Building Permits Search – User Guide

There are two ways to search for building permit information. The recommended way is to use the <u>Find Permits</u> button at the bottom right-hand side of the screen. You do not need to use the map search to locate permit records this way. You can search for specific records, look up records on multiple sites, and export the results to a spreadsheet. The instructions to look up records this recommended way can be found on page 6 of this User Guide.

1. Using the map to search for permit history:

    a. Enter the location in the search bar at the top-center of the screen. You will need to click on the location generated from the system.

b. The system will search for the address and place a red pin on the location.
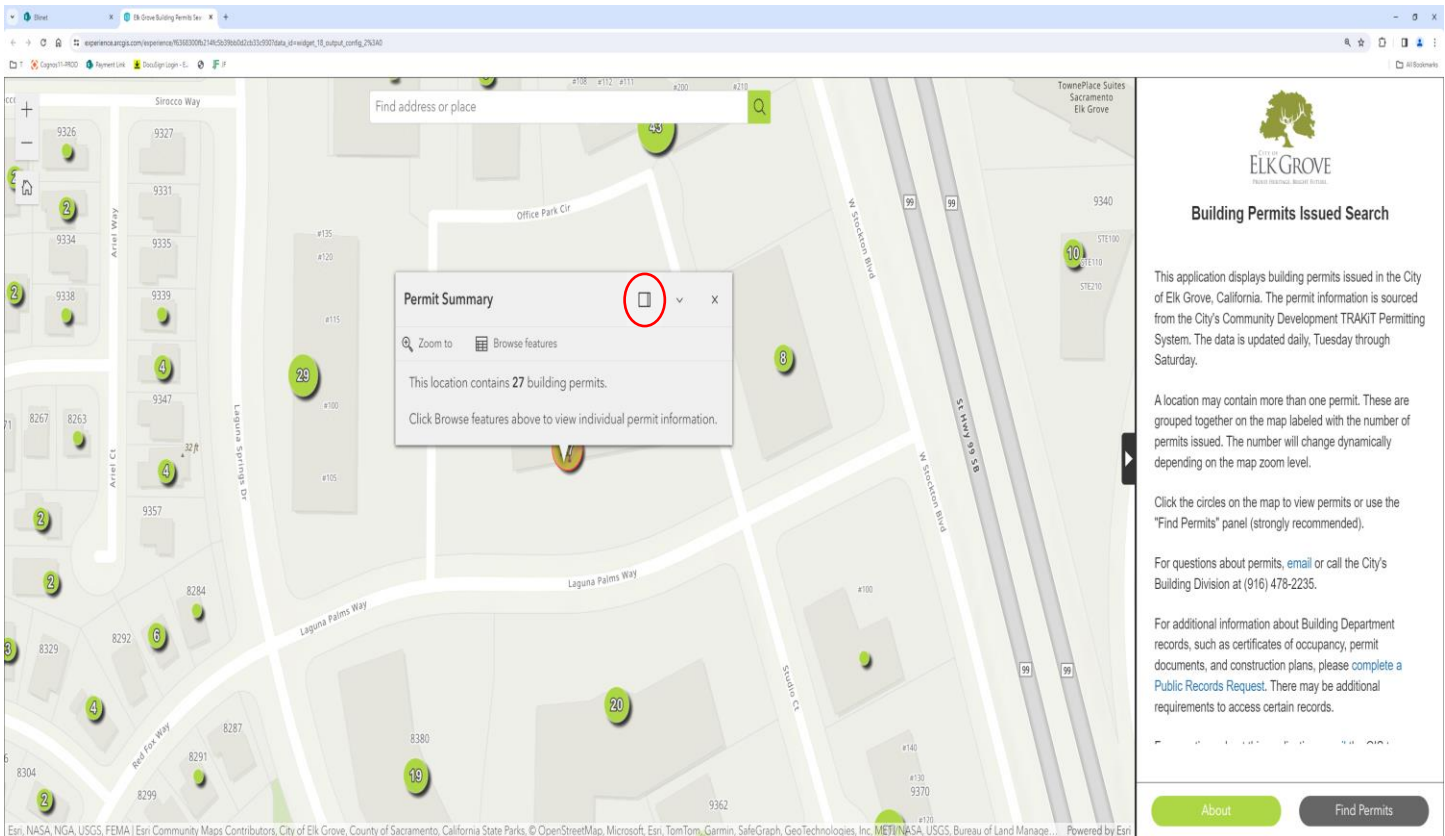c. There is also a green circle with a number on it. This number represents the permits on file.
