

# Permit Citizen Access



## For Contractors



[www.okc.gov/access](http://www.okc.gov/access)



## Using Citizen Access

### For Contractors

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## Using Citizen Access For Contractors

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### Purpose

The purpose of this document is to provide instructions and assistance to construction contractors that purchase permits from The City of Oklahoma. It will provide help with using the Citizen Access web portal that contains information about Permits purchased for work in The City of Oklahoma City.

By default, the web portal provides read-only access to all City permit data. Once a contractor completes the on-line registration with the City and are approved for use, they will be able to perform additional functions with their permits such as requesting inspections and paying fees (by credit card or trust account) – without a phone call to the City! We encourage you to use this system to request inspections because you will see them go into the system and assigned to the inspector immediately instead of faxing or leaving a message on the hotline – these two methods require human intervention thus require additional time to input them into the system.

This functionality is available **NOW!** Go to [www.okc.gov/access](http://www.okc.gov/access) for read-only access or click on the Contractor Registration link in the upper right corner and begin your registration. Once registered and approved, you will use the Contractor Login link to log in and use the system with permits purchased under your license.

We hope you find this document useful and helpful in working with the City regarding your permits. If you have additional questions about this document or the using the system, please contact:

City of Oklahoma City  
Development Services Department  
Development Center Division  
Permit Section  
Phone: 405-297-2459  
Email: [onlineinspectionregistration@okc.gov](mailto:onlineinspectionregistration@okc.gov)

**NOTE: Most of the features in this document require you to be logged in to see the links shown. If you do not see a link on your computer, make sure you are logged in to the system.**



## Using Citizen Access For Contractors

### Creating an Account and Associating With a Contractor License

Open your browser and go to [www.okc.gov/access](http://www.okc.gov/access).

The screenshot shows the City of Oklahoma City website. At the top, there is a navigation bar with the OKC GOV logo and the text "The City of Oklahoma City". To the right of the logo, there are four small images: a city skyline, a group of people, a building, and a golf course. Below the images, there is a search bar and a "Search" button. The main navigation menu includes links for Home, Neighborhoods, Citizen Services, Business Services, Mayor & Council, Things to Do, Special Projects, Public Safety, Budget & Finance, and Records. In the upper right corner, there are two links: "Contractor Registration" and "Contractor Login". The "Contractor Registration" link is circled in red. Below the navigation menu, there are three buttons: "Home", "Permits", and "Licenses". At the bottom of the screenshot, there is a welcome message: "Welcome to the City of Oklahoma City's Permit and License Information Website".

To register as a contractor, click on the **Contractor Registration** link in the upper right hand corner.



## Using Citizen Access For Contractors

The screenshot shows the City of Oklahoma City website. At the top left is the seal of the City of Oklahoma. The main navigation bar includes links for Home, Neighborhoods, Citizen Services, Business Services, Mayor & Council, Things to Do, Special Projects, Public Safety, Budget & Finance, and Records. A search bar is located on the right. Below the navigation bar, there are buttons for Home, Permits, and Licenses. The main content area is titled "Account Registration" and contains the following text:

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

**GENERAL DISCLAIMER**  
The web materials provided on this web site have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections. Neither the City nor any department, division, employee or officer of the City warrants the accuracy, reliability or timeliness of any information on our web site and shall not be liable for any losses resulting directly or indirectly from such reliance on the accuracy, reliability, or timeliness of such information. Any person or entity who relies on any information obtained from this web site does so at his or her own risk. The City is neither responsible for viruses nor other contamination of your system.

I have read and accepted the above terms.

[Continue Registration »](#)

Read disclaimer and click the check box to agree. Next, click **Continue Registration** button.



## Using Citizen Access For Contractors

[Contractor Registration](#) | [Contractor Login](#)

[Home](#) [Permits](#) [Licenses](#)

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**Account Registration Step 1:  
Enter License Information**

Identifying the professional licenses you hold gives you access to additional features. **Enter license information below** (one at a time) and the City will verify your license status with the City's database. Your license must be active.

You may add additional licenses on the next screen. After identifying your license(s), a City employee must perform additional validation. In these cases, **your access to additional features may be limited pending approval.**

For License Number below, enter the appropriate two character prefix for your license as shown below:

Examples: EL1234, BL34565

- BO Boiler
- BL Building
- EL Electrical
- VA Elevator
- FE Fence
- FA Fire Alarm
- ME Mechanical
- HM Mover
- PL Plumbing
- PO Pool
- SI Sign
- SP Sprinkler

No Prefix necessary for Sidewalk

\* indicates a required field.

**License Information**

\* License Type:  \* License Number:  [?](#)

First, you will look up and select your contractor account. If you have more than one license type you want to associate, choose one for now and you will be able to add the others later before completing your registration. You will also be able to add additional licenses at any time. Select a License Type from the drop down. Under License Number, enter your license number that you are registered with the City as.

**NOTE: YOU MUST ENTER THE TWO LETTER ABBREVIATION LISTED ON THIS WEB PAGE AS THE PREFIX TO YOUR LICENSE NUMBER OR THE LOOKUP WILL NOT WORK.** See the instructions on the web page above.



## Using Citizen Access For Contractors

[Contractor Registration](#) | [Contractor Login](#)

[Home](#) [Permits](#) [Licenses](#)

**Adding a License:** \* indicates a required field.

**License Information**

**0 results found matching lookup criteria**  
Click on the license number to select. Click on Search Again to search for a different license number.  
Showing 0-0 of 0

License Number	Type	Name
No records found.		

[Search Again »](#)

If the license number is not found in our system, you will see the page above. Click **Search Again** to continue.



