

CITIZEN ACCESS – Registration for Account and Inspection Scheduling



The screenshot shows a web browser window with the URL <http://www.lenexa.com/>. The browser's address bar and tabs are visible at the top. The website header includes the Lenexa logo and a search bar. A navigation menu is displayed with categories: HOME, I WANT TO, E-GOV, LIVE, WORK, PLAY, and CITY. The E-GOV menu is expanded, listing various services such as 'Pay a ticket', 'Service requests', 'Licenses and Permits', 'Alarm permit', 'Animal license', 'Building permits', 'Business license', 'Rental registration', 'Parks and Recreation', 'Online class registration', 'Pool pass', 'Online reports', 'Police reports', 'Suspicious activity', and 'Traffic complaints'. The 'Building permits' option is highlighted in orange. Below the menu, there are buttons for 'Register for classes/festivals' and 'Volunteer'. A large yellow star is overlaid on the left side of the page, and a text box provides instructions: 'Go to www.lenexa.com Under E-Gov select Building Permits'. A map of the Lenexa area is visible in the bottom right corner.

The screenshot shows a web browser window with the URL <http://www.lenexa.com/commdev/buildpermit.html>. The browser's address bar and tabs are visible at the top. The website header features the Lenexa, Kansas logo and a navigation menu with links for HOME, I WANT TO, E-GOV, LIVE, WORK, PLAY, and CITY. A search bar is located in the top right corner. The main content area is titled "Building permits" and includes a paragraph explaining that construction within the city of Lenexa requires a building permit in most cases, with exceptions for cosmetic changes. Below this, a section titled "Obtain a building permit online" lists residential permit applications available through the Citizen Access system. A red arrow points to the "Citizen Access" link in this section. The list of permit types includes:

- Residential Electrical alterations
- Residential Furnace and/or Air Conditioner replacement
- Residential Mechanical alterations
- Residential Plumbing alterations
- Residential Re-roofing
- Residential Water Heater replacement

Click on the Citizen Access link under *Obtain a building permit online*.

Building Permits and Licensing

[Announcements](#) | [Accessibility Support](#) | [Register for an Account](#) | [Login](#)

Building Tab - Select for Building Permits

Licenses Tab - Select for renewing Business Licenses, Rental Registration, and Special Pet Permits

[Home](#)

[Building](#)

[Licenses](#)

Welcome to the new City of Lenexa Citizen Access

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

What would you like to do today?

NOTE: You must use Internet Explorer for this web application

To get started, select one of the services listed below:

Building

[Obtain a Fee Estimate](#)

[Search Applications](#)

[Create an Application](#)

[Schedule an Inspection](#)

Licenses

[License Renewals](#)

Login

User Name or Email:

Password:

Remember me on this computer

[I've forgotten my password](#)

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

Click on the Register for an Account link at the top right



Building Permits and Licensing

Building Tab - Select for Building Permits
Licenses Tab - Select for renewing Business Licenses, Rental Registration, and Special Pet Permits

[Announcements](#) | [Register for an Account](#) | [Login](#)

Home Building Licenses

Account Registration

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

While the City attempts to keep its web information accurate and timely, the City 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 City as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Registration >](#)

Read the disclaimer, check the box and click on Continue Registration

Building Permits and Licensing

Building Tab - Select for Building Permits

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Account Registration Step 1: Enter License Information

By identifying the professional licenses you hold you will have access to additional features in the Citizen Portal. **Enter license information below** (one at a time) and the Agency will verify your license status with the State and the Agency databases.

You may add additional licenses on the next screen. In certain circumstances (such as license-right by proxy through an employer), even after identifying your license(s) an Agency employee must perform additional validation. In these cases, **your access to certain features of the Citizen Portal may be limited pending approval.**

* indicates a required field.

License Information

* License Type:

--Select--
--Select--
ARCHITECT
ATTORNEY
BUILDER
CONTRACTOR
DESIGNER
ELECTRICAL
ENGINEER
FIRE ALARM
FIRE SUPPRESSION
HVAC CONTRACTOR
MECHANICAL
OTHER
PLUMBING
PROFESSIONAL
RESIDENT
RIGHTOFWAY
ROOFING
SIGN
SURVEYOR

* Lenexa ID Number:

Select your License Type from the drop down list and enter your Lenexa ID number in this field. To get this information, call Customer Service at 913-477-7500.

Building Permits and Licensing

Building Tab - Select for Building Permits
Licenses Tab - Select for renewing Business Licenses, Rental Registration, and Special Pet Permits

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[Home](#) [Building](#) [Licenses](#)

Adding a License:

* indicates a required field.

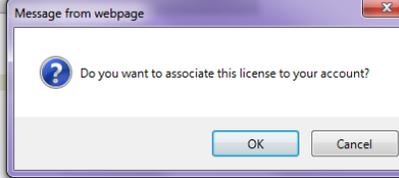
License Information

1 results found matching lookup criteria
Search a license number to continue.