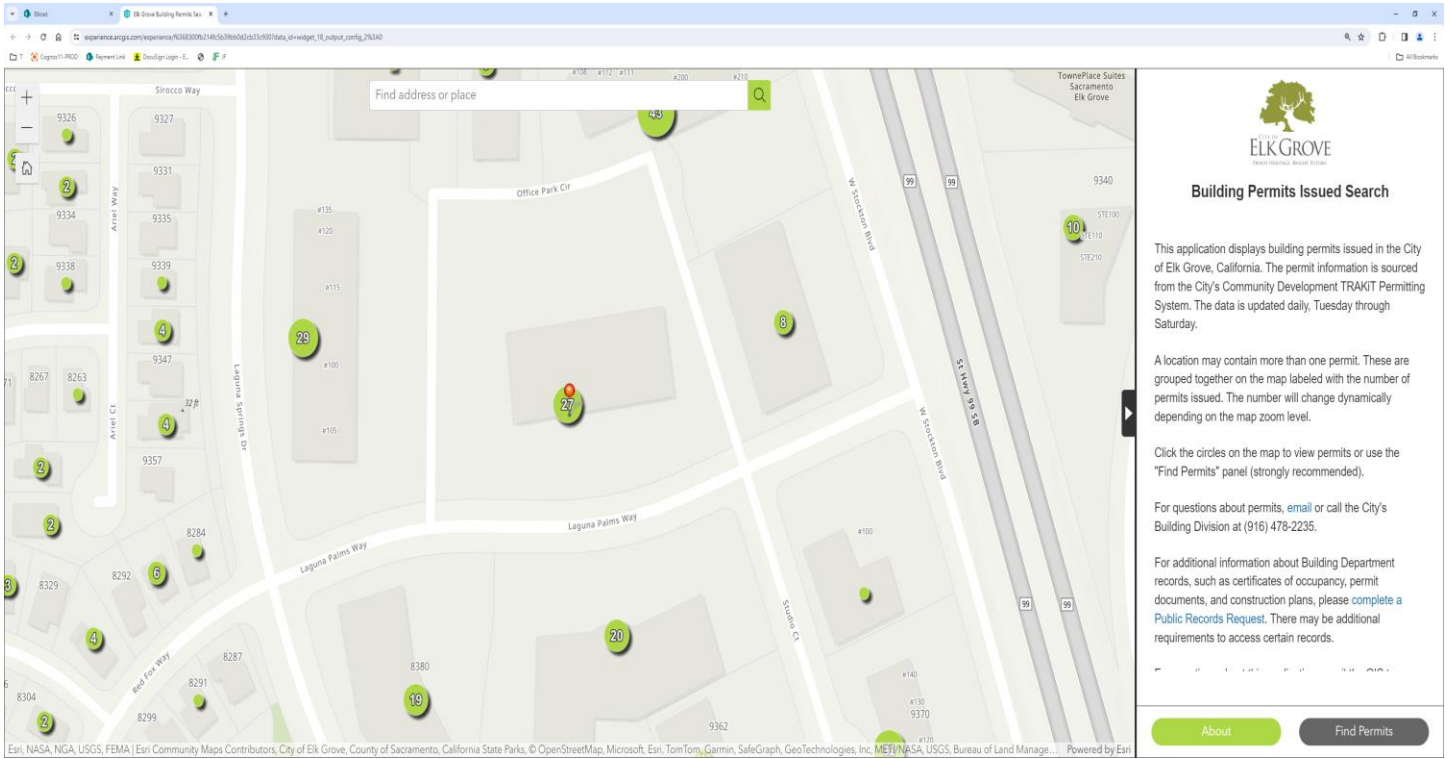
d. Click on the green circle. A box will display where the permit information can be located.
e. Click on Browse Features to display all the permit records.