## Using Citizen Access For Contractors

[Contractor Registration](#) | [Contractor Login](#)

Home   **Permits**   Licenses

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**Adding a License:** \* indicates a required field.

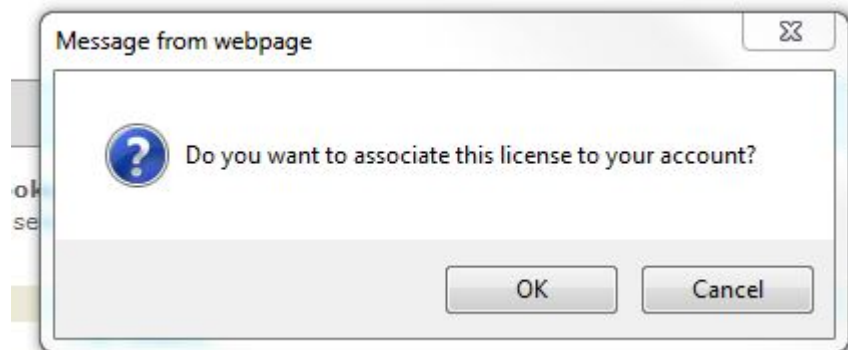
**License Information**

**1 results found matching lookup criteria**  
Click on the license number to select. Click on Search Again to search for a different license number.

Showing 1-1 of 1

License Number	Type	Name
<a href="#">BL00000</a>	Building	Fred Flintstone

If the license is found in our system, you will see the page above. If the license number listed is correct, click the license number (it is a link) and you will see this pop-up window:



Click **OK** to add this license to your account you are registering.





## Using Citizen Access For Contractors

[Contractor Registration](#) | [Contractor Login](#)

[Home](#) [Permits](#) [Licenses](#)

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**Confirm License**

If the information is incorrect, click the "Remove" button and if necessary search again below. If all information is correct **choose either "Continue Registration" or "Add to My Licenses" to proceed.**

**License Look-up Results**

License	
<b>Fred Flintstone</b>	<b>OK Building</b> <input type="button" value="Remove"/>
BEDROCK HOMES	OK - BL00000
123 Bedrock Rd	Issued:
Oklahoma City OK 73102	Expires:
Tel: 405-555-1234	Insured Max:
Fax:	

Once you locate the correct license, click the "Add to My Licenses" button.

Once you have added all licenses to your list, click the "Continue Registration" button. You will have another chance to review all your licenses at the end of the registration process.

(I am done adding licenses.)       (I have more licenses.)

Additional information stored in our system relating to that license account is shown. This information should be the same as your Contractor Information Sheet that is filled out annually. If you have corrections to this information, please contact:

City of Oklahoma City  
Development Services Department  
Development Center Division  
Permit Section  
Phone: 405-297-2459  
Email: [onlineinspectionregistration@okc.gov](mailto:onlineinspectionregistration@okc.gov)

If you have additional licenses you wish to connect to your registered account, click **Add to My Licenses** and repeat the process for looking up license accounts. You can also add additional accounts at a later time. See page 31 under Account Management.

When you are finished adding licenses, click **Continue Registration**.



## Using Citizen Access For Contractors

### Account Registration Step 2: Enter Account Information

\* indicates a required field.

#### Login Information

\* User Name:  ?

\* E-mail Address:

\* Password:  ?

\* Type Password Again:

\* Select a Security Question:  ?

\* Answer:  ?

#### Contact Information

Auto-fill with

\* First:  Middle:  \* Last:

Name of Business:

\* Address Line 1:

\* City:

\* State:

\* Zip:

Phone 1:  Phone 2:

Fax:  \* Preferred Method of Contact:

[Continue Registration »](#)

Enter your account information. You may use your email address as your user name or use something different. User name must be 4-32 characters. Password must be 8-21 characters. Select a security question and enter an answer. This provides a means to identify you if you forget your password. If you would like to copy your address information from your contractor record, check the Auto-fill with box and select the correct license account (if there is more than one). If your first and last names need to be changed, please correct them. Enter any other missing information and don't forget to select Preferred Method of Contact in the last dropdown box. **Click Continue Registration** button.



## Using Citizen Access For Contractors

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Home   Permits   Licenses

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Your account has been created successfully.

**Congratulations. You have successfully created an account with the City.** An e-mail has been sent to you with instructions for verifying your information. You have registered as a licensed professional. Additional activation by the City is required and another e-mail will be sent notifying you when activation is complete.

**Account Information**

User Name: stanr@cox.net

Wilma Flintstone	Phone 1: 405-555-1234
BEDROCK HOMES	Phone 2:
123 Bedrock Rd	Fax:
stanr@cox.net	

Preferred Method of Contact: E-mail

You will receive an email telling you that we have received a request for an account. Additionally, an email has been sent to the appropriate City Staff to validate and approve the licenses you requested to be connected with your login account you created. Staff will validate against the most recent contractor information sheet that was turned in by the license holder. Until this is completed, when you are logged in, you will have the same access as if you were an unregistered user. When you have been validated and connected to the license(s) you requested, you will receive an email with instructions for verifying your account. Click on the link in the email to verify and finalize your account. Once your verification is complete, you may begin using the system as a registered contractor.



