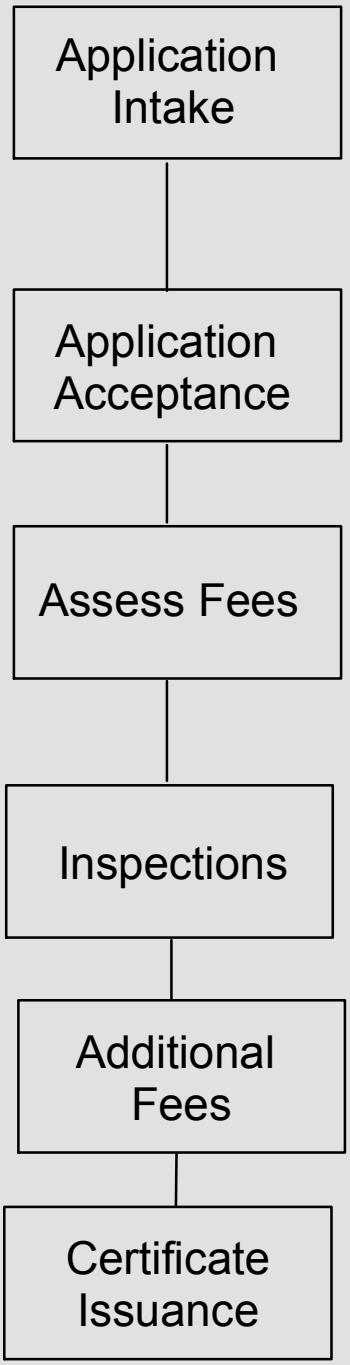
City of Omaha
Certificate of Occupancy



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

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

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

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

If additional fees are necessary they are assessed at this time.

Certificates are printed from AA