

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

## Step by Step Guide for HOW TO REQUEST INOI PERMITS

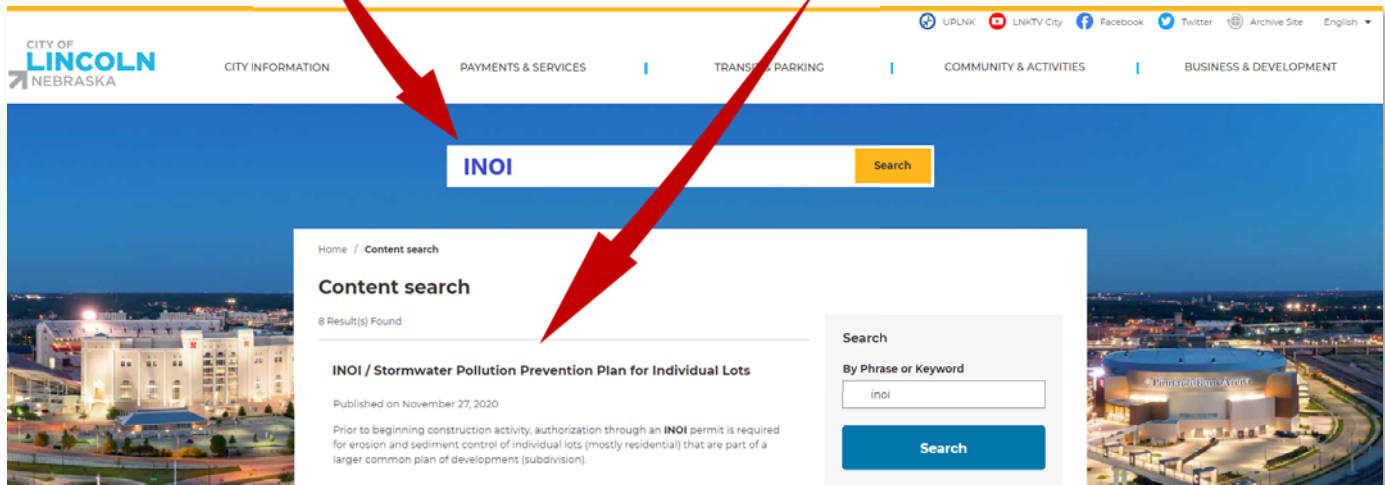
### ***\*You must first have an INOI License to apply for INOI Permits***

To request an INOI permit, users will need to request an “INOI” license from Watershed staff. ***You must email [NPDES@lincoln.ne.gov](mailto: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.***

To Begin, log on to the City’s main webpage [lincoln.ne.gov](http://lincoln.ne.gov)

Type **INOI** in the Search window

Click **INOI / Stormwater Prevention Plan**



Click on [Accela portal](#)

### INOI PERMIT APPLICATION PROCESS


Once the applicant's INOI license has been approved via an email message from Watershed Management, applicants can begin applying for new INOI Permits. The application is available on the LTU tab of the Citizen Access web based [Accela portal](#).

Upon City approval, an authorization letter will be sent to the email address provided on the application stating that earth disturbing activities are authorized for the address filed. The authorization letter can then be printed or shown via electronic device at the Building and Safety counter when applying for the Building Permit.

*Please allow at least two business days for processing of the INOI permit prior to applying for a Building Permit.*

#### Step-By-Step Tutorial

Updated 5/22/2020



#### How to Request an INOI Permit

(PDF, 2MB)

**Notice:**

The browser you are using is not on the list of our supported browsers and versions. For best user experience, it is recommended you use one of our supported browsers and versions:

- Internet Explorer 11
- Edge
- Mozilla Firefox
- Chrome
- Safari
- Opera 24

After you have received an email from Watershed staff stating your INOI license is now available for use, use your username and password to login to the portal

**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:

Robert Builder

Password:

\*\*\*\*\*

**Login »**

☐ Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

To fill out an application for an INOI permit, click the **LTU** tab

Announcements Logged in as: Terry Ullsperger Collections (0) Reports (1) Account Management Logout