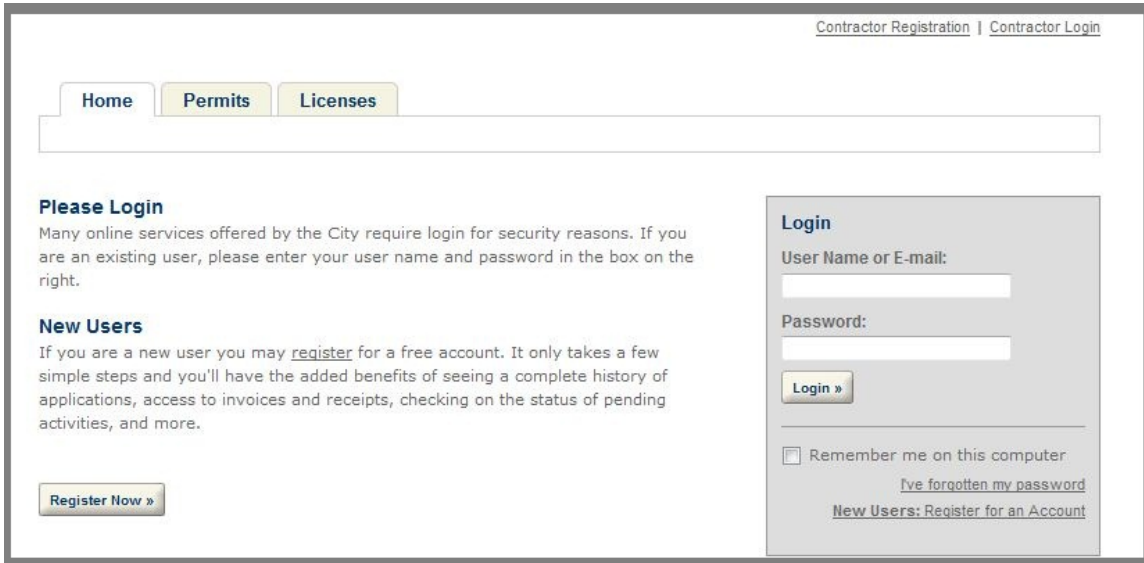
# Using Citizen Access For Contractors

## Using Citizen Access as a Registered User

Open your browser [www.okc.gov/access](http://www.okc.gov/access).



Click on Contractor Login



Enter your username or email and password. If you want this web page to remember your user name, check the Remember me on this computer checkbox. This will NOT remember your password, but only your user name. If you have forgotten your password, click on the I've forgotten my password link and follow the instructions provided. Click **Login** after entering your User Name and Password.



## Using Citizen Access For Contractors

Logged in as: [Wilma Flintstone](#) | [Collections \(0\)](#) | [Account Management](#) | [Logout](#)

[Home](#) [Permits](#) [Licenses](#)

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**Welcome Wilma Flintstone**  
You are now logged in.

**Contractors!** To request an inspection, click on [Search Permits](#) link below.

Permits	Licenses
<a href="#">Search Permits</a>	<a href="#">Purchase Garage Sale Permit</a>
<a href="#">Schedule an Inspection</a>	<a href="#">Search Licenses</a>

When you are logged in, you will see that at the top of the page. To view your permits and the search screen, click [Search Permits](#), [Schedule an Inspection](#) or click the [Permits](#) tab near the top.



## Using Citizen Access For Contractors

Home | Neighborhoods | Citizen Services | Business Services | Mayor & Council | Things to Do | Special Projects | Public Safety | Budget & Finance | Records

Logged in as: **Wilma Flintstone** | [Collections \(0\)](#) | [Account Management](#) | [Logout](#)

[Home](#) [Permits](#) [Licenses](#)

[Search Permits](#) | [Schedule an Inspection](#)

**Records**  Show On Map

Showing 1-10 of 200 | [Add to collection](#)

<input type="checkbox"/>	Date	Number	Type	Application Name	Status	Address	Action
<input type="checkbox"/>	06/06/2011	<a href="#">BLDC-2011-03237</a>	Building - Commercial	GSA AT MARKET CENTER	In Review	12301 MARKET DR, OKLAHOMA CITY, OK 73114	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	08/26/2010	<a href="#">BLDC-2010-04425</a>	Building - Commercial		Permanent CO/Service	2203 W I-240 SERVICE RD BLDG 1, OKLAHOMA CITY, OK 73159	
<input type="checkbox"/>	07/14/2010	<a href="#">BLDC-2010-03605</a>	Building - Commercial		Permanent CO/Service	3700 S MACARTHUR BLVD SUITE A1, OKLAHOMA CITY, OK 73179	
<input type="checkbox"/>	06/29/2010	<a href="#">BLDC-2010-03335</a>	Building - Commercial		In Review	7101 NW EXPRESSWAY SUITE 730, OKLAHOMA CITY, OK 73132	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	05/03/2010	<a href="#">BLDC-2010-02154</a>	Building - Commercial		Issued	9000 S SUNNYLANE RD, OKLAHOMA CITY, OK 73160	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	03/04/2010	<a href="#">BLDC-2010-00951</a>	Building - Commercial		Temporary CO/Service	7501 W MEMORIAL RD, OKLAHOMA CITY, OK 73142	
<input type="checkbox"/>	01/27/2010	<a href="#">BLDC-2010-00320</a>	Building - Commercial		Permanent CO/Service	5117 NW 3RD ST, OKLAHOMA CITY, OK 73127	
<input type="checkbox"/>	01/21/2010	<a href="#">IMPA-2010-00138</a>	Building - Commercial		Closed	13100 COLONYPOINTE BLVD SUITE 113, OKLAHOMA CITY, OK 73099	
<input type="checkbox"/>	01/21/2010	<a href="#">IMPA-2010-00129</a>	Building - Commercial		Closed	13100 COLONYPOINTE BLVD SUITE 101, OKLAHOMA CITY, OK 73099	
<input type="checkbox"/>	01/20/2010	<a href="#">IMPA-2010-00121</a>	Building - Commercial		Closed	13100 COLONYPOINTE BLVD BLDG B, OKLAHOMA CITY, OK 73099	

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

Under the Records header, you will see your permits (where your license is the associated License Professional) sorted by most recently purchased permit at the top. If you do not see the permit that you need to look at, click on the additional page links below the first 10. It lists only the most recent 100 permits purchased, so if you would like to do a search for a specific permit or address, scroll to the bottom of this page to the Search section as seen in the screenshot below:





## Using Citizen Access For Contractors

### Search

Enter information below to search the City's database. Permits can be searched for by entering any of the following information


- Permit/Application Information
- Contractor License Information
- Site Address

Please fill in as much information as you know to reduce the amount of permits that are returned. For the time being, a **maximum of 100 records will be returned.**

The default date range is the most current 3 years. These dates can be changed to whatever range is needed. Permit records go back to 1983.



