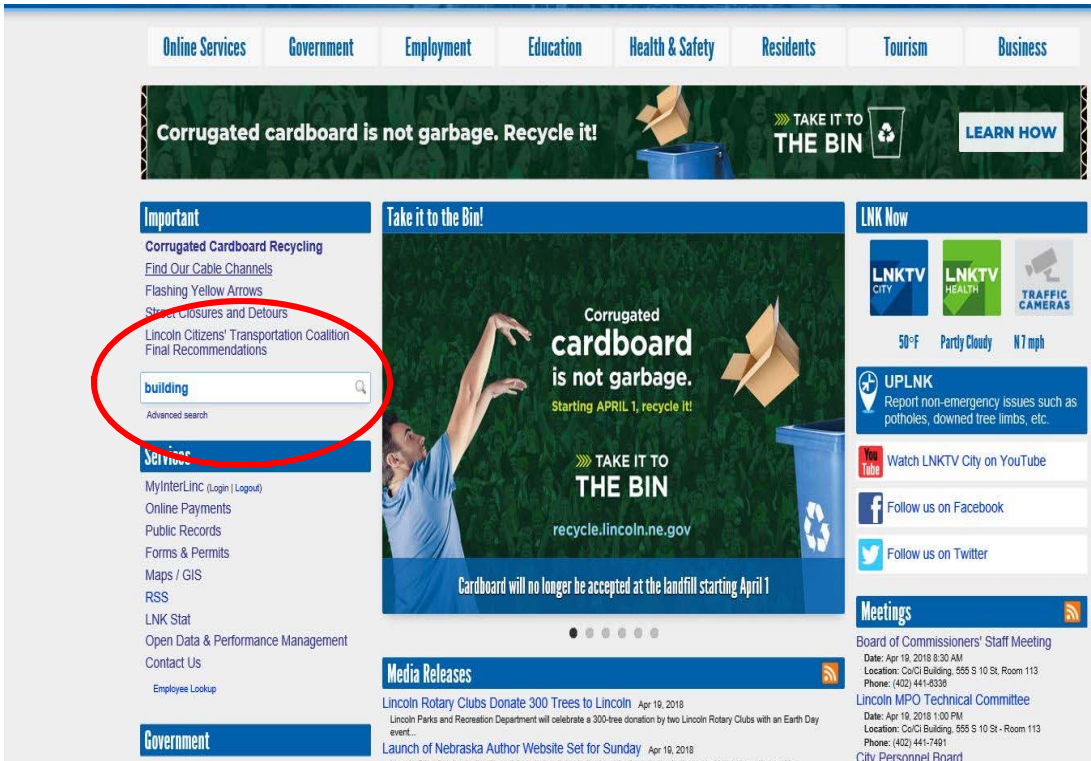


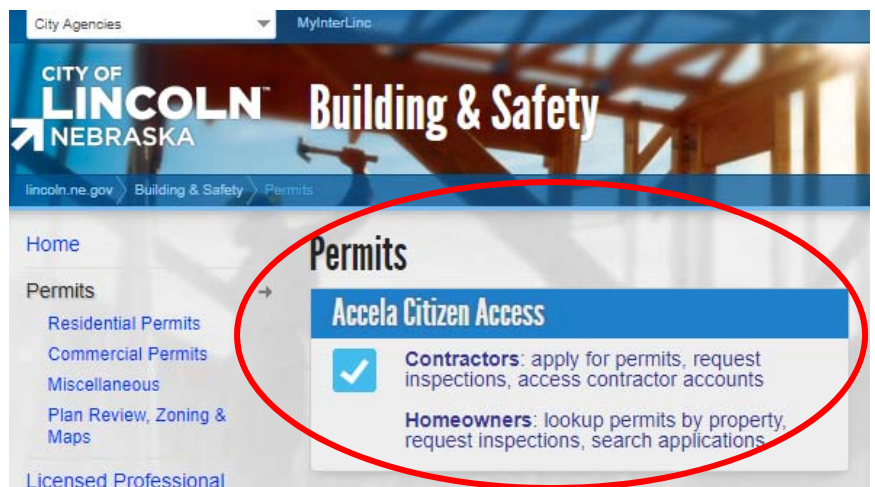
# City of Lincoln Individual Lot Notice of Intent (INOI) Electronic Permit Process

## Step by Step Guide for **HOW TO REGISTER FOR A CITIZEN ACCESS PORTAL ACCOUNT**



Log on to the City's main webpage ([lincoln.ne.gov](http://lincoln.ne.gov)) and type "Building" in the keyword search window.

Click on the "Permits - Accela Citizens Access" block to access the portal.



You will need to register to take advantage of all our features

Search... [Q]

Advanced Search

### Welcome to the Lincoln/Lancaster County Citizen Access Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

#### Login

User Name or E-mail:

Password:

Login »

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

You will need to register for an account by clicking on the "New Users: Register for an Account."

You will need to register to take advantage of all our features

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Advanced Search

### 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
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

#### 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 Registration »



Check the box indicating "I have read and accepted the above terms" and click the "Continue Registration" button to proceed.

Account Registration Step 2:  
Enter/Confirm Your Account Information

\* indicates a required field.

Login Information

\* User Name:

\* E-mail Address:

\* Password:

\* Type Password Again:

\* Enter Security Question:

\* Answer:

Contact Information

Choose how to fill in your contact information.

After all the required fields are completed, click "Add New" to fill out your contact information.

Select "Contractor" from the drop down arrow as the contact type.

Select Contact Type

\* Type:

Contact Information

Country:

\* Address Line 1:

\* City:

\* State:

\* Zip:

Home Phone:  Work Phone:  \* Mobile Phone:

Fax:

\* E-mail:

After you have completed populating all of the required fields, click "Continue."

You will need to register to take advantage of all our features

**Home** [Building](#) [LTU](#) [Planning](#)

[Advanced Search](#) ▾

## Account Registration Step 2: Enter/Confirm Your Account Information

\* Indicates a required field.

### Login Information

\* **User Name:**  ?

\* **E-mail Address:**

\* **Password:**  ?

\* **Type Password Again:**

\* **Enter Security Question:**  ?

\* **Answer:**  ?

### Contact Information

Choose how to fill in your contact information.

**✓ Contact added successfully.**

**Bob T Builder**  
**Empire Builders**  
youremail@internet.com  
Home phone:  
Mobile Phone:402-222-2222  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

[Continue Registration](#) ▶



After you have verified all the information and your contact information has been added successfully (in green,) click “Continue Registration.”

You will need to register to take advantage of all our features

Search... [Q]

- Home
- Building
- LTU
- Planning

Advanced Search ▾

 Your account is successfully registered.



Your account should now be "Sucessfully Registered."

Congratulations. You have successfully registered an account.

### Account Information

User Name:	EmpireBuilders
E-mail:	youremail@internet.com
Password:	*****
Security Question:	What did you want to be when you grew up?

### Contact Information

Bob T Builder	Home Phone:
Empire Builders	Work Phone:
1234 Roman Dr.	Mobile Phone: 402-222-2222
youremail@internet.com	Fax:



## Requesting an INOI License

To request an INOI permit, users will need to request an "INOI" license from Watershed staff. **You must email NPDES@lincoln.ne.gov to request an INOI license.** Each company will have one "INOI" license that can be utilized by multiple users within that company to request INOI permits. **You should receive an email response within 2 business days stating your "INOI" license is now available and you can begin applying for INOI permits.**