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

Home Building **LTU** Planning

Dashboard My Records My Account Advanced Search ▼

Hello, Joe Builder

Select **Create an Application**

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

Home Building **LTU** Planning

**Create an Application** Search Applications Schedule an Inspection

**Online Application**

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

**Individual Lot Notice of Intent (INOI) Tutorials**

[How to Register for an Account](#)  
[How to Request an INOI Permit](#)

**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. Access to the subject site and/or premises must be provided for inspection purposes.  
C. 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 Public Works 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.  
D. 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 Public Works and Utilities Department.

**General Disclaimer**

While the Department attempts to keep its website information accurate and timely, the Department neither warrants nor makes representations as to the functionality or condition of this website, 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 Department as a result of updates and corrections.

You will be asked to review and verify that you've read the Acknowledgements and General Disclaimer by checking the small box below

Select **Continue Application**

☒ I have read and accepted the above terms.

**Continue Application »**

Your INOI license should appear in the down arrow selection. Select your INOI license

Select **Continue Application**

\* if your INOI license is not available, please email [NPDES@lincoln.ne.gov](mailto:NPDES@lincoln.ne.gov)

Fill in all the information related to this project

**\*YOU MUST VERIFY THE ADDRESS**

If your address is not valid, **Building and Safety will NOT ACCEPT your application**

You will have to REAPPLY for a new INOI Permit with a valid address

Select **Continue Application**

**To verify your address**, use the GIS Map Service from the City of Lincoln webpage (Lincoln.ne.gov)  
Type **GIS** in the search window

Select **GIS Viewer**

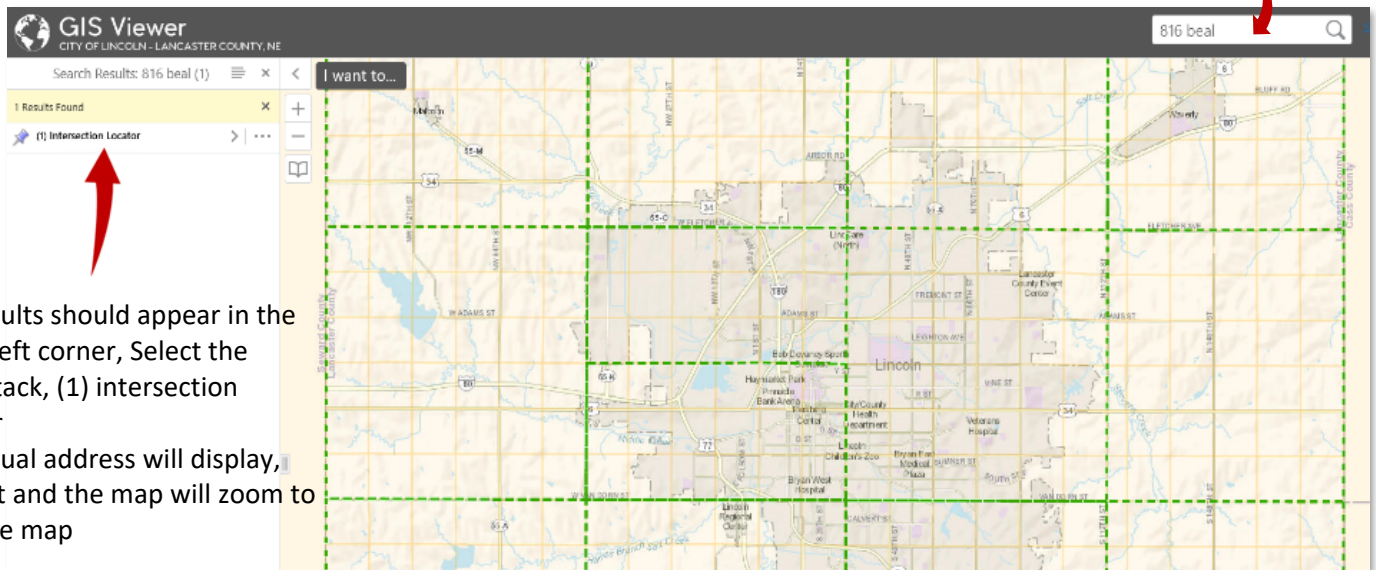
The screenshot shows the City of Lincoln Nebraska website. The header includes the city logo and navigation links: CITY INFORMATION, PAYMENTS & SERVICES, TRANSIT & PARKING, and COMMUNITY. A search bar is located in the top right. Below the header, a large banner image features a statue of a person. A search results box is open, displaying the search term "GIS" and the result "GIS Viewer". The "GIS Viewer" result includes a description: "This site is a joint venture with both City and County agencies and represents data from various departments." and a link to "Geographic Information Systems (GIS)". A red arrow points from the "Select GIS Viewer" text to the "GIS Viewer" result in the search box.

