Instructions for Submitting a Fire Code Complaint Online

1. To make a report, you will need to go to www.omahapermits.com
2. You will be required to register for an account.
3. After you have completed the registration and successfully logged in, you will be taken to the dashboard. Click the “Fire” tab.
4. Click on “Submit Fire Complaint”
5. You will be directed to the General Disclaimer page. Check the box to indicate that you have read and accepted the terms and then click the “Continue Application” button to proceed with submitting your complaint.

6. Follow the provided directions for filling out the page.
   a. Please note, when entering and searching for an address in the system, if it is a valid address within the Douglas County GIS it will automatically fill in the parcel and owner information for you.

7. You will then click “Continue” at the bottom of the page followed by completing your information. After filling out your information, click “Continue Application”.

8. The next step is to complete the details of the complaint.
   a. After entering the details of your complaint, you will be prompted to review the information you provided.
   b. After reviewing the information, you will click “Submit” to submit your complaint.

9. Submitting your complaint will automatically create an inspection request and will assign it to the inspector in charge of the specified area.
   a. Please note, you will be able to log back into www.omahapermits.com and will be able to see when the inspection was completed and what the findings were.