

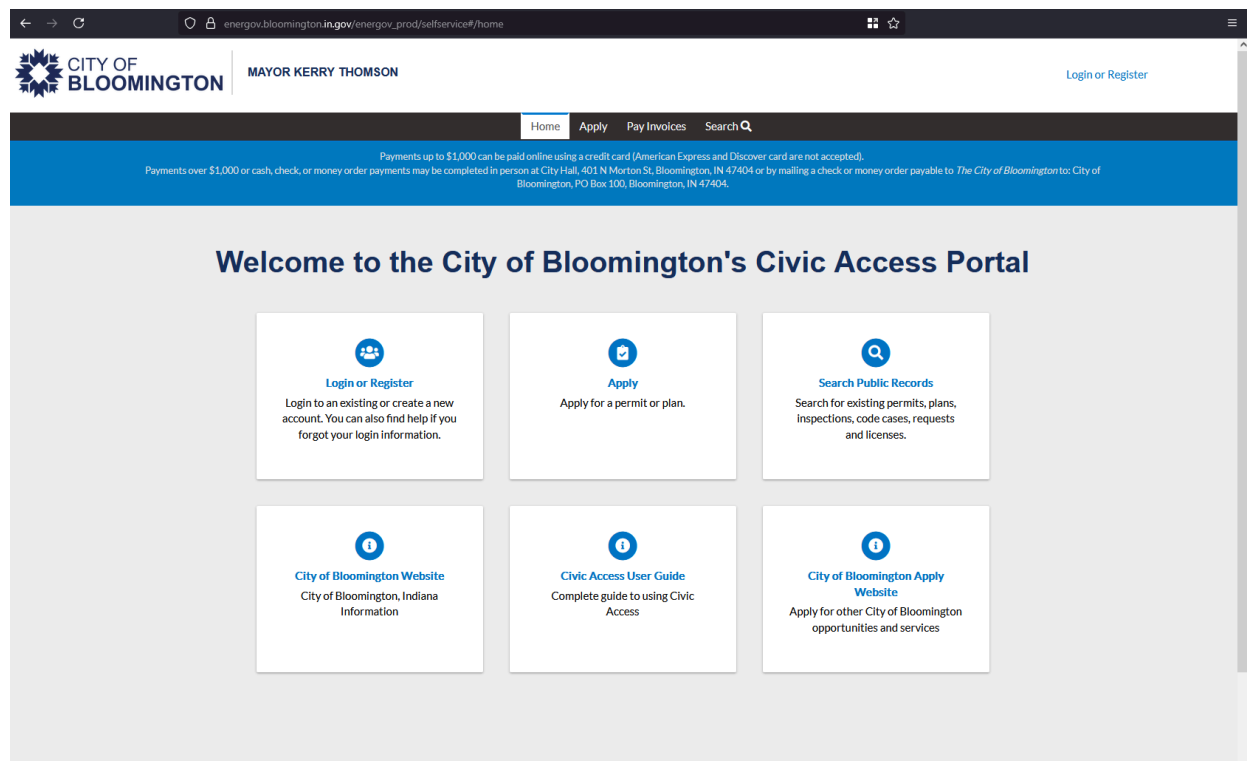
Using Civic Access

The Civic Access portal is where you should go to apply for all permits, pay fees, research permit history, and download issued permits. [A link to the portal is provided here.](#)

You do **not** need to sign up for an account to do the following:

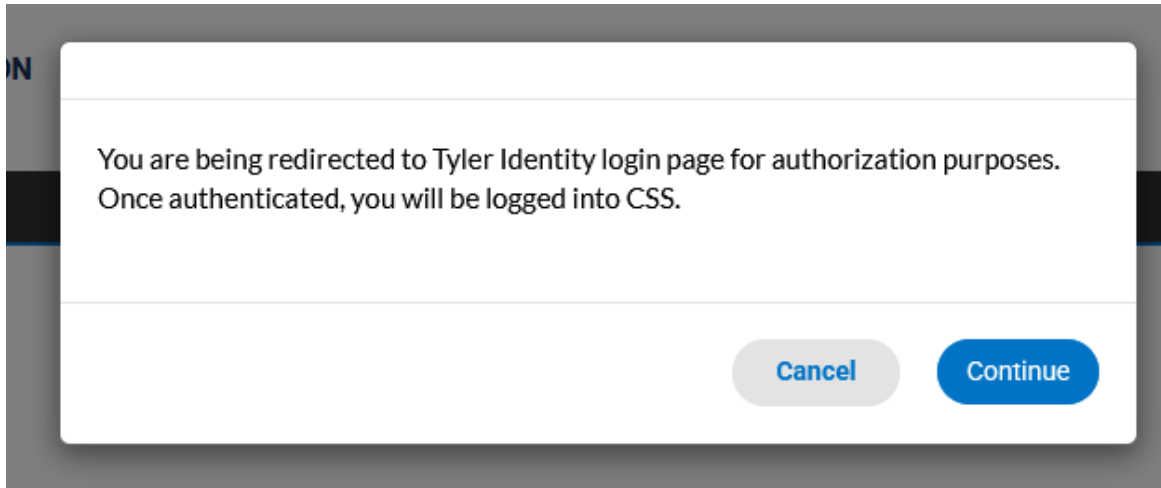
- Researching the status of the Permit
- Paying for Permits
- Viewing, or downloading the Permit

