Online Access Manual

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Determining County Fees
User guide

1. Using a compatible web browser such as Internet Explorer, click the following link: http://ags.lincoln.ne.gov/CountyFees

2. Using your mouse, click the dropdown box in the lower left corner and select **Address** or **Owner** as your search type.

3. Using the Search box directly to the right of the “Search By” field, enter the name or address and click the **Search** button.

   Example: **Last Name, First** or **555 S 10**

4. Based on the criteria entered, the number of search results will vary. Searching for **555** would return more results than searching for **555 S 10** because it is more specific.
5. Using the scrollbar to the right of the “Results” list, locate the desired address or name. Once you have located the correct item, using your left mouse button, click on the desired selection.

6. After you have selected the desired “Results”, the map will zoom in automatically. The highlighted selection will be indicated as a Red Square on the map. Using the “Legend” at the top right, you can determine if this property is located within the Lincoln City Limits, Three Mile, Three-to-eight Mile, or county.
7. If the property appears to border two different areas, you can use the zoom feature at the top left of the page to zoom in by clicking the + icon. Alternatively you can use the scroll wheel on the mouse to zoom in and out. In the Before image above, the property appears to border the City Limits and the Three Mile Limit. In the After image above, the property is identified as being within the Lincoln City Limits.

8. You can reset the map by clicking the Full Extent or Clear Selection buttons. In addition, if you do not need the legend, you can click the X in the top right corner of the legend window. To view the legend again, click the Legend button.

9. If the Search Results window is in the way, you can click and drag the title bar to move it to another location on the page. This also applies to the “Legend” window. This can be moved to another location as well.

10. Clicking the Help button at the bottom of the page will display additional instructions.
Start Internet Explorer and put the following URL into the address box.

http://lincoln.ne.gov

Note: Our Online Permit System was created and tested with Internet Explorer only. For the best result please use Internet Explorer when you use this system.

Enter the word “Contractor” in the search criteria box and click the Search button. For more keyword options, please see page 36.
Enter your **Contractor #** and **PIN** and click the **Login Now** button.
Click on the Go to the City of Lincoln Velocity Hall website link located under the Trust Account Balance. This will open up a new window in Internet Explorer.
Click the **Apply for a Permit** link.

**Apply for a Permit**
Complete the online permit application, pay all applicable permit fees, and print out the completed application.

This agency accepts: Trust Account
If you already have registered, you can login using the **email address**, which you used to register, and the **password** you created during registration session to log in.

If you have not registered, please click on “**Register Here**” to start your registration. Within 48 hours after submitting your information, you should receive an email from Velocity Hall Administrator with information letting you know that you can start using the Online Permit System.

**Note:** You must have a **trust account** set up with the Department of Building & Safety to be able to use the system. We do not accept credit cards or checks over the Internet.
This is what the New User Registration page looks like. Please fill out all required information and then click on “Proceed”.

You will be prompted to read the user agreement. Please review and accept it.

✓ IMPORTANT: The First and Last Name should be the Company Name. See the example above.
A successful login session should give you the following screen. You should have the options of:

- **Check/Research Permits:** You can find a permit/permits and related information on a parcel.
- **Check/Request Inspections:** You can request inspection(s)/check inspection’s history.
- **Apply For A Permit:** You can apply for new permits using this option.
Apply for a Permit

Put in the address where you want to take out permit to do the work. Click “Next” to continue.

**Important:**

**Suffix:** More search results if you leave this option blank.

**City/Community:** Use City of Lincoln if the address is located in the city limits or in the 3-mile limit area. If it is located outside city limits, please use Three-Mile Lancaster County Instead. If you need help determining whether or not this is in the Three-Mile limit, please refer to the County Fee Map.

If you are unable to find an address or you receive an error using that address, please call the appropriate section. **Electrical** 441-7528 / **Mechanical** 441-7508 / **Plumbing** 441-7525
The address will show on the result page. Please select the correct address to continue. In some cases, multiple addresses may be displayed.
You must read the “Legal Declaration” and click on “Agree” button at the bottom of the page to continue.
In some cases, multiple licenses may be on file. Select the license number you want to use and click on “Continue”. If you have only one license on file, you will not see this.
Fill out work description and choose the permit type and permit subtype that you want. Please note the following:

**Description:** Include a description of what is being permitted for this permit

**Permit Type:** Choose City permit if address is in the city or choose county if the address is beyond the Three-mile as the county option is the only option that allows county fees to be selected. If you are not sure, please use the fee determination map or call for help.

Click the **Next** button. Once the button is chosen, it may take a while to process. Do not click this button multiple times; you will end up with multiple permits. Do not go back to this screen; this also will create multiple permits.
Fill out requested fields and put in the items you are taking out the permit for.

