



## How to locate C of O approvals required to get Certificate of Occupancy on a Commercial/Multi Family Project

Welcome to Citizen Access and ePlan Review! Providing citizens, businesses, and visitors access to services online, 24 hours a day, 7 days a week.

### 1 Citizen Access



<https://citizenportal.meridianty.org/CitizenAccess/Default.aspx>

- Login into your existing account or Register for an Account
- New Users, once registered, check your email to activate your account

### 2 Locate C of O approvals

- Login and Click Building Services tab -- refer to Step 1
- Scroll down to General Search area
- Enter permit number and click search
- Click Record Info
- From the drop-down menu, choose Inspections
- View under "Upcoming"

### 3 To Run a Report

- Login and Click Building Services tab -- refer to Step 1
- Click on Reports
- Click on Inspection Record
- Enter permit number (Ex: C-NEW-2021-0082)
- Click Submit

Home Address/Parcel Verifi **2** Building Services City Clerk Easement Planning Surety Water

Advanced Search

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

These online services are efficient and reduce processing time. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

To use all the services we provide, you must create a free user account. With an account, you will be able to submit for a permit or application, pay fees, view and track information, and schedule inspections on line.

**To use this convenience:**  
 - you can pay with an eCheck for an extra \$2.50,  
 - or you can pay with a credit card for an extra 3% + \$1.00.

For questions involving Building Services permits, please call 208-887-2211.

For questions involving Planning applications, please call 208-884-5533.

**1** Login  
 User Name or E-mail:  
  
 Password:  
  
  
 Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

### 2

**Permit C-NEW-2020-0082:  
 New Commercial  
 Record Status: Inspection Phase**

| Record Info        | Payments |
|--------------------|----------|
| Permit Details     |          |
| Processing Status  |          |
| Related Permits    |          |
| Attachments        |          |
| <b>Inspections</b> |          |

### 2

**Upcoming (7)**  
[Schedule or Request an Inspection](#)  
 Click the link above to schedule or request one.

|   |                           |
|---|---------------------------|
| TBD at TBD Pending C of O Approval - Mechanical (434284)<br>Inspector: unassigned | <a href="#">Actions</a> ▾ |
| TBD at TBD Pending C of O Approval - Structural (434283)<br>Inspector: unassigned | <a href="#">Actions</a> ▾ |
| TBD at TBD Pending C of O Approval - Planning (434222)<br>Inspector: pdox 2 accel | <a href="#">Actions</a> ▾ |
| TBD at TBD Pending C of O Approval - Fire (434175)<br>Inspector: unassigned       | <a href="#">Actions</a> ▾ |
| TBD at TBD Pending C of O Approval - Electrical (434122)<br>Inspector: unassigned | <a href="#">Actions</a> ▾ |

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### 3

with Collections (3) Cart (0) **Reports (4)**

**Reports (4):**  
[ACA General Receipt / Permit Inspection Record](#)  
[Invoice Ready for Pickup](#)  
[Permits paid by contractor transaction summary](#)