



The City of Oklahoma City Development Services Division

420 W. Main St., Oklahoma City, OK 73102 | Phone: (405)-297-2525 | www.okc.gov/permits

Registering for a Citizen Portal Account

Creating an account will provide access to all Citizen Portal services with the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

To register select the ["Register for an Account"](#) link

The screenshot shows the 'Citizen Access' navigation menu. At the top left is the city seal. Below it are four main categories: Residents, Business, Recreation, and Government. Under 'Residents' are 'Departments' and 'Visitors'. Under 'Recreation' is 'I Want to...'. To the right of 'I Want to...' are two links: 'Register for an Account' and 'Login'. A red arrow points to the 'Register for an Account' link. Below the navigation menu is a blue bar with 'Home' and 'Advanced Search' (with a dropdown arrow). Below that is a horizontal menu with links: Permits, Work Zone Permits, Licenses, Garage Sale, Planning, Fire, Engineering, and Parks.

Read and acknowledge our General terms by clicking the box and the ["Continue Registration"](#)
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
- City License Number (Contractor Number - see instructions on next page)

Please review and accept the terms below to proceed.

GENERAL DISCLAIMER

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I have read and accepted the above terms.

[Continue Registration »](#)



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Identify the type of user you will be. Associating your professional license number to your account will provide addition access to service you are licensed for.

If you are a **contractor** that performs specific professional services like:

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

Select the License Type in the dropdown, enter your License Number and click Find License button

License Information

* License Type: * License Number:

Find License

For example, if you are an Electrical Contractor your license number will have this format EL12345, if you are a building contractor your license number will be in this format BL1234, etc.

If you are a **non-contractor** submitting a Residential Building Application select "**On-Line Applicant**" as the License Type and enter "**On-Line Applicant**" as the License Number and click Find License button

License Information

* License Type: * License Number:

Find License

For a **Business License** select, "**License Holder**" as the License Type and enter "**License Holder**" as the License Number and click Find License button

License Information

* License Type: * License Number:

Find License



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Once you have found the proper "license type" and license select the "Connect" link
Adding a License:

License Information

Click Connect to select the License. Click on Search Again to search for a different license number.

Showing 1-1 of 1

License Number	Type	Name	Action
ON-LINE APPLICANT	On-Line Applicant	Citizen Portal User	Connect

[Search Again »](#)



You will receive a prompt asking if you want to associate this license to your account, select OK

access.okc.gov says

Do you want to associate this license to your account?

You will be able to add additional licenses, remove the license you just added if it is not correct, or "Continue Registration" if all is good.

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

Citizen Portal User	OK On-Line Applicant	<input type="button" value="Remove"/>
OKLAHOMA CITY OK	OK - ON-LINE APPLICANT	
Tel:	Issued:	
Fax:	Expires:	
	Insured Max:	

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.)



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The next step is to enter your login information, fill out the base information and then select "Add New Contact Information"

Account Registration Step 2: Enter/Confirm Your Account Information

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Select Add New Contact Information to enter contact information for this registration.

Select from Licensed Professional

Add New Contact Information

Account Registration Step 2:
Enter/Confirm Your Account Information

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

* First: * Last: * Name of Business:

* Address Line 1: * City: * State: * Zip:

Phone: Work Phone: Phone 2:

* E-mail:

Documents to be:

[Discard Changes](#)

Welcome to the City of Oklahoma City's Citizen Portal

Home Permits Work Zone Permits Licenses Garage Sale Planning Fire Engineering

Advanced Search

The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

Account Registration Step 2: Enter/Confirm Your Account Information

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

* First: * Last: * Name of Business:



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A final confirmation page will be displayed, and you can select continue registration

Account Registration Step 2:
Enter/Confirm Your Account Information

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Select Add New Contact Information to enter contact information for this registration.

✔ Contact added successfully.

Fred Flintstone
Slate Quarry
 fflinstone@bedrock.com
 Home phone: 665-334-5678
 Mobile Phone:
 Work Phone:
 Fax:
[Edit](#) [Remove](#)

[Continue Registration >](#)

Your registration was successful

*If you registered as a License Holder, On-Line Applicant, or Pre-Qual your account will automatically be activated within the next 15 minutes.

*If you have registered as a Contractor, additional steps are required by the City. You will be sent a confirmation email once your account is activated.

The screenshot shows the 'Citizen Access' portal with navigation tabs for Residents, Business, Recreation, and Government. A green success message states: 'Your account has been created successfully. Congratulations. Your registration was successful. If you registered as a License Holder, On-Line Applicant, or Pre-Qual your account will automatically be activated within the next 15 minutes. If you have registered as a Contractor, additional steps are required by the City. You will be sent a confirmation email once your account is activated.' Below the message is the 'Account Information' section with the following details:

User Name:	fflinstone
E-mail:	fred@bedrock.org
Password:	*****
Security Question:	what color is the sky