

3.1 PROJECT APPROVAL

CITIZEN ACCESS USER GUIDE

Download Approved Plans

After your plans have been approved, Meridian Building Services will send an e-mail notification that the plans are ready for download. For help downloading your approved documents, follow the instructions below.

Permit Number: **C-NEW-2016-0048**
 Project Name: **WALMART SUPERSTORE #5841**
 Project Address: **5001 N TEN MILE RD**
 Legal Description: **4N 1W 27**

READY FOR DOWNLOAD NOTIFICATION

Login to Citizen Portal to download your approved drawings and all supporting documents from the attachments section of your permit record listed above.

Click here to login: <https://citizenportal.meridiancity.org/citizenaccess/>

All approved drawings and supporting documents are **required** to be printed in full and available on the job site for inspections.

Figure 1: screenshot of example email notification

Instructions

1. Log into the Online Citizen Access Portal and then **Select the Building Services Tab.**

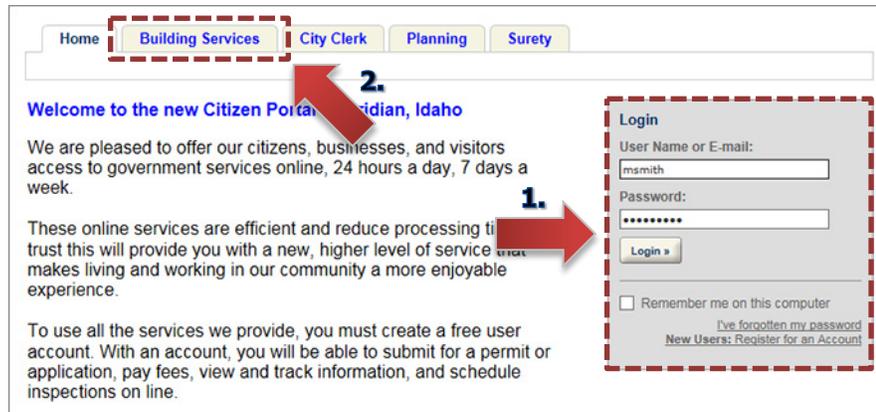


Figure 2: screenshot of Citizen Access Portal website

Can I Download My Approved Plans?

- » Citizen Access is the City of Meridian's online portal for plan review. To download your approved plans, go to:

<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/>



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2. After logging into the Online Citizen Access Portal, enter the permit number into the search bar located in the upper right corner.

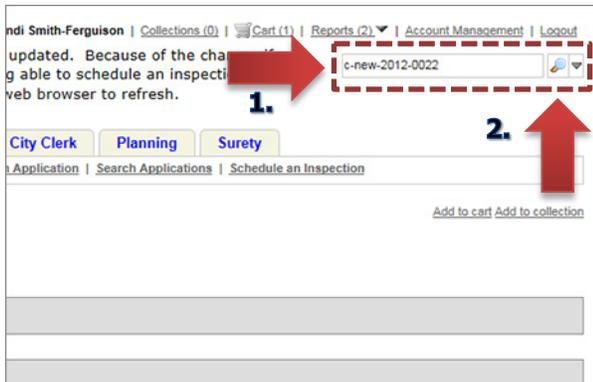


Figure 3: screenshot of the search tool

3. Select search and the permit detail screen will open. Select the attachments tab (see image).

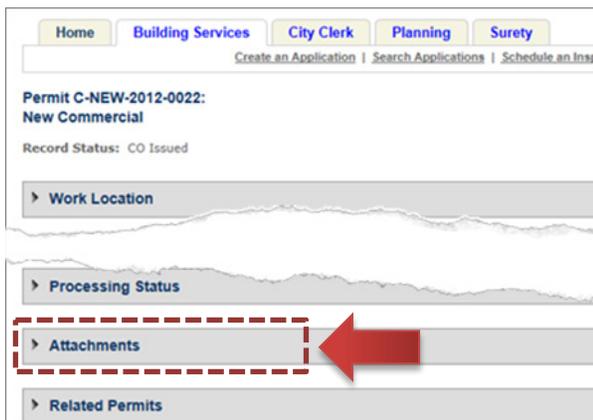


Figure 4: screenshot of permit information and attachments

4. Download your approved drawings and all supporting documents from the attachments section of your permit records. The approved files are bundled as a zip file for convenience. Click the approved "Project Name" Documents.zip file and save or open the zip file to your computer.



Figure 5: screenshot of attachments download area

For additional questions or assistance, please contact Building Services at 208-887-2221