Civic Access Homepage




Creating an Account

[From the homepage.](#) click on the “Login or Register” link at the top right of the page. This may prompt a pop-up notification indicating that you are about to navigate away from the Civic Access portal.



You will be redirected to a login portal for Tyler Identity, our portal service provider. The default log in screen will ask you to sign-in with an existing account; click the button at the bottom of the form window — “Create an account” — to begin the registration process.



Sign in to community access services.





Email address


☐ Keep me signed in

Next


OR

Sign in with...



[Unlock account?](#) [Help](#) 

Create an account



Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone Optional

Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- ✓ No parts of your username

Password

After submitting the form, check your email account for a verification message.

Account registration begins after verifying your access to the email account you provided on the “Create an Account” form.

If you have trouble creating an account or verifying your email address:

- Make sure that pop-up blockers are disabled in your web browser.
- Double-check the spelling of your email domain — the part that comes after the @ symbol. No one is immune to the occasionally missed keystroke!
- If you are using a PC, try using Microsoft Edge as an alternative web browser. This application comes pre-installed on Windows devices.

Account Registration

New accounts are prompted with an additional registration step after account verification.

When you log into Civic Access with a new account, you should be automatically set up to walk through a 4-step procedure.

Registration

Step 1 of 4: Acknowledgement

Welcome to the City of Bloomington's Civic Access Portal! Please register using a valid email account.

Continue

Click the “Continue” button. Doing so will advance you to Step 2 of 4 for the registration process. Step 2 is called “Personal Info.”

Registration

Step 2 of 4: Personal Info

***REQUIRED**

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

Mobile Phone

[Back](#) [Next](#)

Step 3 of 4 asks for address information. We prefer you use an active mailing address.

Registration

Step 3 of 4: Address

***REQUIRED**

* Address
Address is required.

City

State

Postal Code

[Back](#) [Next](#)

Step 4 of 4 asks for a digital signature. You must type your name in the first field provided. If you toggle the button to “enable type signature,” you will be prompted again to enter your name in a second field. The second field will create a facsimile of your signature. If you do not toggle “Enable Type Signature,” you will be prompted in a third field to “Draw your signature.” In the box of the third field, hold down the first (left) mouse button and drag the cursor in the shape of your signature along the guideline provided inside the bounding box of the field.

Registration

Step 4 of 4: Signature

By registering, you agree that all information entered will be accurate and up-to-date.

* Please type your name as consent to electronically sign this registration.

Consent name is required.