**If you are logged in as a registered contractor, just below the General Search header below, there is a check box that says "Search my records only". Make sure this box is checked when you are doing a manual search on address or license number to include ONLY your permits.**

#### General Search

Search my records only 

Number:  Type:

Application Name:

Start Date:  01/09/2009 End Date:  01/09/2012

License Type:  State License Number:

First:  Last:  Name of Business:

Business License #:

Street No.:  Direction:  Street Name:  Street Type:

Unit Type:  Unit No.:  Parcel No.:

City:  State:  Zip:

Search

To manually search for a record, please read the instructions above the search fields. The date range is set to the last 3 years by default so either remove or modify the Start Date to expand your search range. Again, it will only return 100 permits so reducing the criteria ranges will provide for more accurate searches. If you are searching by address or contractor license number, make sure the box "Search my records only" is checked. This will make sure only your permits are returned on the results screen.



## Using Citizen Access For Contractors

Home | Neighborhoods | Citizen Services | Business Services | Mayor & Council | Things to Do | Special Projects | Public Safety | Budget & Finance | Records

Logged in as: **Wilma Flintstone** | [Collections \(0\)](#) | [Account Management](#) | [Logout](#)

[Home](#) [Permits](#) [Licenses](#)

[Search Permits](#) | [Schedule an Inspection](#)

**Records**  Show On Map

Showing 1-10 of 200 | [Add to collection](#)

<input type="checkbox"/>	Date	Number	Type	Application Name	Status	Address	Action
<input type="checkbox"/>	06/06/2011	<a href="#">BLDC-2011-03237</a>	Building - Commercial	GSA AT MARKET CENTER	In Review	12301 MARKET DR, OKLAHOMA CITY, OK 73114	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	08/26/2010	<a href="#">BLDC-2010-04425</a>	Building - Commercial		Permanent CO/Service	2203 W I-240 SERVICE RD BLDG 1, OKLAHOMA CITY, OK 73159	
<input type="checkbox"/>	07/14/2010	<a href="#">BLDC-2010-03605</a>	Building - Commercial		Permanent CO/Service	3700 S MACARTHUR BLVD SUITE A1, OKLAHOMA CITY, OK 73179	
<input type="checkbox"/>	06/29/2010	<a href="#">BLDC-2010-03335</a>	Building - Commercial		In Review	7101 NW EXPRESSWAY SUITE 730, OKLAHOMA CITY, OK 73132	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	05/03/2010	<a href="#">BLDC-2010-02154</a>	Building - Commercial		Issued	9000 S SUNNYLANE RD, OKLAHOMA CITY, OK 73160	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	03/04/2010	<a href="#">BLDC-2010-00951</a>	Building - Commercial		Temporary CO/Service	7501 W MEMORIAL RD, OKLAHOMA CITY, OK 73142	
<input type="checkbox"/>	01/27/2010	<a href="#">BLDC-2010-00320</a>	Building - Commercial		Permanent CO/Service	5117 NW 3RD ST, OKLAHOMA CITY, OK 73127	
<input type="checkbox"/>	01/21/2010	<a href="#">IMPA-2010-00138</a>	Building - Commercial		Closed	13100 COLONYPOINTE BLVD SUITE 113, OKLAHOMA CITY, OK 73099	
<input type="checkbox"/>	01/21/2010	<a href="#">IMPA-2010-00129</a>	Building - Commercial		Closed	13100 COLONYPOINTE BLVD SUITE 101, OKLAHOMA CITY, OK 73099	
<input type="checkbox"/>	01/20/2010	<a href="#">IMPA-2010-00121</a>	Building - Commercial		Closed	13100 COLONYPOINTE BLVD BLDG B, OKLAHOMA CITY, OK 73099	

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

To see the details of a permit or request an inspection, click on the permit number – it is a link.





## Using Citizen Access For Contractors

### Requesting an Inspection

Record BLDC-2011-03237: [Add to collection](#)  
Building - Commercial

Location:   
  
OKLAHOMA CITY OK 73114

Permit Details

Applicant:  Licensed Professional:

Description:  Owner:

► More Details

► Fees

▼ Inspections

Upcoming  
**Request an Inspection**  
*You have not added any inspections.  
Click the link above to schedule or request one.*

Completed  
*There are no completed inspections on this record.*

► Processing Status - Click arrow next to Plan Review below to see remaining Required Inspections, if applicable

► Attachments

► Related Records

► Trust Account Information

Viewing the details of a permit has not changed. The main difference with this version is your ability to request inspections here instead of calling or faxing information to City staff. To request an inspection, Click on the "Request an Inspection" link.



## Using Citizen Access For Contractors

**Request an Inspection** [X]

Available Inspection Types (16)

Show optional inspections

- Foundation (optional)
- Frame (optional)
- Building Final (required)
- Zoning Final (optional)
- Fire Final (optional)
- Detention Final (optional)
- Storm Sewer Final (optional)
- Sanitary Sewer Final (optional)
- Storm Water Quality Final (optional)
- Status Check (optional)

< Prev 1 2 Next >

[Cancel](#)

Choose which inspection you want to request and click the button next to it and click **Continue** button.

