;" type="text" value="S"/> ▼	<input type="text" value="10"/>	<input style="border: none; background-color: #f0f0f0; text-align: center; width: 100px;" type="text" value="--Select--"/> ▼
Unit Type:	Unit No.:		
<input style="border: none; background-color: #f0f0f0; text-align: center; width: 100px;" type="text" value="--Select--"/> ▼	<input type="text"/>		
City:	State:	Zip:	
<input type="text"/>	<input style="border: none; background-color: #f0f0f0; text-align: center; width: 50px;" type="text" value="--Select--"/> ▼	<input type="text"/>	

8. After the search is complete, the address information will be automatically populated. To continue the application process, click the **Continue Application** button. Alternatively, if you would like to complete the application at a later time, click on the **Save and resume later** button.

Owner

Owner Name: ?

Address Line 1:

Address Line 2:

Address Line 3:

City:	State:	Zip:
<input type="text" value="LINCOLN"/>	<input style="border: none; background-color: #f0f0f0; text-align: center; width: 50px;" type="text" value="NE"/> ▼	<input type="text" value="68508-"/>

Save and resume later:

9. For the contact information, you have the option of manually filling in the contact information or automatically populating it with the current user account you are logged in

with or property owner information. You may be prompted to enter all contact information in the same manner. Click **Continue Application** to continue the process.

Step 2 : People > Applicant

You can type instruction on how to complete the form here.

* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Auto-fill with Online User

* First: Middle: * Last:

Name of Business:

* Address Line 1: Country: --Select--

* City: * State: NE * Zip:

Home Phone: Work Phone: Mobile Phone:

Fax:

E-mail:

Save and resume later: 

10. Enter a detailed description of the work being completed. Select the type of permit and put a checkmark in each of the required homeowner statements. If you are a contractor, the

field names may not be the same as they are for a homeowner.

Step 3 : Application Information > Permit Work Information

Please enter a description of the work to be done in the Detailed Description box and then enter the number of each electrical item to be installed or replaced.

* indicates a required field.

Work Detail

* Detailed Description:

Detailed Description: Required

Work Items

GENERAL INFORMATION

Permit Type:	<input type="text" value="--Select--"/>
Type of Work:	<input type="text" value="--Select--"/>
Building Permit Number:	<input type="text"/>
Home Owner Verification Received:	<input type="checkbox"/>
Permit Issued:	<input type="text"/> 
Permit Expiration:	<input type="text"/> 
8+ Miles:	<input type="checkbox"/>
3 to 8 Miles:	<input type="checkbox"/>

HOME OWNER VERIFICATION

Check that you have read and understand each statement below.

- * I am the owner of and currently occupy as my principal residence the stand alone single-family dwelling entered on this application:
- * I presently reside in the single family dwelling, or will reside there after construction is completed.:
- * I will install and connect the Plumbing / Gas Piping for myself, without compensation or pay from, or to, any other person.:
- * I have submitted detail plans of the proposed Plumbing / Gas Piping installation as required by the Plumbing Section, to the DEPT OF BUILDING & SAFETY. I have sufficient knowledge of the Lincoln Plumbing Code/ Gas Piping Code requirements as stated in : CHAPTER 24.05[GAS PIPING], and or CHAPTER 24.11 [PLUMBING] of the LINCOLN MUNICIPAL CODE to satisfactorily complete the project.:

11. Scroll down the page and enter the quantities for the items for the permit. If there is one furnace enter the quantity of 1. In addition, please list additional information such as brand and type of product being installed. Please note that the fields and options will vary

depending on the type of application such as plumbing, electrical, mechanical, etc. Click the **Continue Application** button to continue the process.