The screenshot shows the INOI application form. The top navigation bar includes links: Home, Building, LTU (selected), and Planning. Below the navigation bar, there are links for "Create an Application" and "Search Applications". The main section is titled "Select a License". It includes a note: "Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account." Below this, there is a section for "Licenses:" with a dropdown menu showing "INOI ACA Account INOI1004". To the right of the dropdown, there is contact information for "Bob Builder" (EMPIRE BUILDER - TEST ACCOUNT) including address, phone, and fax. At the bottom, there is a blue button labeled "Continue Application »".

The screenshot shows the INOI application form, specifically the "Address" step. The top navigation bar is the same as the previous screenshot. Below the navigation bar, there are links for "Create an Application" and "Search Applications". The main section is titled "NOI Individual Lots" and includes a table with tabs for "1 Address Information", "2 People", "3 Project Information", "4 Documents", "5 Review", "6", and "7". Below the table, there is a section titled "Step 1: Address Information > Construction Site Address". It includes a note: "\* Indicates a required field." Below this, there is a form for "Address" with fields for "Street No.", "Street Name", "Street Type", "Direction", "Unit Type", "Unit No.", "City", "State", and "Zip". The "Street No." field contains "3141", "Street Name" contains "Pie", "Street Type" is a dropdown menu showing "CIR", "Direction" is a dropdown menu showing "--Select--", "Unit Type" is a dropdown menu showing "--Select--", "Unit No." is empty, "City" contains "Lincoln", "State" is a dropdown menu showing "--Select--", and "Zip" contains "68508". At the bottom, there are two buttons: "Search" and "Clear".

