How To Create A Zoning Verification Letter Application Online
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

Click “Add New” to enter your Contact Info

Continue Registration »
Login

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

Welcome to Omaha’s Online Permits Site
Navigating To The *Planning / TIF* Module

The Dashboard Will Appear First, Click “Planning / TIF”

Click “Create an Application” To Start
Creating Zoning Verification Letter Application

Check the box to accept the General Disclaimer, then click “Continue Application”
Creating Zoning Verification Letter
Application cont...

- Click on the **Zoning Verification Letter**, then click in the circle to select Zoning Verification Letter as the application type.

- **Click Continue Application**
Creating Zoning Verification Letter Application cont...

**ONLY** Enter “Street No.” & “Street Name” Then Click “Search”

Everything Will Auto Populate, Scroll To Bottom & Click “Continue Application”
Creating Zoning Verification Letter Application cont...

Click “Select from Account”, A Pop-up Will Show. Select Your Associated Contact.
Creating Zoning Verification Letter Application cont...

Fill out all Request Information if a Template Letter will not be attached, if a Template Letter is going to be attached, you can leave the Request Information blank.
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.

<table>
<thead>
<tr>
<th>Application Fees</th>
<th>Qty</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning Compliance</td>
<td>4</td>
<td>$50.00</td>
</tr>
<tr>
<td>Tech Fee</td>
<td>4</td>
<td>$4.00</td>
</tr>
</tbody>
</table>

TOTAL FEES: $54.00
Note: This does not include additional inspection fees which may be assessed later.
Purchasing The Permit (cont.)

Click “Checkout” To Proceed
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”