Showing 1-1 of 1

License Number	Type	Name
BUILDER	BUILDER	Owner Builder

[Search Again »](#)



City of Lenexa - 12350 West 87th Street Parkway - Lenexa, KS - 66215 - 913.477.7500

When you click on the License Number, you will get this pop up. Click on OK to select the license for your account. If this is not correct, you can Search Again.

Building Permits and Licensing

Building Tab - Select for Building Permits

Licenses Tab - Select for renewing Business Licenses, Rental Registration, and Special Pet Permits

[Announcements](#) | [Register for an Account](#) | [Login](#)

[Home](#)

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[Licenses](#)

Confirm License

Your search returned the following licensed professionals. 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	
Owner	Builder
KS BUILDER	Remove
KS - BUILDER	
OWNER BUILDER/Owner Builder	Issued:
Owner's Address	Expires: 04/02/2022
Lenexa KS 66215	Insured Max:
Tel:	
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.

[Continue Registration »](#)

(I am done adding licenses.)

[Add to My Licenses »](#)

(I have more licenses.)

Confirm that the license you've selected is correct and click Continue Registration. If you have additional licenses, you may search for them and associate them to this account as well by clicking on Add to My Licenses.

* indicates a required field.

Login Information

* User Name: ?

* E-mail Address:

* Password: ?

Password Strength Requirements

* Type Password Again:

* Select a Security Question: ?

* Answer: ?

Contact Information

Auto-fill with

* First: Middle: * Last:

Name of Business:

Country:

* Address Line 1:

* City:

* State:

* Zip:

Home Phone: Work Phone: Mobile Phone:

Fax: * Preferred Method of Contact:

[Continue Registration »](#)

Fill in all the required information. In the contact information section, you can click on Auto-Fill and the data in our system will fill in. You can make changes or add information such as phone numbers and email. Notify Customer Service of any changes at 913-477-7500.

You must select a preferred method of contact.

Click Continue Registration when complete.

Building Permits and Licensing

[Announcements](#) | [Accessibility Support](#) | [Register for an Account](#) | [Login](#)

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Home

Building

Licenses

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[Obtain a Fee Estimate](#)

[Search Applications](#)

[Create an Application](#)

[Schedule an Inspection](#)

Licenses

[License Renewals](#)

Log in to the system on the Home tab with your user name or email and your password. You can elect to have it remember you on your computer.

Login

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)

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

Building Permits and Licensing

[Announcements](#) | Logged in as: **Owner Builder** | Accessibility Support | [Collections \(0\)](#) | [Account Management](#) | [Logout](#)

Building Tab - Select for Building Permits

Licenses Tab - Select for renewing Business Licenses, Rental Registration, and Special Pet Permits

[Home](#)

[Building](#)

[Licenses](#)

Building

Welcome Owner Builder

You are now logged in.

What would you like to do today?

NOTE: You must use Internet Explorer for this web application

To get started, select one of the services listed below:

Building

[Obtain a Fee Estimate](#)

[Search Applications](#)

[Create an Application](#)

[Schedule an Inspection](#)

Licenses

[License Renewals](#)

Once you've logged in, you will see it here.

Click on the Building tab here to get to your records.

Building Permits and Licensing

[Announcements](#) | [Logged in as Owner Builder](#) | [Collections \(0\)](#) | [Account Management](#) | [Logout](#)

Building Tab - Select for Building Permits

Licenses Tab - Select for renewing Business Licenses, Rental Registration, and Special Pet Permits

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

[Obtain a Fee Estimate](#) | [Search Applications](#) | [Create an Application](#) | [Schedule an Inspection](#)

Records

Showing 1-10 of 29 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	At
<input type="checkbox"/>	01/25/2013	B13-0109	Building/Residential/Decks/NA		Murphy		Active	
<input type="checkbox"/>	01/22/2013	B13-0089	Building/Residential/Decks/NA		Bailey		Active	
<input type="checkbox"/>	01/15/2013	B13-0061	Building/Residential/Decks/NA		Ely		Active	
<input type="checkbox"/>	01/07/2013	B13-0031	Building/Residential/Fence or Wall/NA		Carey		Active	
<input type="checkbox"/>	12/20/2012	TS12-0075	Building/Commercial/Sign/Temporary Freestanding		Music House		Active	
<input type="checkbox"/>	12/19/2012	B12-1971	Building/Residential/Basement Finish/NA		Kizhakkekara		Active	
<input type="checkbox"/>	12/18/2012	B12-1962	Building/Residential/Covered Porch Sunroom/NA		TS BUSINESS		Active	
<input type="checkbox"/>	12/11/2012	B12-1904	Building/Commercial/Land Disturbance/Commercial-Office-Industrial		Patrician Village Stockpile		Active	
<input type="checkbox"/>	12/06/2012	B12-1871	Building/Residential/Basement Finish/NA		Ismert		Active	
<input type="checkbox"/>	11/26/2012	B12-1817	Building/Residential/Re-roof/NA		Schubach		Completed	

< Prev 1 2 3 Next >

To select a record, click on the Record Number you want.

Search for Records

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

- Site Address
- Contractor License Information
- Parcel Number
- Permit Information

Use the dropdown menu to change the Search type.