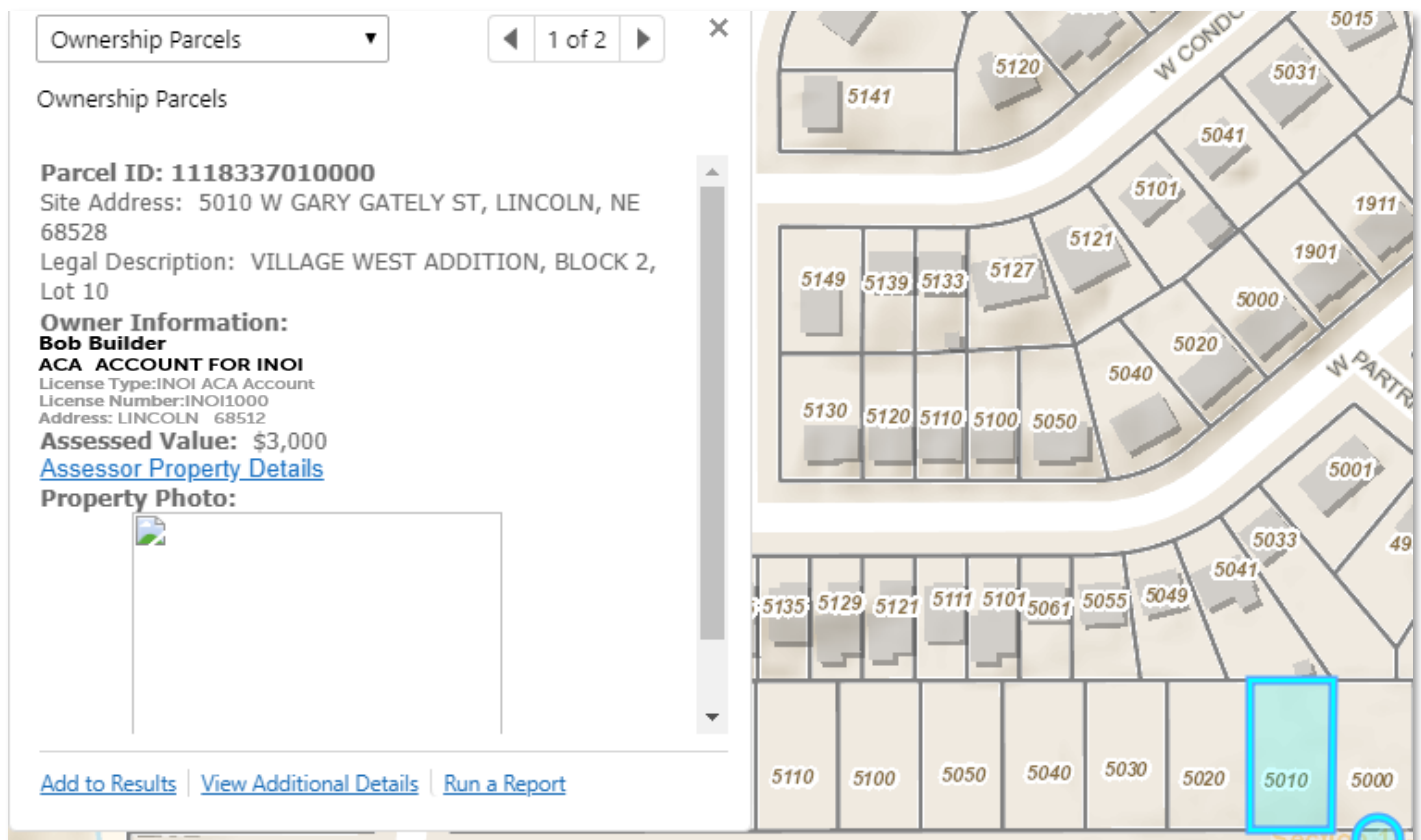


Input the address from the permit application in the SEARCH box in the upper right of the screen



The results should appear in the upper left corner, Select the thumbtack, (1) intersection Locator  
The actual address will display, select it and the map will zoom to it on the map

Select the parcel for the address of the permit – it should be visibly outlined on the map and the ownership information should be displayed. Compare this information to what is entered in Accela under the Record ID – NOI Individual Lots Info tab in Accela



NOTE: By clicking the **Save and resume later** button, you can log off and return to the application by going to **My Records** and clicking **Resume Application**

Your license information will appear in this section

Verify the information

Select **Continue Application**

HomeBuildingLTUPlanning

Create an ApplicationSearch ApplicationsSchedule an Inspection

NOI Individual Lots

1Address Information

2People

3Project Information

4Documents

5Review

6

7

Step 2: People > Licensed Contractor

\* indicates a required field.

Licensed Professional

To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Bob Builder  
ACA ACCOUNT FOR INOI  
License Type: INOI ACA Account  
License Number: INOI1000  
Address: LINCOLN 68512  
Edit

Continue Application »

Save and resume later

For **Applicant** and **24 Hour Contact**, click on the **Select from Account** button

Select the contact info as seen in the next window below

\* The **Add New** button is for returning users who need to edit their contact info if address or phone number has changed

Select **Continue Application**

HomeBuildingLTUPlanning

Create an ApplicationSearch Applications

NOI Individual Lots

1Address Information

2People

3Project Information

4Documents

5Review

6

7

Step 2: People > Contacts

\* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from AccountAdd New

24 Hour Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from AccountAdd New

Continue Application »

