

## Step by Step Guide for HOW TO REQUEST WATER or WASTEWATER TAPPING PERMITS

### IMPORTANT PLEASE READ FIRST:

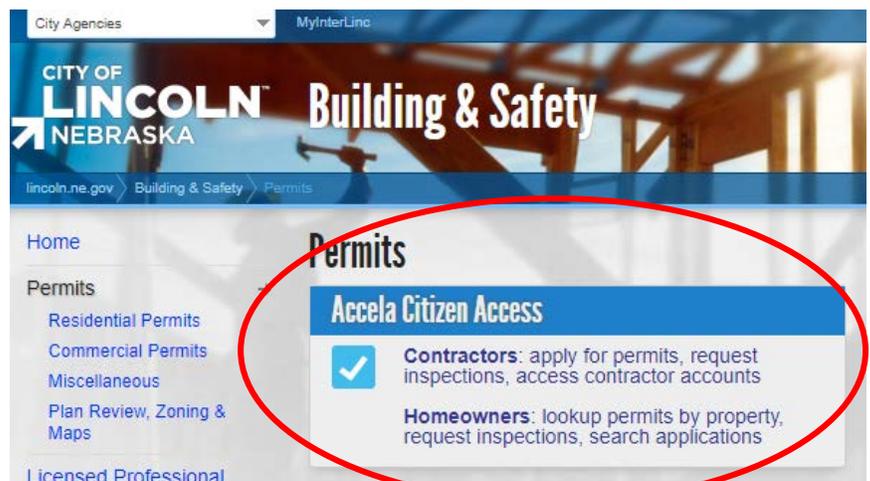
### Requesting a PLUMBING MASTER License

To request a PLUMBING MASTER permit, users will need to request a “PLUMBING MASTER” license from City staff. **You must email [WaterWastewaterTapping@Lincoln.ne.gov](mailto:WaterWastewaterTapping@Lincoln.ne.gov) to request a PLUMBING MASTER license.** Each company will have one “PLUMBING MASTER” license that can be utilized by multiple users within that company to request Water and Wastewater Tapping permits. **You should receive an email response within 2 business days stating your “PLUMBING MASTER” license is now available and you can begin applying for Water/Wastewater Tapping permits.**



To begin, log on to the City’s main webpage ([lincoln.ne.gov](http://lincoln.ne.gov)) and type “Building” in the keyword search window.

Click on the “Permits - Accela Citizens Access” block to access the portal.



You will need to register to take advantage of all our features

Search...

[Home](#) [Building](#) [Public Works](#) [Planning](#)

Advanced Search ▾



**Notice:**  
This feature requires registration and/or login, please login to continue.

### Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

### New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now >](#)

### Login

User Name or E-mail:

EmpireBuilders

Password:

\*\*\*\*\*

[Login](#)

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

After you have received an email from City staff stating your "PLUMBING MASTER" license is now available for use, use your username and password to login to the portal.

To fill out an application for an WATER/WASTEWATER TAPPING permit, click the "LTU" tab, then "Create Application."

The screenshot shows the City of Lincoln website interface. The browser address bar displays the URL: <https://aawebstrvt9.lincoln.ne.gov/CitizenAccessTest/Default.aspx>. The navigation menu includes Home, Building, **LTU**, and Planning. Below the navigation menu, there are buttons for "Create an Application", "Search Applications", and "Schedule an Inspection". A red arrow points to the "Create an Application" button. The "Records" section shows a table with the following data:

| Date       | Record Number | Address                     | Action       | Location | Description  | Project Name            |
|------------|---------------|-----------------------------|--------------|----------|--|-------------------------|
| 04/29/2020 | 20WA00024     | 5600 A ST, LINCOLN NE 68510 | Pay Fees Due |          | Detailed description for Test Water Tapping permit | Test Water Tapping perm |

### Online Application

Please "Allow Pop-ups from This Site" before proceeding. You must accept the Acknowledgement and General Disclaimer below before beginning your application.