**Request an Inspection** [X]

Inspection type: *Rough*

Select your preferred inspection date:

Submit Request

To request inspection, click Continue button below.  
Inspections scheduled after 7:00 AM will scheduled for the following day.

[Back](#) [Cancel](#)

To continue submitting your request, click the **Continue** button.



## Using Citizen Access For Contractors

**Request an Inspection** ✕

*Inspection type: Rough*

**Location and Contact**

Verify whether the location and contact person for the selected inspection are correct.

**Location**

SW 134TH ST  
OKLAHOMA CITY OK 73170

**Contact**

\_\_\_\_\_  
\_\_\_\_\_

[Change Contact](#) ▼

[Back](#) [Cancel](#)

If the contact information is correct, click the **Continue** button.



## Using Citizen Access For Contractors

### Request an Inspection

Inspection type: Rough

#### Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

**Location**  
SW 134TH ST  
OKLAHOMA CITY OK 73170

**Contact**  
[Redacted]  
405-[Redacted]

**Change Contact** ▼

Select an existing contact  
[Redacted] (405-[Redacted]) ▼

Specify another person (for this inspection only)

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone Number

[Cancel](#)

[Back](#) [Cancel](#)

If you would like to change the contact information for this inspection only, click the Change Contact button add an alternate name and phone number and click the **Continue** button.



## Using Citizen Access For Contractors

### Request an Inspection

Confirm Your Selection

Please confirm the details below and click the Finish button to request the inspection.

**Inspection Type:** Rough  
**Date and Time:** 01/27/2012  
**Location:** [REDACTED] SW 134TH ST  
OKLAHOMA CITY OK 73170  
**Contact:** [REDACTED] 405-[REDACTED]

[Include Additional Notes](#)

[Back](#) [Cancel](#)

To finish requesting your inspection, click the **Finish** button.



## Using Citizen Access For Contractors

**Request an Inspection** X

**Confirm Your Selection**

Please confirm the details below and click the Finish button to request the inspection.

**Inspection Type:** Rough  
**Date and Time:** 01/27/2012  
**Location:** SW 134TH ST  
OKLAHOMA CITY OK 73170  
**Contact:** 405-

**Include Additional Notes**

**Request Comments:**

spell check  
(Please include an alternate phone number if different from the contact information provided in your application.)

[Back](#) [Cancel](#)

If you would like to include any comments for the inspector, click **Include Additional Notes** and type them in the **Request Comments** field. These comments will be seen only by the inspector and will never appear on this web site; however, you should still be careful with what information you include here. To finish requesting your inspection, click the **Finish** button.



## Using Citizen Access For Contractors

▼ Inspections

**Upcoming (1)**

[Request an Inspection](#)

Request made on 08/30/2011 at TBD Ground Work (Current Status: Scheduled) [Actions](#) ▼  
Inspector: Kenneth Turner

**Completed (4)**

Cancelled - 1; Partial - 2; Passed - 1

Partial Partial Rough (2880021)  
Result by: Sherri Smith on 07/27/2011 at 10:25 AM [View Details](#)

Passed Temp Service Pole Inspection (2883617)  
Result by: Gerald Wiedemann on 07/29/2011 at 12:28 PM [View Details](#)

Partial Partial Rough (2894689)  
Result by: Robert Lane on 08/25/2011 at 7:29 PM [View Details](#)

Cancelled Rough (2899473)  
Cancelled by: S R on 01/27/2012 at 2:13 PM [View Details](#)

If the request is successful, you will see the inspection under the Upcoming section. The inspection has been scheduled to an inspector and will be completed in the normal order of inspection priorities. If you wish to cancel or view the requested inspection, click the corresponding Actions link and make your selection to View or Cancel the inspection.

Any completed inspections will show up under the Completed section. To view the details of any of these completed inspections, click the corresponding View Details link.



An error has occurred.  
Action Cancelled

Can't schedule Foundation Inspection. The Permit has not been issued.

If there is a problem with a request, you will see an error message with the reason why. This is an example of the error when you try to schedule an inspection before the permit is issued. If you have any questions with why an inspection request was not successful because of an error, please contact the appropriate Permit desk.



# Using Citizen Access For Contractors

## Creating Collections

Logged in as: Stan Reichert | [Collections \(0\)](#) | [Cart \(0\)](#) | [Account Management](#) | [Logout](#)

[Home](#) [Permits](#) [Licenses](#)

[Search Permits](#) | [Schedule an Inspection](#)

**Records** [Show On Map](#)

Showing 1-10 of 200 [Add to collection](#) [Add to cart](#)