Save and resume later

Select **Associated Contact**

Select **Continue**

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 1-2 of 2

☒

Associated Contact

Contact

Bob Builder

☐ Associated License

INOI ACA Account

ACA TEST ACCOUNT FOR INOI

Bob B

INOI ACA Account

INOI1000

Continue

Discard Changes

Verify the **Contact Information**

Select **Continue**

### Contact Information

\*Name of Business:  
Empire Builders Inc

\*First:  
Bob

Middle:  
T

\*Last:  
Builder

Country:  
United States

\*Address Line 1:  
949 West Bond Street

\*City:  
Lincoln

\*State:  
NE

\*Zip:  
68521-

Home Phone:  
402-402-4022

Work Phone:

\*Mobile Phone:  
402-402-4022

Fax:

\*E-mail:  
bbuilder@Empire.com

Continue

Discard Changes

Complete **Applicant** and **24 Hour Contact** (Additional Contact optional)

Indicated by  **Contact added successfully**  
When complete

Select **Continue Application**

Home Building **LTU** Planning

Create an Application Search Applications

NOI Individual Lots


1 Address Information	2 <b>People</b>	3 Project Information	4 Documents	5 Review	6	7
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Step 2: People > Contacts

\* indicates a required field.

Applicant


To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

 **Contact added successfully.**

**Bob T Builders**  
**Empire Builders**  
youremail@internet.com  
Home phone:  
Mobile Phone:402-555-5555  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

24 Hour Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

 **Contact added successfully.**


**Bob T Builder**  
**Empire Builders**  
youremail@internet.com  
Home phone:  
Mobile Phone:402-555-5555  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

Continue Application »

Save and resume later

Fill out the required information  
Indicated with \*

Select from three provided typical site plans or **Own Site Plan** from the drop-down arrow

Click on  to see the three provided site plans

\* If you select **Own Site Plan** you will be required to upload your plan on the next page

