



# City of Loma Linda

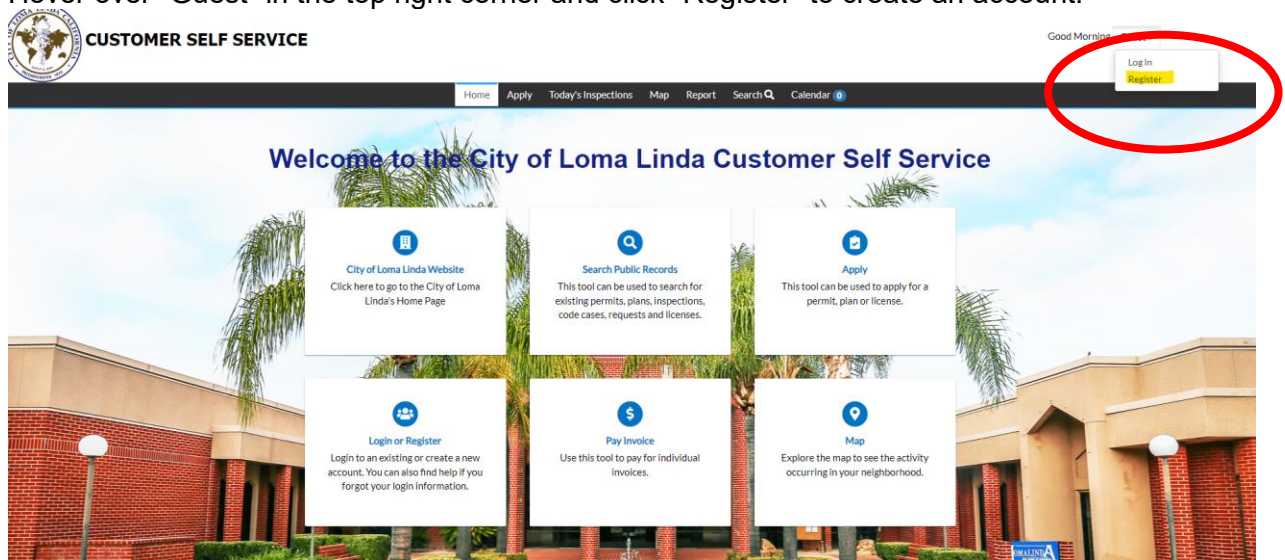
25541 Barton Road, Loma Linda, CA 92354 ☎ (909)799-2830 📠 (909) 799-2891

## Civic Self Service Permitting Portal – Instructions

We are excited to introduce the City’s new permitting software, designed to streamline and enhance your application experience. Follow the steps below to navigate through our user-friendly platform and start your application process.

### Getting Started

1. Visit City of Loma Linda Civic Self Service at <https://cityoflomalindaca-energovweb.tylerhost.net/apps/selfservice#/home>
2. Hover over “Guest” in the top right corner and click “Register” to create an account.



### Email Confirmation

3. Enter Email Address

Registration

Step 1 of 4: Email Address

Email

4. A confirmation link will be sent to your inbox, enabling you to proceed to the next step.

Civic Access New User Account Confirmation Inbox x



svc.CSSMTP@tylerhost.net  
to me

Wed, Jan 17, 4:43 PM (16 hours ago)

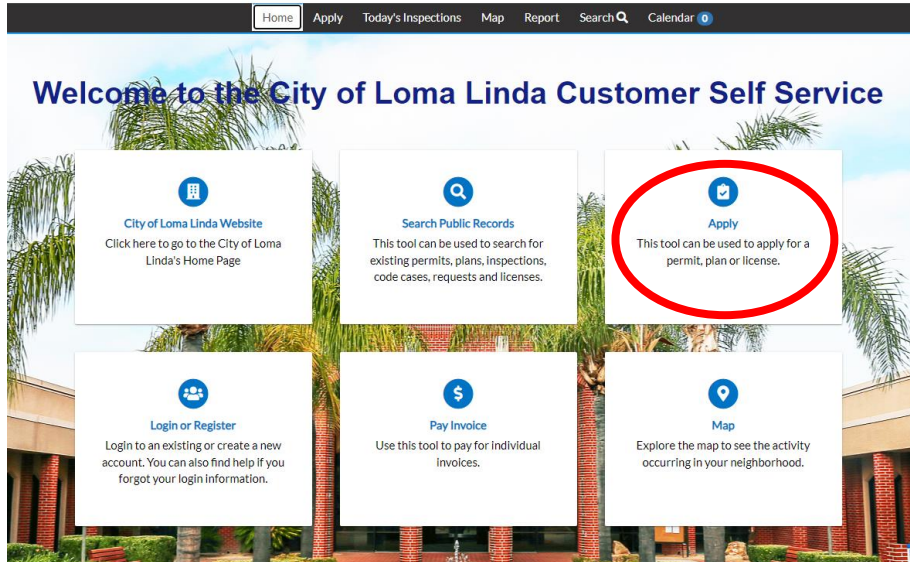


You are receiving this automated e-mail based on a user registration request that we received for the Civic Access tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

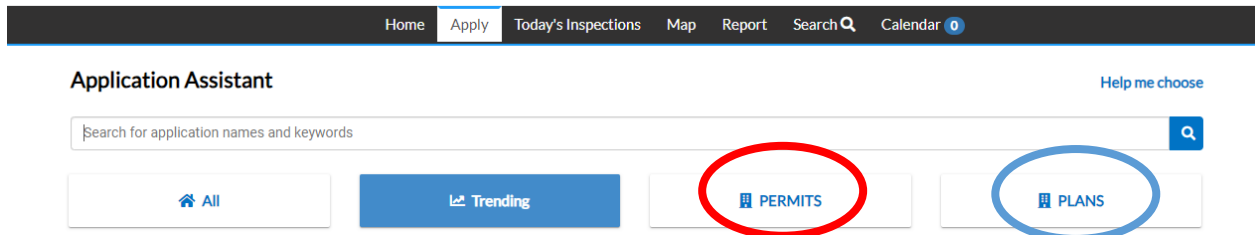
[Confirm](#)

## Application Process

5. After successfully creating your account, click on the “Apply” tile.



6. For Planning Applications, you will search under “Plans” (circled below in blue). For Building, Fire, and Public Works Applications, you will search under “Permits” (circled below in red). You can search any application using the search bar.



7. Fill out the required project information and attach any applicable forms.
8. Submit your project and allow two business days for Staff to process your application and invoice your fees.

## Payment

9. You will receive an email notifying you when the fees have been invoiced.
10. You can may using the methods below:
  - a. Online Payment: You can pay on your account by clicking the “Pay Fee” tab on your application home page.
  - b. In-Person Payment: You can make the payment in person at City Hall. We accept payments by check or credit card (with a 2.2% fee). If you opt for a check payment, kindly make it payable to the "City of Loma Linda" and either mail it or drop it off at our Finance Department. If you prefer paying by card, please provide staff with a phone number that the Finance Department can use to obtain payment.

Thank you for using the City of Loma Linda’s online permitting system. You can expect updates via email or by logging into your account. For questions, contact our front desk at (909) 799-2839.