<input type="checkbox"/>	Date	Number	Type	Application Name	Status	Address	Action
<input checked="" type="checkbox"/>	01/03/2012	<a href="#">ELEC-2012-00017</a>	Electrical - Commercial		Issued	4221 S WESTERN AVE, OKLAHOMA CITY, OK 73109	
<input type="checkbox"/>	12/30/2011	<a href="#">ELER-2011-08499</a>	Electrical - Residential		Issued	909 TABOR DR, OKLAHOMA CITY, OK 73107	
<input checked="" type="checkbox"/>	12/30/2011	<a href="#">ELEC-2011-08495</a>	Electrical - Commercial		Issued	4221 S WESTERN AVE SUITE 4030, OKLAHOMA CITY, OK 73109	
<input type="checkbox"/>	12/29/2011	<a href="#">ELEC-2011-08454</a>	Electrical - Commercial		Issued	5501 W MEMORIAL RD, OKLAHOMA CITY, OK 73142	
<input type="checkbox"/>	12/27/2011	<a href="#">ELEC-2011-08346</a>	Electrical - Commercial		Issued	3300 NW EXPRESSWAY, OKLAHOMA CITY, OK 73112	
<input type="checkbox"/>	12/15/2011	<a href="#">ELEC-2011-08186</a>	Electrical - Commercial		Issued	15 N ROBINSON AVE, OKLAHOMA CITY, OK 73102	
<input type="checkbox"/>	12/09/2011	<a href="#">ELEC-2011-08093</a>	Electrical - Commercial		Issued	13313 N MERIDIAN AVE BLDG D, OKLAHOMA CITY, OK 73120	
<input type="checkbox"/>	12/06/2011	<a href="#">ELEC-2011-07945</a>	Electrical - Commercial		Issued	4200 S DOUGLAS AVE SUITE 108, OKLAHOMA CITY, OK 73109	
<input type="checkbox"/>	11/30/2011	<a href="#">ELEC-2011-07842</a>	Electrical - Commercial		Issued	4050 W MEMORIAL RD, OKLAHOMA CITY, OK 73120	
<input type="checkbox"/>	10/28/2011	<a href="#">ELEC-2011-07204</a>	Electrical - Commercial		Finald	5501 W MEMORIAL RD BLDG CT-1, OKLAHOMA CITY, OK 73142	

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

From the search screen, you will see the most recent permits that were applied for up to 100. If you would like to group a smaller set of permits together to make it easier to search or review, you can create a “collection”. To do this, click the checkboxes next to the permits you want to group together and click [Add to Collection](#). You will then be prompted to add to an existing collection (if one exists) or create a new collection. Make your choice and click [Add](#).

**Add to Existing Collection**

--Select--

**Create a New Collection**

\* Name:

Description:

[spell check](#)





## Using Citizen Access For Contractors

Logged in as: Stan Reicher | [Collections \(1\)](#) | [Cart \(0\)](#) | [Account Management](#) | [Logout](#)

[4221 S Western](#) [My Collection](#)

[Home](#) [Permits](#) [Licenses](#)

[Search Permits](#) | [Schedule an Inspection](#)

### Records

Show On Map

Showing 1-10 of 200 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Number	Type	Application Name	Status	Address	Action
<input type="checkbox"/>	01/03/2012	<a href="#">ELEC-2012-00017</a>	Electrical - Commercial		Issued	4221 S WESTERN AVE, OKLAHOMA CITY, OK 73109	
<input checked="" type="checkbox"/>	12/30/2011	<a href="#">ELER-2011-08499</a>	Electrical - Residential		Issued	909 TABOR DR, OKLAHOMA CITY, OK 73107	
<input type="checkbox"/>	12/30/2011	<a href="#">ELEC-2011-08495</a>	Electrical - Commercial		Issued	4221 S WESTERN AVE SUITE 4030, OKLAHOMA CITY, OK 73109	
<input type="checkbox"/>	12/29/2011	<a href="#">ELEC-2011-08454</a>	Electrical - Commercial		Issued	5501 W MEMORIAL RD, OKLAHOMA CITY, OK 73142	
<input type="checkbox"/>	12/27/2011	<a href="#">ELEC-2011-08346</a>	Electrical - Commercial		Issued	3300 NW EXPRESSWAY, OKLAHOMA CITY, OK 73112	
<input type="checkbox"/>	12/15/2011	<a href="#">ELEC-2011-08186</a>	Electrical - Commercial		Issued	15 N ROBINSON AVE, OKLAHOMA CITY, OK 73102	
<input type="checkbox"/>	12/09/2011	<a href="#">ELEC-2011-08093</a>	Electrical - Commercial		Issued	13313 N MERIDIAN AVE BLDG D, OKLAHOMA CITY, OK 73120	
<input type="checkbox"/>	12/06/2011	<a href="#">ELEC-2011-07945</a>	Electrical - Commercial		Issued	4200 S DOUGLAS AVE SUITE 108, OKLAHOMA CITY, OK 73109	
<input type="checkbox"/>	11/30/2011	<a href="#">ELEC-2011-07842</a>	Electrical - Commercial		Issued	4050 W MEMORIAL RD, OKLAHOMA CITY, OK 73120	
<input type="checkbox"/>	10/28/2011	<a href="#">ELEC-2011-07204</a>	Electrical - Commercial		Finald	5501 W MEMORIAL RD BLDG CT-1, OKLAHOMA CITY, OK 73142	

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

All of your collections will show at the top under the link [Collections](#) and work like a “mini search” to bring this list up easily.



## Using Citizen Access For Contractors

Logged in as: **Stan Reichert** | [Collections \(1\)](#) | [Cart \(0\)](#) | [Account Management](#) | [Logout](#)

[Home](#) [Permits](#) [Licenses](#)

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### Collections

This is a list of your collections. To manage a collection, click the link next to the collection name.

Showing 1-1 of 1

Date Modified	Name	Description	Number of Records	
01/04/2012	<a href="#">4221 S Western</a>	<a href="#">Details can go here</a>	2	<a href="#">Delete</a>

If you click on the [Collections](#) link it will bring up all of your searches and you can click the name link in this list to open that collection to show the permits. If you would like to delete the collection, click the [Delete](#) link to the right.