Select each check box to agree to abide by each statement

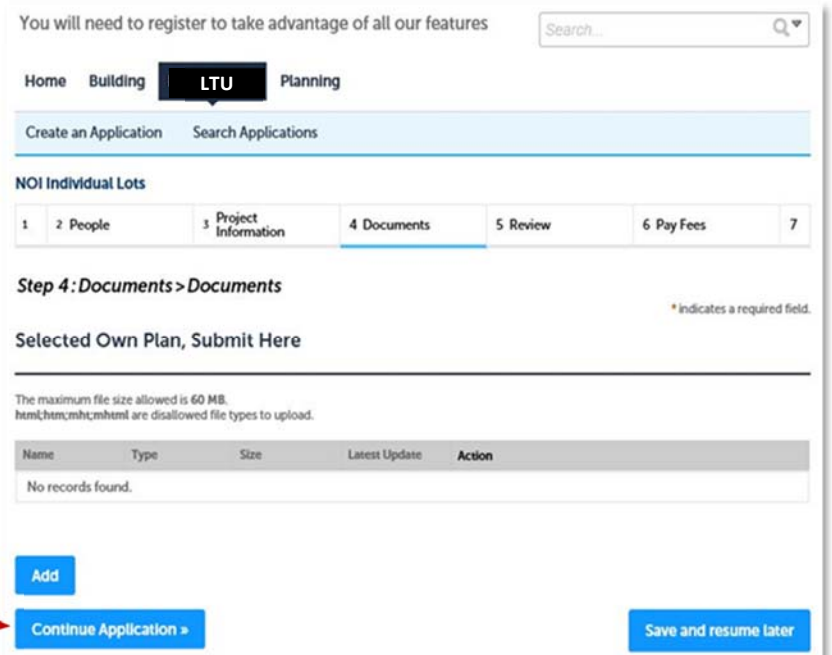
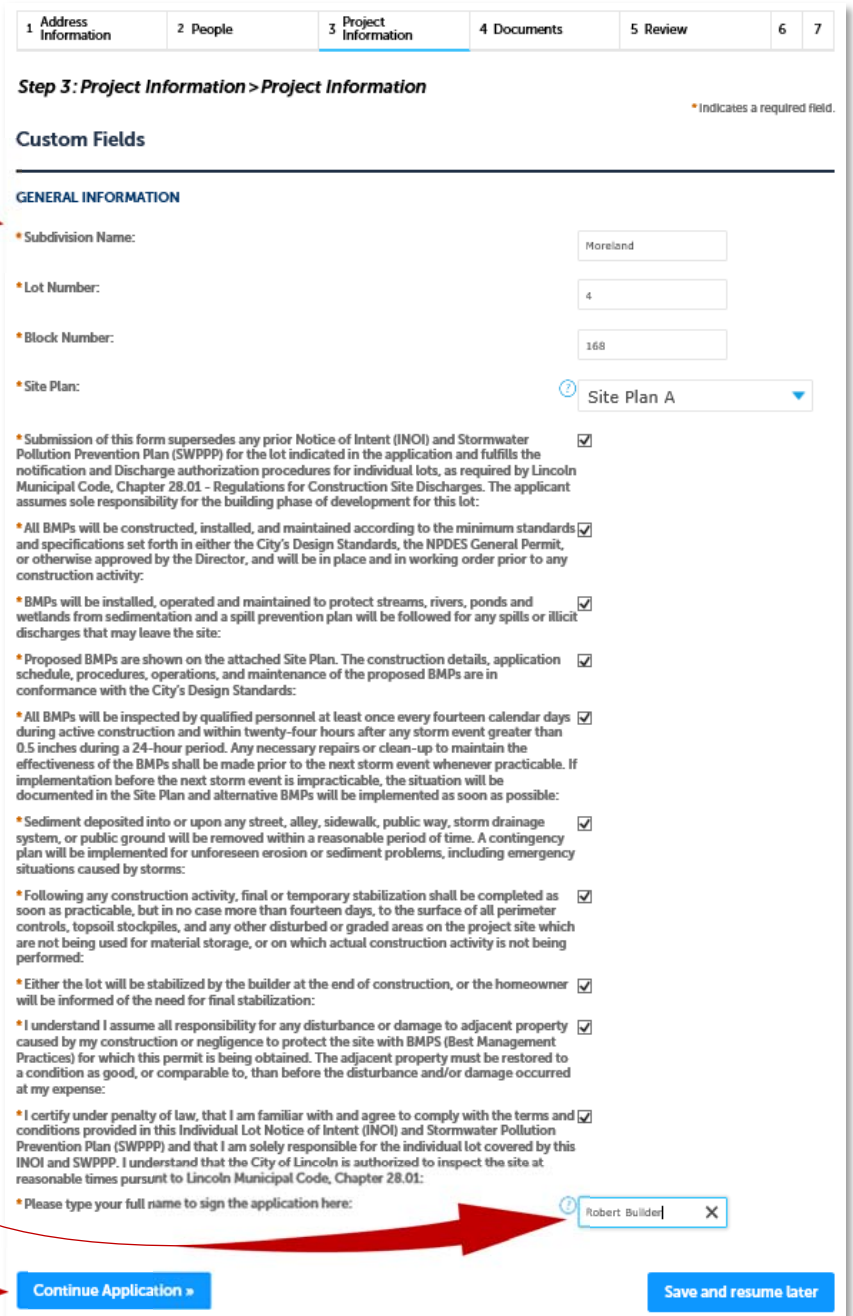
Enter your **FIRST and LAST** name. THIS IS YOUR SIGNATURE ON THIS APPLICATION  
**NOTE: If you do not provide your full name, your application may be rejected for lack of authorization**

Select **Continue Application**

\*If you chose Site Plan A, B, or C on the project information page, click **Continue Application** to skip this step

If you selected **Own Site Plan** click **Add**, the file upload window will appear  
Click **Add** to find the document on your computer to upload

Select **Continue Application**



Review your application and make changes as needed by clicking on the **Edit** button to the right of each section