### Individual Lot Notice of Intent (INOI) Tutorials

[How to Register for an Account](#)

[How to Request an INOI Permit](#)

#### ACKNOWLEDGEMENTS

1. Online permits are an optional internet service provided by the City of Lincoln. The use of this service is at your discretion. This internet service is provided without additional fees. The permit fees associated with the issuance of this permit are the same that would be assessed when obtaining your permit directly from the Lincoln Building and Safety Office.
2. A. All work authorized by a Simple Permit must comply with all applicable ordinances and codes adopted by the City of Lincoln, the State of Nebraska, and/or any federal agencies.  
B. All work authorized by a permit is subject to inspection. Access to the subject site and/or premises must be provided for inspection purposes.  
C. Some permits do not require any discretionary approvals or plan review by the City of Lincoln. If, subsequent to the issuance of a permit the Public Works Official determines that plans or other reviews are required for the work undertaken, the permit may be suspended or revoked until such time as proper reviews and approvals are obtained.  
D. The issuance of a Permit shall not serve to legalize or authorize other unpermitted construction, construction not properly identified within the permit application, improper occupancies, additional dwelling units, or unauthorized land uses not otherwise legally established. All Permits are subject to review and approval by the Public Works and Utilities Department.

#### General Disclaimer

While the Department attempts to keep its website information accurate and timely, the Department neither warrants nor makes representations as to the functionality or condition of this website, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Department as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application >](#)

You will be asked to review and verify that you've read the "Acknowledgements" and "General Disclaimer" by checking the small box below.

Click "Continue Application" to proceed.

### Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

\* Licenses:

Plumbing Master PWU-1000



LTU Test  
LTU TEST ACCOUNT  
901 W Bond  
LINCOLN, NE 68521

Home Phone:4024415555  
Mobile Phone:4024415555  
Fax:  
Plumbing Master  
PWU-1000  
Contractor's Business Name:LTU Test Account

[Continue Application »](#)

Your "Plumbing Master" license should appear in the down arrow selection. Select your "PLUMBING MASTER" license, then click "Continue Application" to proceed.

**Note:** if your "PLUMBING MASTER" license is not available, please email [WaterWastewaterTaping@Lincoln.ne.gov](mailto:WaterWastewaterTaping@Lincoln.ne.gov)

### Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

 [Search](#)

▼ Public Works

- Impact Fees Commercial
- Impact Fees Residential
- Wastewater Tapping
- Water Tapping



[Continue Application »](#)

### Water Tapping

|          |          |          |            |                   |
|----------|----------|----------|------------|-------------------|
| 1 Step 1 | 2 Step 2 | 3 Review | 4 Pay Fees | 5 Record Issuance |
|----------|----------|----------|------------|-------------------|

#### Step 1: Step 1 > Location

\* indicates a required field.

### Address

\* Street No.:  \* Street Name:  Street Type:  Direction:

Unit Type:  Unit No.:

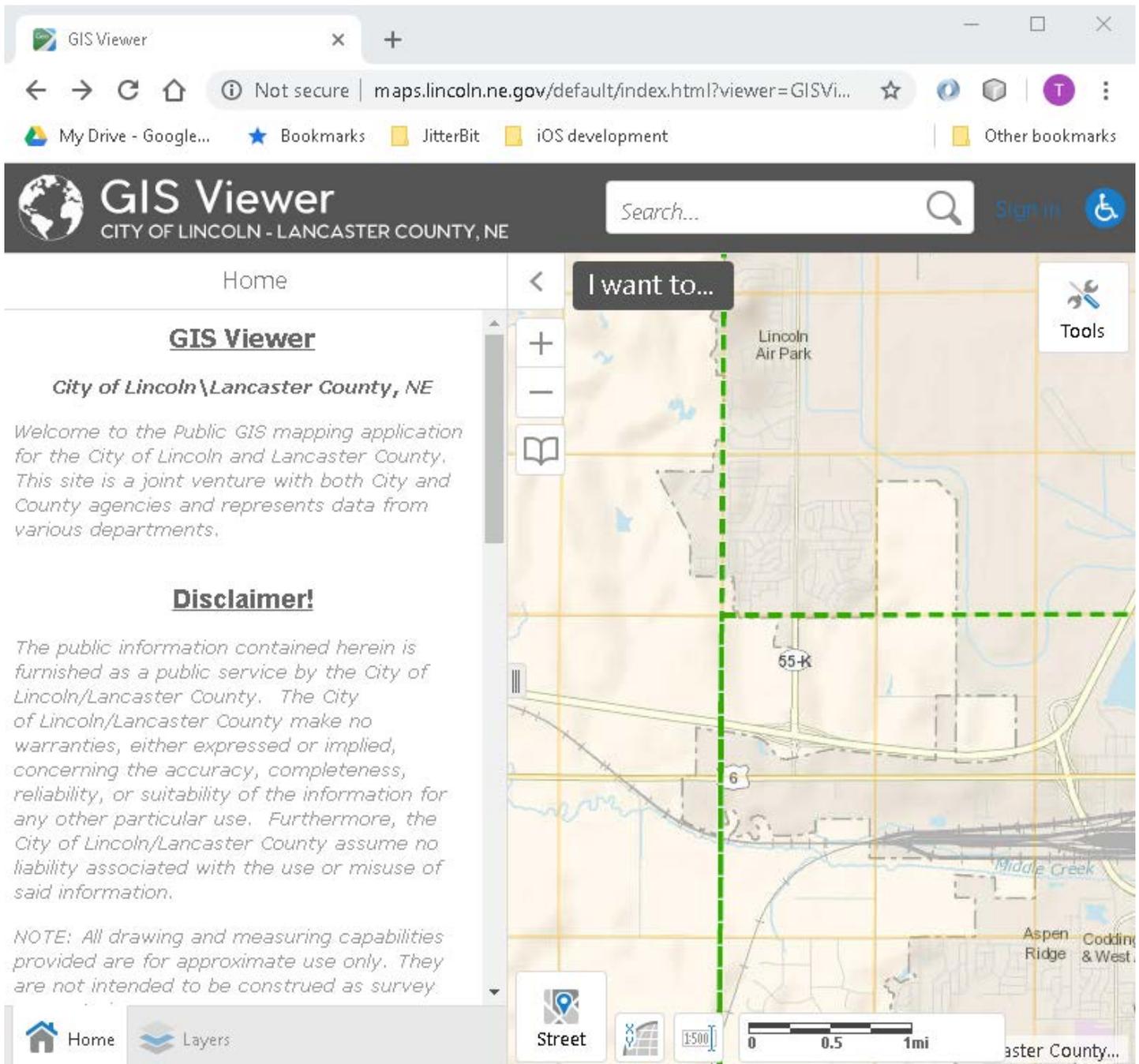
City:  State:  Zip:

You don't need to fill out the full address. By typing in an address number and a street name then click on search, the system will look for the address and fill in all the fields for you.

**NOTE: You must verify the address. This is important!** If your address is not valid, **LTU will NOT ACCEPT your application** and you will have to **REAPPLY for a new WATER/WASTEWATER TAPPING Permit** with a valid address!

**To verify your address**, use the GIS Map Service available on the City of Lincoln website.

Go to the GIS Map Portal – located here: <http://maps.lincoln.ne.gov/default/index.html?viewer=GISViewer>



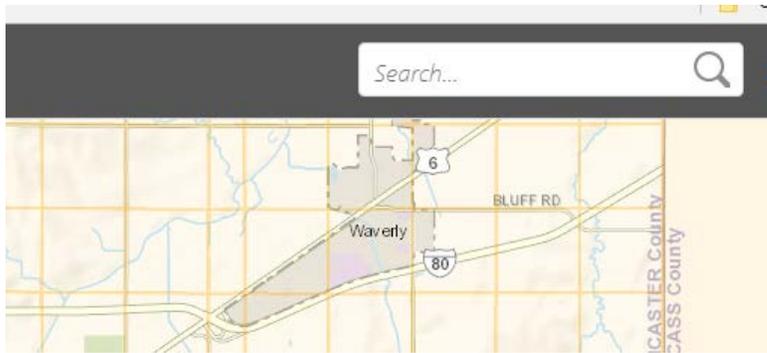
Open the GIS Map portal,

When you open the map portal from the City of Lincoln’s website, the Disclaimer should appear.