Logged in as: **Stan Reichert** | [Collections \(1\)](#) | [Cart \(0\)](#) | [Account Management](#) | [Logout](#)

[Home](#) [Permits](#) [Licenses](#)

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### 4221 S Western

[Details can go here](#)

**Total Records:** 2 (2 Permits)

**Inspections Summary:** 0 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)

**Fees Summary:** \$245.00 Paid, \$0.00 Due

[Rename Collection](#) [Delete Collection](#)

---

### Permits

[Move to...](#) | [Copy to...](#) | [Remove](#)

Showing 1-2 of 2 | [Add to cart](#)

<input type="checkbox"/>	Date	Number	Type	Application Name	Address	Status	Action
<input type="checkbox"/>	01/03/2012	<a href="#">ELEC-2012-00017</a>	Electrical - Commercial			Issued	
<input type="checkbox"/>	12/30/2011	<a href="#">ELEC-2011-08495</a>	Electrical - Commercial			Issued	

You can now click on the permit number link to get to the details as you have previously seen above. If you would like to delete any of the permits from this collection, click the appropriate check boxes next to the permits you want to remove and click [Remove](#). You can follow this same procedure to move permits to different existing collections (using the [Move to...](#) link) or add them to additional collections (using the [Copy to...](#) link). If you would like to rename or delete this collection, click the appropriate button on the right side.



## Using Citizen Access For Contractors

### Paying Fees

Home | Neighborhoods | Citizen Services | Business Services | Mayor & Council | Things to Do | Special Projects | Public Safety | Budget & Finance | Records

Logged in as: **Wilma Flintstone** | [Collections \(0\)](#) | [Account Management](#) | [Logout](#)

[Home](#) | [Permits](#) | [Licenses](#)

[Search Permits](#) | [Schedule an Inspection](#)

**Records**

Showing 1-10 of 200 | [Add to collection](#)  Show On Map

<input type="checkbox"/>	Date	Number	Type	Application Name	Status	Address	Action
<input type="checkbox"/>	06/06/2011	<a href="#">BLDC-2011-03237</a>	Building - Commercial	GSA AT MARKET CENTER	In Review	12301 MARKET DR, OKLAHOMA CITY, OK 73114	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	08/26/2010	<a href="#">BLDC-2010-04425</a>	Building - Commercial		Permanent CO/Service	2203 W I-240 SERVICE RD BLDG 1, OKLAHOMA CITY, OK 73159	
<input type="checkbox"/>	07/14/2010	<a href="#">BLDC-2010-03605</a>	Building - Commercial		Permanent CO/Service	3700 S MACARTHUR BLVD SUITE A1, OKLAHOMA CITY, OK 73179	
<input type="checkbox"/>	06/29/2010	<a href="#">BLDC-2010-03335</a>	Building - Commercial		In Review	7101 NW EXPRESSWAY SUITE 730, OKLAHOMA CITY, OK 73132	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	05/03/2010	<a href="#">BLDC-2010-02154</a>	Building - Commercial		Issued	9000 S SUNNYLANE RD, OKLAHOMA CITY, OK 73160	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	03/04/2010	<a href="#">BLDC-2010-00951</a>	Building - Commercial		Temporary CO/Service	7501 W MEMORIAL RD, OKLAHOMA CITY, OK 73142	
<input type="checkbox"/>	01/27/2010	<a href="#">BLDC-2010-00320</a>	Building - Commercial		Permanent CO/Service	5117 NW 3RD ST, OKLAHOMA CITY, OK 73127	
<input type="checkbox"/>	01/21/2010	<a href="#">IMPA-2010-00138</a>	Building - Commercial		Closed	13100 COLONYPOINTE BLVD SUITE 113, OKLAHOMA CITY, OK 73099	
<input type="checkbox"/>	01/21/2010	<a href="#">IMPA-2010-00129</a>	Building - Commercial		Closed	13100 COLONYPOINTE BLVD SUITE 101, OKLAHOMA CITY, OK 73099	
<input type="checkbox"/>	01/20/2010	<a href="#">IMPA-2010-00121</a>	Building - Commercial		Closed	13100 COLONYPOINTE BLVD BLDG B, OKLAHOMA CITY, OK 73099	

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

Back on the search screen: If there are fees due on a permit, you will see a **Pay Fees Due** link under the Action column. Click that link and follow the instructions provided to pay the fees on that permit.



## Using Citizen Access For Contractors

[Home](#) [Permits](#) [Licenses](#)

[Search Permits](#) | [Schedule an Inspection](#)

### Pay Fees

Please select a payment method and then fill in all required information.  
The available payment methods are:

- Credit Card
- Trust Account

Use the dropdown menu to change the payment type.  
\* indicates a required field.

**Payment Method**

Amount to be charged: \$50.00

Pay with Credit Card  
 Pay with Trust Account

[Submit Payment »](#)

You can securely pay with Visa or Mastercard – or you can pay with Trust Account if you have one set up with the City and it has enough money in it to pay the fees.






## Using Citizen Access For Contractors

Home   Permits   Licenses

**Pay Fees:**

Please select a payment method and then fill in all required information.  
The available payment methods are:

\* indicates a required field.

**Payment Information**

Amount to be charged: **\$50.00**

Select credit card type:  
Visa

\* Enter credit card number:

Select card expiration month and year:  
January 2011

\* Enter card security validation number:  
 [What is this?](#)


\* Enter name as it appears on card:


**Billing Information**

Enter card billing address:

\* Address 1:   
Address 2:   
\* City:   
\* State: OKLAHOMA  
\* Zip Code:

If you would like a receipt emailed to you, enter your email address below.  
Email Address:





If you choose to pay by credit card, you will see this screen. Fill it out and be sure to include your email address at the bottom if you would like to receive a receipt via email.



## Using Citizen Access For Contractors

[Home](#) [Permits](#) [Licenses](#)

[Search Permits](#) | [Schedule an Inspection](#)

### Pay Fees

Please select a payment method and then fill in all required information.  
The available payment methods are:

- Credit Card
- Trust Account

Use the dropdown menu to change the payment type.  
\* indicates a required field.

