

2.1 SUBMIT APPLICATION

CITIZEN ACCESS USER GUIDE

Overview

1. Select your Building Services Submittal Package based on your project type. Follow the checklist and complete the forms which are required for a complete application.
 - » <http://www.meridiancity.org/buildingapp>
2. For commercial projects, complete submissions to the Meridian Planning Division and all applicable outside agencies which could include Ada County Highway District (ACHD) and Central District Health Department (CDHD).
3. **Submittal Standards** – For easy identification all drawings and documents must meet the requirements listed in the Building Services Submittal Standards.
4. Submit the required paper applications, drawings in PDF format, and application fee to the Meridian permit counter.
5. Create a free user account online at Meridian Citizen Access Portal.
 - » <https://citizenportal.meridiancity.org/citizenaccess/>

With an account, you will be able to: view permit information, track plan review comments and permit status, download approved construction documents, retrieve certificate of occupancy, pay fees, and schedule inspections on line.
6. After plan submittals many reviewing agencies will perform professional plan reviews for minimum adopted code compliance. If more information is required you will receive an email directly from the reviewing agency.
7. Once all corrections are made for plan review, resubmit only the revised/corrected sheets in PDF format, along with a transmittal to the Meridian permit counter. In order to decrease the number of visits an applicant needs to make to Meridian Building Services, some resubmittals that have smaller file sizes (25MB max.) will be allowed to be e-mailed. Prior approval from the permit counter is required.
 - » Buildingservices@meridiancity.org

What is Citizen Access?

- » Citizen Access is the City's online portal for plan review. Through it, users have access to records and permits for a variety of Building Services, Planning, and City Clerk information.

<https://citizenportal.meridiancity.org/citizenaccess/>



Contact Information

Building Services Division

- » The first floor of City Hall at 33 E. Broadway Ave. Suite 102, Meridian, Idaho 83642
- » Phone | 208.887.2211

Citizen Access Portal

- » For Applications, Inspections, and Permits, see the link below.
- » <https://citizenportal.meridiancity.org/citizenaccess/>



8. After all plan reviews are complete the applicant will receive an e-mail notification from Meridian Building Services that the permit is ready for issuance and to pay any outstanding permit fees.
9. Once all permit fees are paid Meridian Building Services will send an e-mail notification that the plans are ready for download. See the Citizens Access User Guide, [Download Approved Plans](#).
 - » <https://citizenportal.meridiancity.org/citizenaccess/>