Note: Only two fields are required. **Owner Name** and **Owner Phone Number**
Scroll down and fill out information requested by LES if this is for an electrical permit. Please see additional instructions for LES part.
Double check your application details before continuing. Click the **Process Payment** button.
Make the payment using the trust account you have setup with the Building & Safety Department.

NOTE: Do not enter any information in the comment fields including inspection information.
You should have a permit number appear on your screen now for your application. Please print it or write the permit number down for your future use/reference.

**Note:** The status by default is set to APPLIED until permit assistants review them to insure there is no duplicate or building permit required.

Also, click the **View Printable Receipt** to view and print a copy of the permit application transaction.
Start Internet Explorer and put the following URL into the address box.

http://lincoln.ne.gov

**Note**: Our online permit system was created and tested with Internet Explorer only. For the best result please use Internet Explorer when you use this system.

Enter the word “**Contractor**” in the search criteria box and click the **Search** button.
Enter your Contractor # and PIN and click the Login Now button.
Click on the **Go to the City of Lincoln Velocity Hall website** link. This will open up a new window in Internet Explorer.
Click the Check/Request Inspections link.
You can use this search to schedule inspections, pay for shortages or no permits. Click the By Address link.
Enter the parcel address and click Search
Select the parcel address from the search results.
In some cases, there may be multiple permits/pages listed as only 10 are displayed at one time. Select the permit number you are working with.
In some cases, there still may be a balance due for this permit. If so, it will tell you how much and allow you to click the Online Payment link to pay the remaining balance. If no balance is due, the balance will show $0.00.
Clicking on the **Inspections** link will allow you to schedule inspections for the selected permit. Select **Schedule** next to the item you are requesting an inspection for.
Select a Date/Time for the inspection. In the comments section, put any information such as garage codes, key locations or contact information that the inspectors may need to access the premises. Should you have any questions, please contact one of the following Departments:

**Electrical** 441-7528 / **Mechanical** 441-7508 / **Plumbing** 441-7525
Start Internet Explorer and put the following URL into the address box.

http://lincoln.ne.gov

**Note:** Our Online Permit System was created and tested with Internet Explorer only. For the best result please use Internet Explorer when you use this system.

Enter the word *“Contractor”* in the search criteria box and click the **Search** button.
Enter your Contractor # and PIN and click the Login Now button.
From this screen, you can see the following information:

- Registration Expiration Date
- Insurance Expiration Date
- Bond Expiration Date
- Trust Account Balance

When you are finished viewing this information, be sure to use the **Logout** link.
Additional Keywords

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION</td>
<td>Index page for all applications and forms</td>
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<tr>
<td>BUILDING</td>
<td>Building &amp; Safety main page</td>
</tr>
<tr>
<td>BUILDING CODES</td>
<td>Enforcing codes</td>
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<tr>
<td>BUILDING PERMIT</td>
<td>Building code enforcement main page</td>
</tr>
<tr>
<td>CONSTRUCTION CODES</td>
<td>Enforcing codes</td>
</tr>
<tr>
<td>CONTRACTOR</td>
<td>Contractor access page</td>
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<tr>
<td>ELECTRICAL</td>
<td>Electrical code enforcement main page</td>
</tr>
<tr>
<td>FIRE PREVENTION</td>
<td>Fire prevention main page</td>
</tr>
<tr>
<td>FLOOD PLAIN</td>
<td>Flood plain permit/management main page</td>
</tr>
<tr>
<td>HOMEOWNER</td>
<td>Homeowner packet</td>
</tr>
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<td>HOUSING CODE</td>
<td>Housing code enforcement main page</td>
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<tr>
<td>INSPECTION</td>
<td>How to request inspection page</td>
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<tr>
<td>MECHANICAL</td>
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<tr>
<td>ONLINE PERMIT</td>
<td>Velocity Hall – Online Permit System</td>
</tr>
<tr>
<td>PERMIT</td>
<td>Building permit search page</td>
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<tr>
<td>PERMIT FAQ</td>
<td>Permit frequently asked questions</td>
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<tr>
<td>PLUMBING</td>
<td>Plumbing code enforcement main page</td>
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<tr>
<td>SPECIAL PERMIT</td>
<td>Special Permit information website</td>
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<td>STATISTIC</td>
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<tr>
<td>STATS</td>
<td>Building permit reports/stats</td>
</tr>
<tr>
<td>ZONING</td>
<td>Zoning code main page</td>
</tr>
</tbody>
</table>

Contact Information

Should you have questions or problems, please use the following contact information:

Rita Cox  (402)441-6454 or
Jerris Nider  (402)441-6470

Additional Weblinks:

- City of Lincoln Website:  http://www.lincoln.ne.gov
- Building & Safety Website:  http://lincoln.ne.gov/city/build
- County Fee Map:  http://ags.lincoln.ne.gov/CountyFees
- Velocity Hall:  http://vch.lincoln.ne.gov
- Building Permit Search:  http://www.lincoln.ne.gov/city/build/bldgsrv/permits.htm