Furnace:	<input type="text"/>
Furnace Brand:	<input type="text"/>
Furnace Type:	--Select-- <input type="button" value="v"/>
Cooling Equipment:	<input type="text"/>
Cooling Equipment Brand:	<input type="text"/>
Cooling Equipment Type:	--Select-- <input type="button" value="v"/>
Roof Top Heating/Cooling:	<input type="text"/>
Roof Top Heating/Cooling Brand:	<input type="text"/>
Air Handling Unit:	<input type="text"/>
Air Handling Unit Brand:	<input type="text"/>
Exhaust Hood & Duct:	<input type="text"/>
Exhaust Hood & Duct CFM:	<input type="text"/>
Bath Exhaust & Duct:	<input type="text"/>
Bath Exhaust & Duct CFM:	<input type="text"/>
Clothes Dryer Vent:	<input type="text"/>
Vent/Chimney Liner:	<input type="text"/>
Alteration of Existing Duct Work:	<input type="text"/>
Decorative Gas Fireplace/Log Set:	<input type="text"/>
Underground Ductwork:	<input type="text"/>
Ventilation System:	<input type="text"/>
Type II Hood:	<input type="text"/>
Type II Hood CFM:	<input type="text"/>
Make-up Air System:	<input type="text"/>
Make-up Air System CFM:	<input type="text"/>
Heat Recovery System:	<input type="text"/>
Heat Recovery System CFM:	<input type="text"/>
Paint Booth/Fume Hood Exhaust:	<input type="text"/>
Paint Booth/Fume Hood Exhaust CFM:	<input type="text"/>
Mixing/VAV Boxes:	<input type="text"/>
Unit Heater/Infrared Pipe Heating System:	<input type="text"/>
Type I Hood including Ducts:	<input type="text"/>
Type I Hood including Ducts CFM:	<input type="text"/>

12. You will be prompted to review the quantities and contact information. Please review and if any changes are needed, click the **Edit** button for the specific section that needs changed.

Click the **Continue Application** button to select the payment options.



Step 4 : Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

City Non-Licensed Mechanical

Address Edit

555 S 10TH ST

Parcel Edit

Parcel Number: 1026225002000

Legal Description: LINCOLN ORIGINAL, BLOCK 118

Land Value: 17849100

Owner Edit

LANCASTER COUNTY

555 S 10 ST LINCOLN, NE 68508

LINCOLN NE 68508

Applicant Edit

City Lincoln
555 S 10th Room 203
Lincoln, NE, 68508

Contact Edit

City Lincoln
555 S 10th
Lincoln, NE, 68508

Work Detail Edit

Detailed Description:Test

Work Items

GENERAL INFORMATION

Edit

13. Review the calculated fees. Click the **Continue Application** button to select payment options.

City Non-Licensed Mechanical



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
Furnace	1	\$30.00

TOTAL FEES

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

\$30.00

[Continue Application »](#)

14. Select the payment option you would like to use. Click the Submit Payment button to finalize payment.

City Non-Licensed Mechanical



Step 5 : Pay Fees

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

The available payment methods are:

- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type.

* indicates a required field.

Payment Options

Amount to be charged: \$30.00

- Pay with Credit Card
 Pay with Bank Account

Credit Card Information:

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

* Name on Card: * Exp. Date:
 01 2012

Credit Card Holder Information:

Billing Information:

* Street Address:
 555 S 10th Room 203

* City: * State: * Zip:
 Lincoln NE 68508

* Phone:

15. After the processing is complete, you will receive a Record Number which is actually your permit number. From this page you can print a receipt or view the record details.

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City Non-Licensed Mechanical

1 2 People 3 Application Information 4 Review 5 Pay Fees 6 Record Issuance

Step 6 : Record Issuance

Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is M1204302.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

[Print/View Record](#) [Print/View Receipt](#) [Print/View Summary](#)

All work authorized by this Permit must comply with all applicable ordinances and codes adopted by the City of Lincoln, the State of Nebraska, and/or any federal agencies.
All work authorized by a permit is subject to inspection. Required inspections can be scheduled online or by calling Building and Safety at (402) 441-8213. Access to the subject site and/or premises must be provided by the permittee or the owner for inspection purposes.
Permits shall EXPIRE and become null and void if the work authorized by this permit is not commenced within 120 days of the date of this permit for Mechanical and Plumbing permits, 60 days for Electrical permits, or if work is suspended or abandoned at any time after the work is commenced for a period of 180 days.
Simple permits are permits that do not require any discretionary approvals or plan review by the City of Lincoln. If, subsequent to the issuance of a Simple permit the Building Official determines that plans or other reviews are required for the work undertaken, the permit may be suspended or revoked until such time as proper reviews and approvals are obtained.

[View Record Details »](#) (You must post the record in the work area.)

16. If you need to apply for another permit, you can start the process over. If you are finished, for security reasons you should log out using the link at the top right of the page.