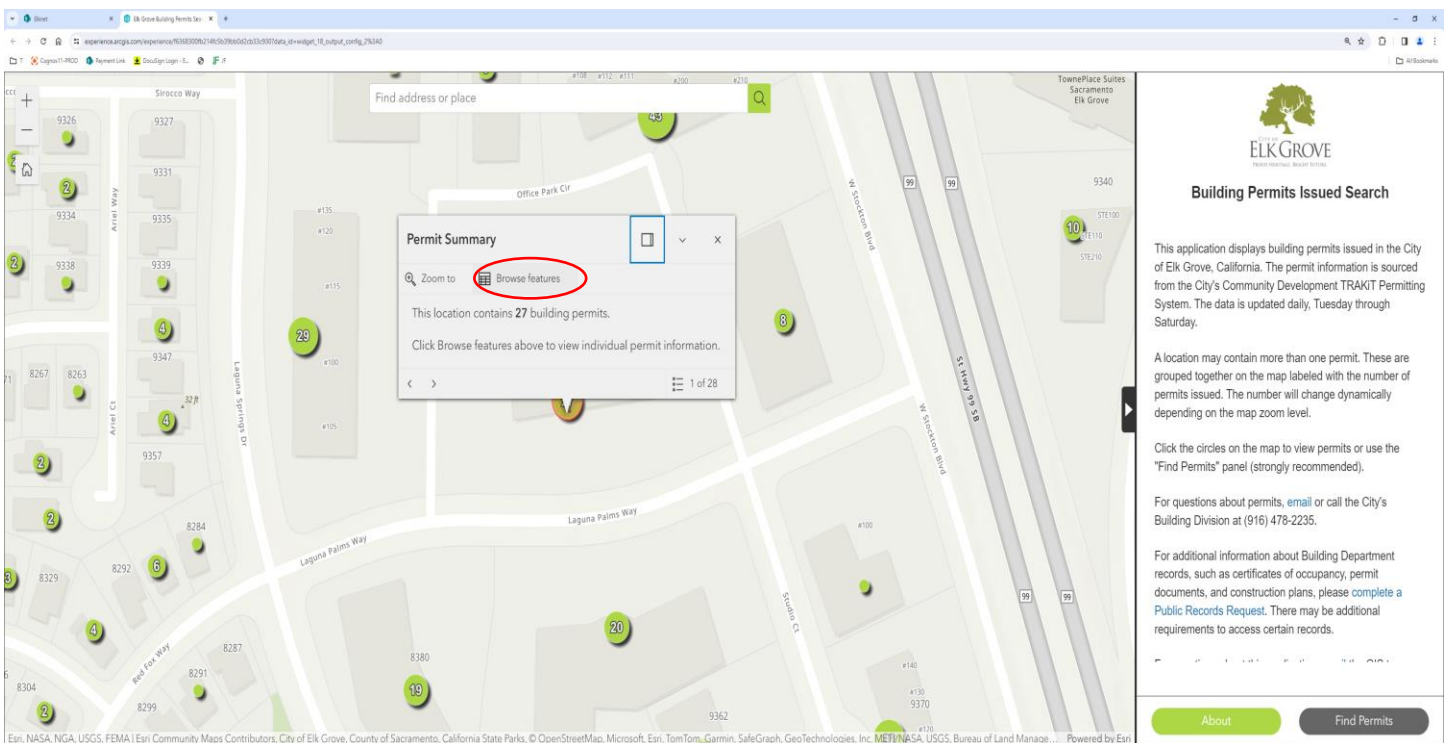
f. You will see a summary of permit records. These records will show you the permit #, the status of the permit, and the permit description. To find additional information, please click on a record to open the file.
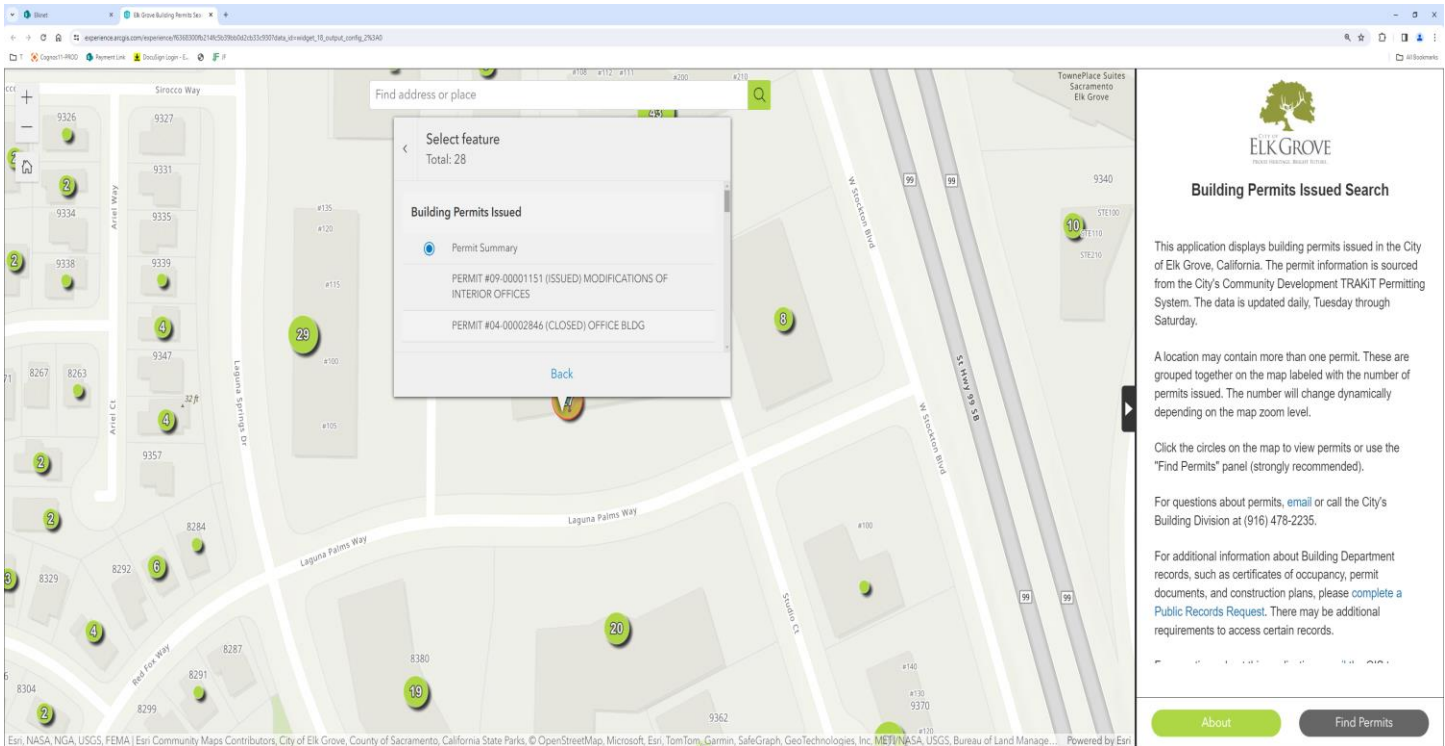
g. To display the information better, click on the dock box.