Enable Type Signature ☐

March, 31 2025

X Draw Signature Here

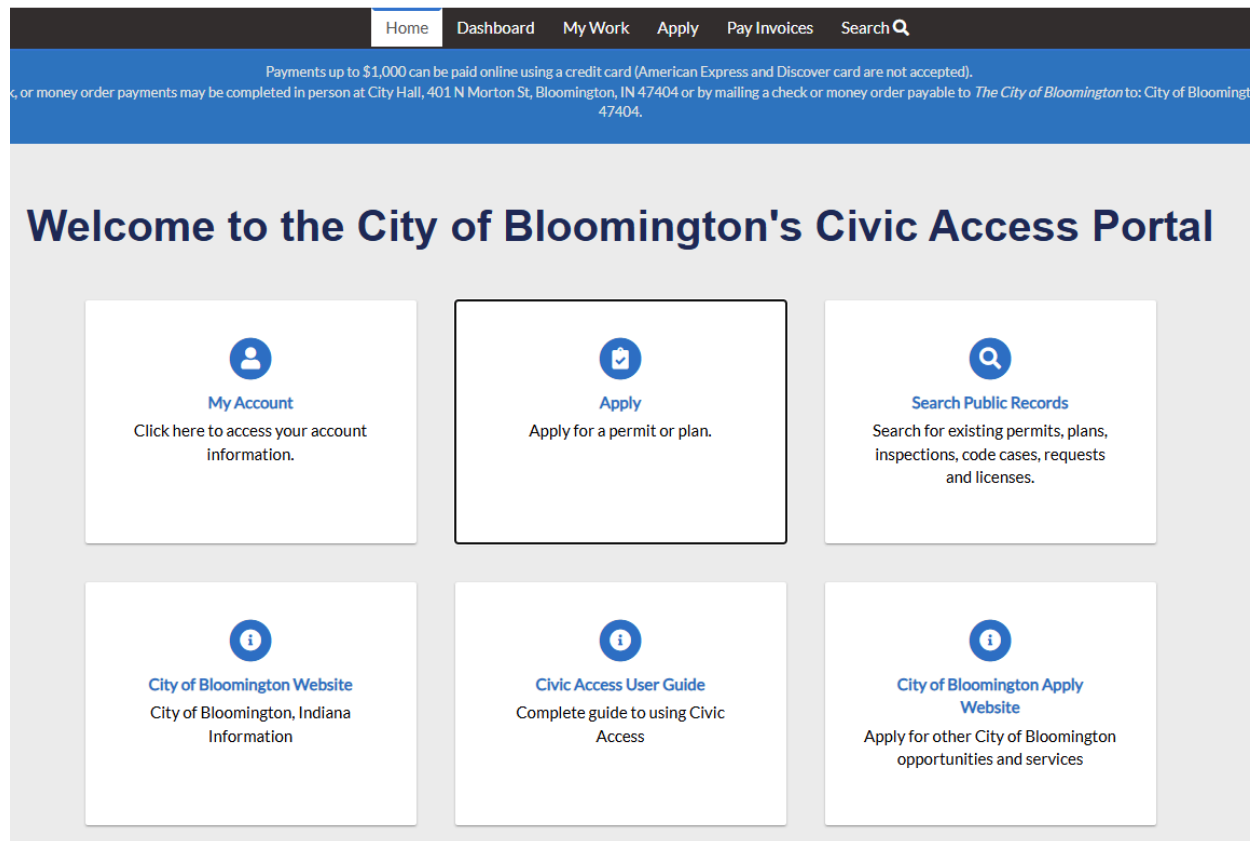
Clear

Back

Submit

Applying for a Permit

Finishing the registration process reloads the page to the site homepage. One of the navigation tiles on the homepage says, “Apply: Apply for a permit or plan” — click on this tile to begin the application process.



Clicking on the “Apply” tile will open a new tab or window. Many different types of permit applications are available. Select “Right of Way Use” to apply for a permit related to roadway cuts, sidewalk closures, lane closures, or other uses of the public right-of-way.

Select the “Apply” button for the “Right of Way Use” card to begin your permit application.

Application Assistant

Search for application names and keywords



All

Trending

My History

PERMITS

PLANS

> Show Categories

Show My Templates



Right of Way Use

Category Name:
Permit

Description:
Right of Way Use Permit

Apply



Zoning Verification Letter

Category Name:
Plan

Description:
Zoning Verification Letter is a statement from the City that identifies and describes the zone in which a property is located.

Apply



Permanent Sign

Category Name:
Permit

Description:
Permanent Sign Permit

Apply



BHQA Appeal

Category Name:
Permit

Description:
Appeal any citations on inspections

Apply

Right-of-Way Permits

The Right of Way Use permit application has 7 steps:

1. Locations
 - a. Applicants use a GIS map application to search for the address where a permit is required. It is generally understood that permit areas may include areas beyond the scope of one address. An applicant may add multiple addresses to their application to describe the scale of space required for their work.
2. Type
 - a. Applicants describe the scope of the work that they need to perform in the right-of-way area. Specifically, applicants need to list the location(s), type of work, extent of closure, and expected dates and/or duration of the work required in the right-of-way.
3. Contacts
 - a. An applicant may associate multiple people with the permit application. These contacts would be alternative points of contact for Field Specialists who review permit applications. If you submit many permit applications, you may load contact information that you have entered into the **Contact Manager** for your user

account (available from the settings menu that appears when you click on your name on the top right corner of every webpage in Civic Access).

4. More Info
 - a. Skip this page. If we could hide or delete it from the application process, we would.
5. Attachments
 - a. As part of the application, you may upload any and all documents that will support your description of the work you intend to perform in the right-of-way. Diagrams, drawings, and other reference materials are encouraged.
6. Signature
 - a. Much like the registration process, this step in the form is a means for collecting the applicant's signature for the application.
7. Review and Submit
 - a. Before the application is formally submitted to the Engineering Department, you have an opportunity to review the entire document for completeness and accuracy.