Only active permits are searchable to allow the printing and reprinting of a permit.

All closed permits are not accessible online, yet closed permit information is available by calling City Hall at (913) 477-7500.

General Search

General Search

Building Permits and Licensing

[Announcements](#) | [Logged in as: Owner Builder](#) | [Collections \(0\)](#) | [Account Management](#) | [Logout](#)

Building Tab - Select for Building Permits

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[Home](#)

[Building](#)

[Licenses](#)

[Obtain a Fee Estimate](#) | [Search Applications](#) | [Create an Application](#) | [Schedule an Inspection](#)

Record B12-1971:

[Add to collection](#)

Building/Residential/Basement Finish/NA

Work Location

21806 W 95TH TER
Lenexa KS 66220

Record Details

Licensed Professional:

Owner Builder
OWNER BUILDER
Owner's Address
Lenexa, KS, 66215
BUILDER BUILDER

Project Description:

basement finish

Owner:

KIZHAKKEKARA, JITHESH
21806 W 95TH TER
LENEXA KS 66220

► **More Details:** Inspections scheduled after 6am must be scheduled for the next business day. Inspections needed for the same business day must be called in to (913) 477-7500.

[Print/View Record](#)

► Fees

▼ Inspections

Upcoming

[Schedule or Request an Inspection](#)

You have not added any inspections.
Click the link above to schedule or request one.

Completed (1)

500-Approved - 1

500-Approved 220- Building Rough In (436348)
Result by: David Utterback on 01/24/2013 at 04:12 PM

[View Details](#)

All of the details for that record will display. To schedule an inspection, click on the Schedule or Request an Inspection link here.

Building Permits and Licensing

Announcements | Logged in as: Owner Builder | Collections (0) | Account Management | Logout

Building Tab - Select for Building Permits
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Home Building Licenses

Obtain a Fee Estimate | Search Applications | Create an Application | Schedule an Inspection

Record B12-1971:
Building/Residential/Basement Finish/NA

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Owner:
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2180
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Print/View

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Schedule
You have
Click the l

Completed (1)
500-Approved - 1
500-Approved 220- Building Rough In (436348)
Result by: David Utterback on 01/24/2013 at 04:12 PM
[View Details](#)

Schedule/Request an Inspection

Inspection type: 997-Miscellaneous Final Inspec

To continue, select an appointment date and time range by clicking a link on the calendar below:

Feb 2013							Mar 2013							Apr 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2						1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
							31													

< Prev Next >

Available Times for Friday, Feb 08 2013

Morning (08:00 AM - 12:00 PM)
 08:00 AM - 12:00 PM

Afternoon (01:00 PM - 04:00 PM)
 01:00 PM - 04:00 PM

Continue Back Cancel

Click on the date you want the inspection to be scheduled (NOT THE SAME DAY).

Select AM or PM as your preference (NOT GUARANTEED). Click Continue.

Building Permits and Licensing

[Announcements](#) | [Logged in as: Owner Builder](#) | [Collections \(0\)](#) | [Account Management](#) | [Logout](#)

Building Tab - Select for Building Permits

Licenses Tab - Select for renewing Business Licenses, Rental Registration, and Special Pet Permits

[Home](#)

[Building](#)

[Licenses](#)

[Obtain a Fee Estimate](#) | [Search Applications](#) | [Create an Application](#) | [Schedule an Inspection](#)

Record B12-1971:

Building/Residential/Basement Finish/NA

[Add to collection](#)

Work Location

21806 W 95TH TER
Lenexa KS 66220

Record Details

Licensed Professional:

Owner Builder
OWNER BUILDER
Owner's Address
Lenexa, KS, 66215
BUILDER BUILDER

Project Description:

basement finish

Owner:

KIZHAKKEKKARA, JITHESH
21806 W 95TH TER
LENEXA KS 66220

► **More Details:** Inspections scheduled after 6am must be scheduled for the next business day. Inspections needed for the same business day must be called in to (913) 477-7500.

[Print/View Record](#)

► Fees

▼ Inspections

Upcoming (1)

[Schedule or Request an Inspection](#)

02/08/2013 at 08:00 AM Scheduled 997-Miscellaneous Final Inspec (437106)
Inspector: *unassigned*

[Actions](#) ▼

[View Details](#)
[Reschedule](#)
[Cancel](#)

Completed (1)

500-Approved - 1

500-Approved 220- Building Rough In (436348)
Result by: David Utterback on 01/24/2013 at 04:12 PM

[View Details](#)

Once an inspection is scheduled, you'll be taken back to this screen where you can see it. You can click on Actions to view the details of the inspection, Reschedule the inspection, or cancel the inspection. To cancel an inspection for TODAY, please call Customer Service at 913-477-7500.

There are many other things you can do with Citizen Access. You can look up fees, print permits and receipts, view inspection results, view attachments, search for permits at other locations, . You can only take action on permits that are associated with your account, however. Please call Jennifer Martin at 913-477-7726 with questions about Citizen Access.