There is a NEWER map available that includes most addresses.

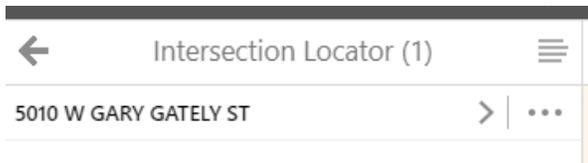
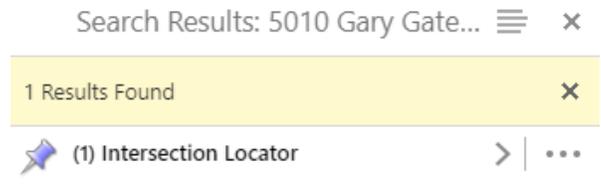
Select the newer map by selecting:

**GIS VIEWER** from this screen.



From the map that displays, input the address from the permit request in the SEARCH box in the upper right of the screen.

The results should appear in the upper left corner, Select the thumbtack, (1) intersection Locator



The actual address should now display, select the address that is displayed, and the map should zoom into the parcel location for that address on the map.

Select the parcel for the address of the permit – it should be visibly outlined on the map and the ownership information should be displayed. Compare THIS information to what is entered in Accela under the “Record ID”– NOI Individual Lots Info tab in Accela.

Ownership Parcels

Parcel ID: 1118337010000  
 Site Address: 5010 W GARY GATELY ST, LINCOLN, NE 68528  
 Legal Description: VILLAGE WEST ADDITION, BLOCK 2, Lot 10  
**Owner Information:**  
 MUEHLING HOMES INC  
 1333 W SILVER BELL CT  
 LINCOLN, NE 68523  
**Assessed Value:** \$3,000  
[Assessor Property Details](#)  
**Property Photo:**

[Add to Results](#) | [View Additional Details](#) | [Run a Report](#)

Once your address is verified, click “Continue Application” to proceed.

NOTE: By clicking the “Save and resume later” button, you can log off and return to your application by going to “My Records” and clicking “Resume Application.”

Your license information should appear in this section. After you have verified the information, click “Continue Application.”

For “Applicant” click on the “Select from Account” button to select a contact from your account.

Home Building **LTU** Planning

Create an Application Search Applications Schedule an Inspection

**Water Tapping**

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**Step 1: Step 1 > Contacts** \* indicates a required field.

**Licensed Professional**

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To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

**LTU Test**  
**LTU TEST ACCOUNT**  
 License Type: Plumbing Master  
 License Number: PWU-1000  
 Address: LINCOLN 68521  
[Edit](#) [Remove](#)

**Applicant**

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To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

[Continue Application »](#) [Save and resume later](#)

## Select Contact from Account

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

| Category  | Type            | Name   |
|---|-----------------|--|
| <input checked="" type="radio"/> Associated Contact | Contact         | LTU Test   |
| <input type="radio"/> Associated License            | Plumbing Master | LTU TEST ACCOUNT LTU Test Plumbing Master PWU-1000 |
| <input type="radio"/> Associated Owner              |                 | KONZ, MICHAEL T                                    |

Continue

Discard Changes

**Note:** The “Add New” button will allow you to type in new contact information.

### Contact Information

×

\* First:  Middle:  \* Last:

\* Name of Business:

Country:

\* Address Line 1:

\* City:

\* State:

\* Zip:

Home Phone:  Work Phone:  \* Mobile Phone:

Fax:

On the “Contact Information” screen, make sure all the required fields are populated. Then click “Continue.”

