

**City of Omaha
Building Plans Required (BLD)**

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

Plan Processor Stamps Plans

Plans will be routed to appropriate reviewer.

MPE Review

Traffic and Public Works Review

Zoning Review

Plans Forwarded as Reviews are Completed

Appropriate reviews will occur, each review will have its own task to enter notes in. If a review is not necessary it will be given a status of "Not Applicable" and the process will continue

Landscaping Review

Fire Review

Building Review

Plans Returned to Clerk for Entry

Notes will be copied to all three sets of plans.

Additional Fees

If additional fees are necessary they are assessed at this time. (ASIP, Curb Cuts)

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.