\*Once submitted the permit application cannot be edited

Step 5: Review

Continue Application »Save and resume later

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

Record Type

NOI Individual Lots

AddressEdit

816 Mary CT  
Lincoln NE

Licensed ProfessionalEdit

Bob Builder  
ACA ACCOUNT FOR INOI  
License Type:INOI ACA Account  
License Number:INOI1000  
Address: LINCOLN 68512

Home Phone:402-441-4444  
Mobile Phone:402-441-4444  
INOI ACA Account -INOI1000

ApplicantEdit

Bob Builder  
ACA ACCOUNT FOR INOI  
License Type:INOI ACA Account  
License Number:INOI1000  
Address: LINCOLN 68512

Work Phone:402-430-6099  
Mobile Phone:402-402-4022  
Fax:402-441-6576  
E-mail:tullsparger@lincoln.ne.gov

24 Hour ContactEdit

Bob Builder  
ACA ACCOUNT FOR INOI  
License Type:INOI ACA Account  
License Number:INOI1000  
Address: LINCOLN 68512

Work Phone:402-430-6099  
Mobile Phone:402-402-4022  
Fax:402-441-6576  
E-mail:tullsparger@lincoln.ne.gov

Additional ContactEdit

Custom Fields

GENERAL INFORMATIONEdit

Subdivision Name:Moreland

Lot Number:4

Block Number:168

Site Plan:Site Plan A

Submission of this form supersedes any prior Notice of Intent (NOI) and Stormwater Pollution Prevention Plan (SWPPP) for the lot indicated in the application and fulfills the notification and Discharge authorization procedures for individual lots, as required by Lincoln Municipal Code, Chapter 28.01 - Regulations for Construction Site Discharges. The applicant assumes sole responsibility for the building phase of development for this lot:Yes

All BMPs will be constructed, installed, and maintained according to the minimum standards and specifications set forth in either the City's Design Standards, the NPDES General Permit, or otherwise approved by the Director, and will be in place and in working order prior to any construction activity:Yes

BMPs will be installed, operated and maintained to protect streams, rivers, ponds and wetlands from sedimentation and a spill prevention plan will be followed for any spills or illicit discharges that may leave the site:Yes

Proposed BMPs are shown on the attached Site Plan. The construction details, application schedule, procedures, operations, and maintenance of the proposed BMPs are in conformance with the City's Design Standards:Yes

All BMPs will be inspected by qualified personnel at least once every fourteen calendar days during active construction and within twenty-four hours after any storm event greater than 0.5 inches during a 24-hour period. Any necessary repairs or clean-up to maintain the effectiveness of the BMPs shall be made prior to the next storm event whenever practicable. If implementation before the next storm event is impracticable, the situation will be documented in the Site Plan and alternative BMPs will be implemented as soon as possible:Yes

Sediment deposited into or upon any street, alley, sidewalk, public way, storm drainage system, or public ground will be removed within a reasonable period of time. A contingency plan will be implemented for unforeseen erosion or sediment problems, including emergency situations caused by storms:Yes

Following any construction activity, final or temporary stabilization shall be completed as soon as practicable, but in no case more than fourteen days, to the surface of all perimeter controls, topsoil stockpiles, and any other disturbed or graded areas on the project site which are not being used for material storage, or on which actual construction activity is not being performed:Yes

Either the lot will be stabilized by the builder at the end of construction, or the homeowner will be informed of the need for final stabilization:Yes

I understand I assume all responsibility for any disturbance or damage to adjacent property caused by my construction or negligence to protect the site with BMPs (Best Management Practices) for which this permit is being obtained. The adjacent property must be restored to a condition as good, or comparable to, than before the disturbance and/or damage occurred at my expense:Yes

I certify under penalty of law, that I am familiar with and agree to comply with the terms and conditions provided in this Individual Lot Notice of Intent (INOI) and Stormwater Pollution Prevention Plan (SWPPP) and that I am solely responsible for the individual lot covered by this INOI and SWPPP. I understand that the City of Lincoln is authorized to inspect the site at reasonable times pursuant to Lincoln Municipal Code, Chapter 28.01:Yes

