# City of Loma Linda

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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.
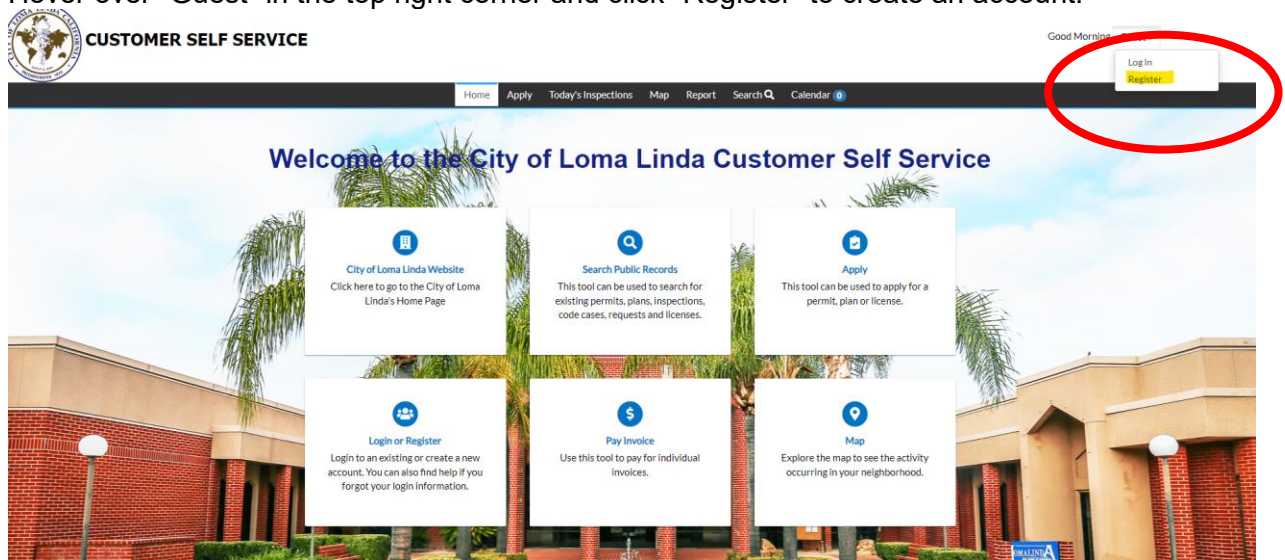
Email Confirmation

3. Enter Email Address

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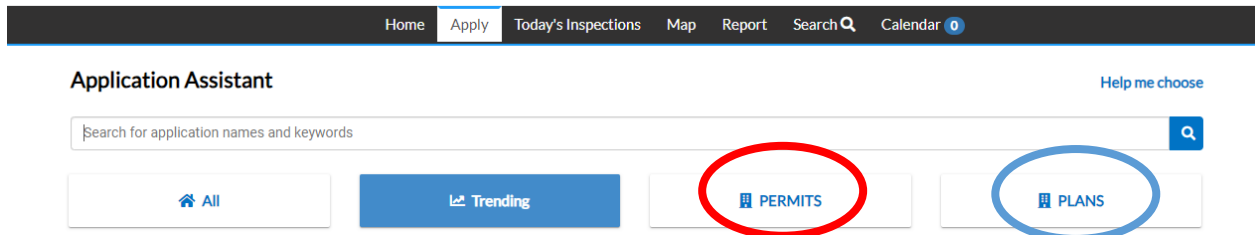
Application Process

5. After successfully creating your account, click on the "Apply" tile.
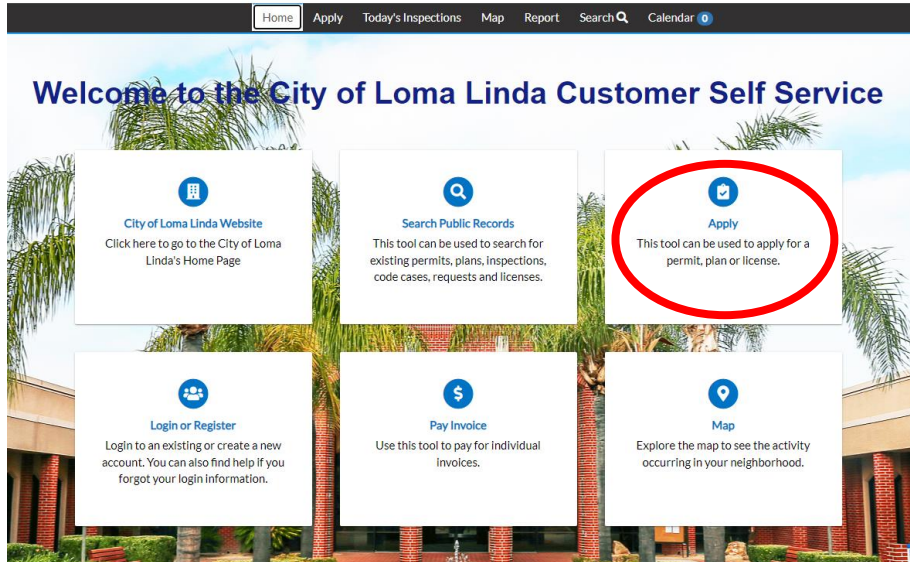
6. For Planning Applications, you will search under "Plans" (circled below in blue). For Building, Fire, and Public Works Applications, you will search under "Permits" (circled below in red). You can search any application using the search bar.

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.