### Water Tapping

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|----------|----------|----------|------------|-------------------|

### Step 1: Step 1 > Contacts

\* indicates a required field.

### Licensed Professional

To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

#### LTU Test

#### LTU TEST ACCOUNT

License Type:Plumbing Master

License Number:PWU-1000

Address: LINCOLN 68521

[Edit](#) [Remove](#)

### Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact added successfully.

#### LTU Test

#### LTU Test

ltutest@yahoo.com

Home phone:402-441-5555

Mobile Phone:402-441-2345

Work Phone: 402-441-4958

Fax:

[Edit](#) [Remove](#)

[Continue Application »](#)

[Save and resume later](#)

After the “Applicant” has been successfully completed (indicated with green check marks,) click “Continue Application.”

Fill out the information

### Water Tapping

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### Step 2: Step 2 > Water Tapping Information

\* indicates a required field.

#### Detail Information

\*Project Name

Test Water Tapping permit

Location

\*Detailed Description:

Detail Description

#### Custom Fields

##### GENERAL INFORMATION

\*Type of Service:

New Service

\*Said premises to be used for:

Residential

Tap Size:

--Select--

Water Meter: \*

1 - Service

Sleeve Size:

--Select--

Valve Size:

--Select--

Ser. Order No.:

##### WATER TAP FEES

Continue Application »

Save and resume later

### Step 3: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

#### Record Type

Water Tapping

#### Address

[Edit](#)

5045 LINDEN ST  
LINCOLN NE 68516

#### Parcel

[Edit](#)

Parcel Number: 1608208006000  
Legal Description: WOODS AND KELLYS FIRST ADDITION TO COLLEGE VIEW, BLOCK 3, Lot 13, W10' @ LOT 14 @ LOT 15 E17.5'

#### Owner

[Edit](#)

KONZ, MICHAEL T  
5045 LINDEN ST  
LINCOLN NE 68516

#### Licensed Professional

[Edit](#)

|  |   |
|--|---|
| LTU Test<br>LTU TEST ACCOUNT<br>PWU-1000<br>901 W Bond<br>LINCOLN, 68521 | Home Phone:4024415555<br>Mobile Phone:4024415555<br>Plumbing Master -PWU-1000 |
|--|---|

#### Applicant

[Edit](#)

|  |   |
|--|---|
| LTU Test<br>LTU Test<br>901 W Bond St<br>Lincoln, NE, 68521<br>United States | Home Phone:402-441-5555<br>Work Phone:402-441-4958<br>Mobile Phone:402-441-2345<br>E-mail:ltutest@yahoo.com |
|--|---|

#### Detail Information

[Edit](#)

Project Name:Test Water Tapping permit  
Detailed Description:Detail Description

#### Custom Fields

##### GENERAL INFORMATION

[Edit](#)

|                               |             |
|-------------------------------|-------------|
| Type of Service:              | New Service |
| Said premises to be used for: | Residential |
| Tap Size:                     |             |
| Water Meter:                  | 1 - Service |
| Sleeve Size:                  |             |
| Valve Size:                   |             |
| Ser. Order No.:               |             |

##### WATER TAP FEES

[Edit](#)

[Continue Application »](#)

[Save and resume later](#)

Review the information, if everything looks correct, click "Continue Application" toward the top or bottom of the page.

### Water Tapping

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|----------|----------|----------|-------------------|
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Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using our online services.

**Your Record Number is 20WA00027.**

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

Choose "View Record Details" to check status, or make other updates.

[View Record Details »](#) (You must post the record in the work area.)

Your Water/Wastewater Tapping application should have been submitted for review. Click "View Record Details" to view your permit and to check the status.

**If you have any question, please contact us by phone (402) 441- 7534 or via email at [WaterWastewaterTapping@Lincoln.ne.gov](mailto:WaterWastewaterTapping@Lincoln.ne.gov)**