Please type your full name to sign the application here:Robert Builder

If you have selected "Own Site Plan", Submit HereEdit

The maximum file size allowed is 60 MB.  
htm,chem,mht,html are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Continue Application »Save and resume later

Select **Continue Application**



Click **Continue Application** to bypass the Pay Fees section

Home Building **LTU** Planning

Create an Application Search Applications Schedule an Inspection

NOI Individual Lots

1	2	3 Project Information	4 Documents	5 Review	6 Pay Fees	7 Record Issuance
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**Step 6: 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
Re-Inspection Trip Fee	0	\$0.00

TOTAL FEES: \$0.00  
Note: This does not include additional inspection fees which may be assessed later.

[Recalculate](#)

[Continue Application »](#)

\*The INOI permit application has been submitted for review


Home Building **LTU** Planning

Create an Application Search Applications Schedule an Inspection

NOI Individual Lots

1	2	3 Project Information	4 Documents	5 Review	6 Pay Fees	7 Record Issuance
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**Step 7: 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 INOI20053.**

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.

A licensed professional is now authorized to proceed with work at the designated location.

Choose "View Record Details" to check status, or make other updates.

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

Select **View Record Details** to view your permit and to check the status

Select **Record Info** to check application Status

Home Building **LTU** Planning

Create an Application Search Applications Schedule an Inspection

**Record INOI20053:**  
NOI Individual Lots  
Record Status: In Review

[Add to collection](#)  
[Like 0](#) [Tweet](#)

Record Info ▼	Payments ▼	Custom Component
Record Info ▼		
Record Details		
Processing Status		
Attachments		
Inspections		
<b>Record Details</b>		

**Applicant:**

901 West Bond Street  
**Bob Builder**  
ACA ACCOUNT FOR INOI  
License Type: INOI ACA Account  
License Number: INOI1000  
Address: LINCOLN 68512  
Fax: 402-441-6576

**Licensed Professional:**

ACA TEST ACCOUNT FOR INOI  
949 W Bond St  
**Bob Builder**  
ACA ACCOUNT FOR INOI  
License Type: INOI ACA Account  
License Number: INOI1000  
Address: LINCOLN 68512

[More Details](#)

**In Review:** The application is still under review by Watershed staff (same as applied)

**Additional Info Required:** The application has been rejected and additional information is needed before approval

**Approved, Correction Needed, Notice to Comply, Notice of Violation, and Return to Compliance:** Statuses based off site inspection

**Closed Record:** Application has been closed and final stabilization achieved

You should receive an authorization letter within **2 business days** in your email when your project has been approved.

You will need to show this letter to the Building & Safety staff **BEFORE** you are issued your building permit. You can show them the authorization letter by either printing off a copy or showing the letter on your electronic device.

If you do not receive an authorization letter, the record status will read: **Additional Info Required**.

Click on the arrow next to **WSM Staff Review** and then click on the **+** box to expand the comments. The comments should have an explanation for the rejection and instructions on how to get the application approved.

Home Building **LTU** Planning

Create an Application Search Applications Schedule an Inspection

Record INOI20053:  
NOI Individual Lots  
Record Status: Additional Info Required

Add to collection Like 0 Tweet

Record Info Payments Custom Component

Processing Status

- Application Intake
- WSM Staff Review
  - Due on 01/27/2020, assigned to TBD
  - Marked as Additional Info Required on 01/28/2020 by tih (thansen@lincoln.ne.gov)
- Due on 01/27/2020, assigned to TBD
- Marked as Additional Info Required on 01/28/2020 by TRU
- Due on 01/27/2020, assigned to TBD
- Marked as Additional Info Required on TBD by TBD

Inspection Related Actions

Close File

If you need additional help, contact Watershed Management at [NPDES@lincoln.ne.gov](mailto:NPDES@lincoln.ne.gov) or call 402-430-6099