**Payment Method**

Amount to be charged: \$50.00

Pay with Credit Card  
 Pay with Trust Account

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\* Licenses:    
\* Trust Account Name

Name on Trust Account:

Amount Available: \$202.50

If you choose to pay by Trust Account, you will need to confirm the licensed account and associated trust account to pay with. For your convenience, your trust account available balance is shown on this page.



# Using Citizen Access For Contractors

## Account Management

Logged in as: Stan Reichert | Collections (2) | **Account Management** | Logout

Home | **Permits** | Licenses

---

**Manage Your Account**  
Your current account information is shown below. Click an Edit button to update information within a section.

**Account Type**  
Licensed Professional Account

<b>Login Info - Change Password</b> <b>Edit</b>	<b>Contact Information</b> <b>Edit</b>
---	--

User Name: stan  
E-mail: stan.reichert@okc.gov  
Password: \*\*\*\*\*  
Security Question: What is the name of your elementary school?

Stan Reichert  
[Redacted] CO  
[Redacted] AVE  
stan.reichert@okc.gov  
Preferred Method of Contact: E-mail  
Phone 1: 405-[Redacted]  
Phone 2:  
Fax:

**Trust Account Information**

Showing 1-1 of 1 | [Download results](#)

Account ID	Balance	Description	Status
EL [Redacted]	\$351.70	[Redacted] CO	Active

**License Information**

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) will need to be validated before you can use it.

[Redacted] CO  
[Redacted] AVE  
OKLAHOMA CITY OK [Redacted]  
Home Phone: 405-[Redacted]  
Mobile Phone:  
Fax:  
Electrical  
[Redacted] [Remove my license](#)

To manage information related to your login account, click on the Account Management link at the top of any page. You will then see a summary of your account information. To change the password or security question/answer on your account, click the Edit button to the right of “Login Info – Change Password” header.





## Using Citizen Access For Contractors

**Login Info - Change Password**

\* User Name:  

\* E-mail Address:

Old Password:

New Password:

Confirm Password:

\* Select a Security Question: What is the name of your elementary school?

\* Answer:

To change your password, enter your current password, your new password, and your new password again and/or you can change your security question and answer. Click Save button when you have made your changes or click Cancel button to not make any changes. Notice that you cannot modify your username...this field can never be changed. You must create a new login account and use a different email address.





## Using Citizen Access

### For Contractors

**Login**

User Name or E-mail:

Password:

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Remember me on this computer

[I've forgotten my password](#)

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

NOTE: If you forget your password, click [I've forgotten my password](#) link on the login screen before you log in. This process is a little different because the system will email you a temporary password when you verify your email address and security question/answer. After logging in with your temporary password, you will then be prompted to change your password.



## Using Citizen Access For Contractors

### License Information

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) will need to be validated before you can use it.

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**STEPHEN YOUNG**  
OKLA ELEC SUPPLY CO  
4901 N SEWELL AVE  
OKLAHOMA CITY OK 73118  
Home Phone: 405-525-9900  
Mobile Phone:  
Fax:

**Electrical**  
EL1  
Issued: 01/09/2012  
Expires: 01/08/2013  
Insured Max:  
Status: Approved  
Contractor's License #:  
Contractor's Business Name:

[Remove my license](#)

---

[Add a License »](#)  
Add a License

If you have more than one license on your account and would like to delete one, click on the Remove my license button next to the license to be removed. If there is only one license associated to your account, this option will be greyed out and not available.

If you need to add a license to your account, click on the Add a License button and follow the same procedure to add a license as you did when you first registered an account online.

### Trust Account Information

Showing 1-1 of 1 | [Download results](#)

Account #	Balance	Description	Status
<a href="#">EL [redacted]</a>	\$351.70	[redacted] CO / [redacted]	Active

To see details about your trust account you have associated to your license, click on your account #.



## Using Citizen Access For Contractors

**Trust Account Details**

Account ID: EL [REDACTED] Balance: \$351.70  
 Description: [REDACTED] CO [REDACTED] Status: Active  
 Ledger Account:

**Associated Address**

Showing 0-0 of 0  
 Address  
 No records found.

**Associated Parcel**

Showing 0-0 of 0

Parcel Number	Lot	Block	Subdivision	Owner
No records found.				

**Associated People**

Showing 1-1 of 1 | [Download results](#)

Type	First Name	Middle Name	Last Name	Address1	Address2	Phone1	Phone2
Licensed People	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] AVE		405-[REDACTED]	

**Transactions**

Showing 11-20 of 565 | [Download results](#)

Trans ID	Account ID	Trans Type	Trans Amount	ALT ID	Trans Date
313654	EL [REDACTED]	PAYMENT	\$22.50	ELEC-2009-	01/06/2012
313643	EL [REDACTED]	PAYMENT	\$20.50	ELEC-2011-	01/06/2012
313406	EL [REDACTED]	PAYMENT	\$22.50	ELEC-2011-	01/06/2012
312642	EL [REDACTED]	PAYMENT	\$122.50	ELEC-2012-	01/03/2012
312548	EL [REDACTED]	PAYMENT	\$56.50	ELER-2011-	12/30/2011
312533	EL [REDACTED]	PAYMENT	\$2,651.00	ELEC-2011-	12/30/2011
312532	EL [REDACTED]	PAYMENT	\$122.50	ELEC-2011-	12/30/2011
312515	EL [REDACTED]	DEPOSIT	\$2,500.00		12/30/2011
312225	EL [REDACTED]	PAYMENT	\$118.00	ELEC-2011-	12/29/2011
312224	EL [REDACTED]	PAYMENT	\$118.00	ELEC-2011-	12/29/2011

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You will see details from your trust account including your current balance and details of deposits and payments (withdrawals) from your account.



## Using Citizen Access

### For Contractors

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