MERIDIAN IDAHO

How to Apply for a Surety Permit

Welcome to Citizen Access! Providing citizens, businesses, and visitors access to services online, 24 hours a day, 7 days a week.

1 Citizen Access

- Login into your existing account or Register for an Account
- New Users, once registered, check your email to activate your account

https://citizenportal.meridiancity.org/CitizenAccess/Default.aspx

2 Apply for Request

- Click Surety tab
- Click Create an Application
- Enter all required information

3 Add Attachments

- Click Add
- Attached all required information for Request
- Click Continue
- Enter a description of each attachment
- Click Save
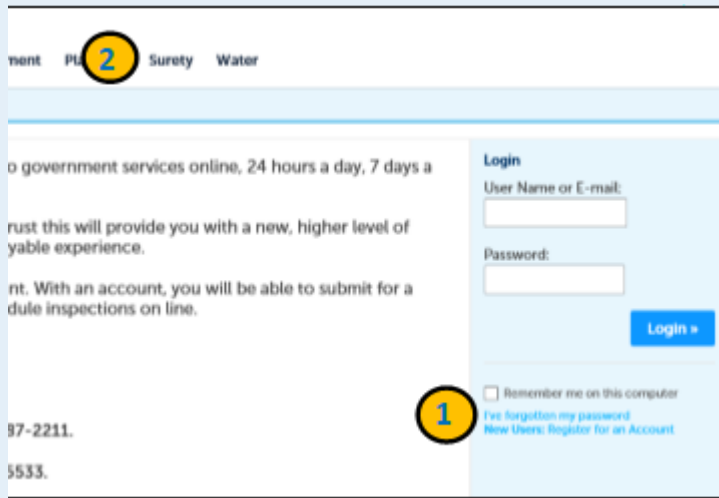- Click Continue Application
- Review all information for completeness

Attachment

UPLOAD ALL REQUIRED CHECKLIST ITEMS HERE.
Applications not containing all required checklist items will be deemed incomplete. Incomplete applications will NOT be processed.
Upload all documents and drawings per the required checklist, as a single zip file with individual PDFs. Each checklist item must be named according to the naming convention on the applicable checklist.

A copy of the application checklist can be obtained at https://meridiancity.org/planning/files/Surety.pdf.

The maximum file size allowed is **1024 MB**.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

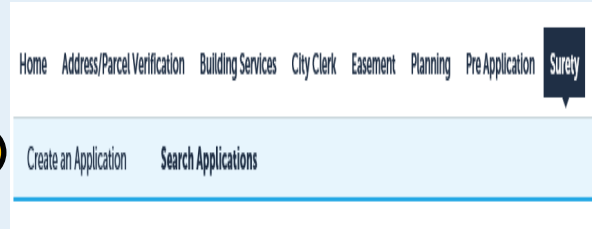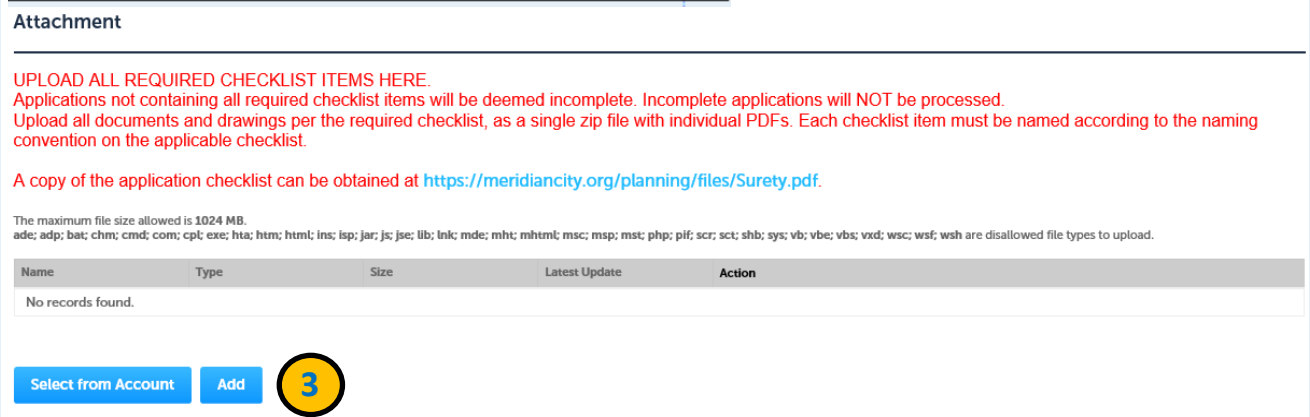Select from Account   Add

4 Paying Fees

(if paying by Electronic Check/Credit Card or Debit and not letter of credit)

- Login into and Click Surety Tab
- Scroll and click Records - Find your Permit
- Under Action click Pay Fees Due
- Click checkout to pay fees

	Date	Permit Number	Permit Type	Project Name	Address	Status	Action
☐	03/15/2019	R-NEW-2019-0401	New Single Family Residential	BLACKROCK HOMES LLC	4044 E SILVERKING LN, MERIDIAN ID 83642	In Progress	Pay Fees Due

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