

**City of Omaha
Building Without Plans, Electrical, Plumbing,
and Mechanical Permits**

Application
Intake

Staff receives applications via mail, fax or customer comes to counter in the Planning Department.

Application
Acceptance

Staff enter application information from customer in Accela Automation (AA). Staff can automatically retrieve address and owner information from reference data.

Assess Fees

Staff navigates AA to the "Assess Fees" section and enters appropriate information to calculate fees. Payments will be taken in the "Cashier" section of AA and a receipt is generated

Permit
Issuance

permits are printed from AA and applicable inspections are scheduled

Inspections

Inspections are scheduled and then downloaded to the inspectors computers from AA. Results are then captured and submitted back to AA.