This will provide a larger display of the information on the right-hand side of the screen.
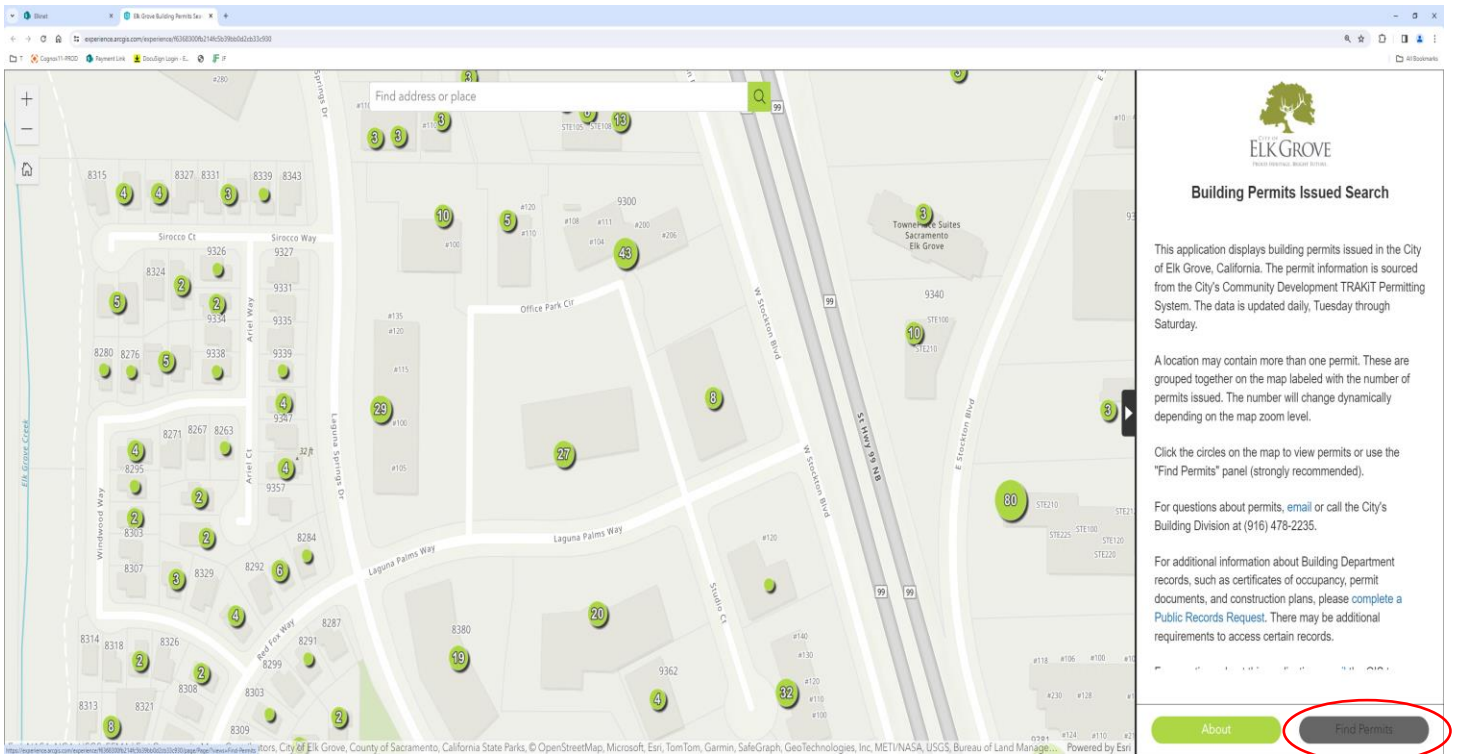

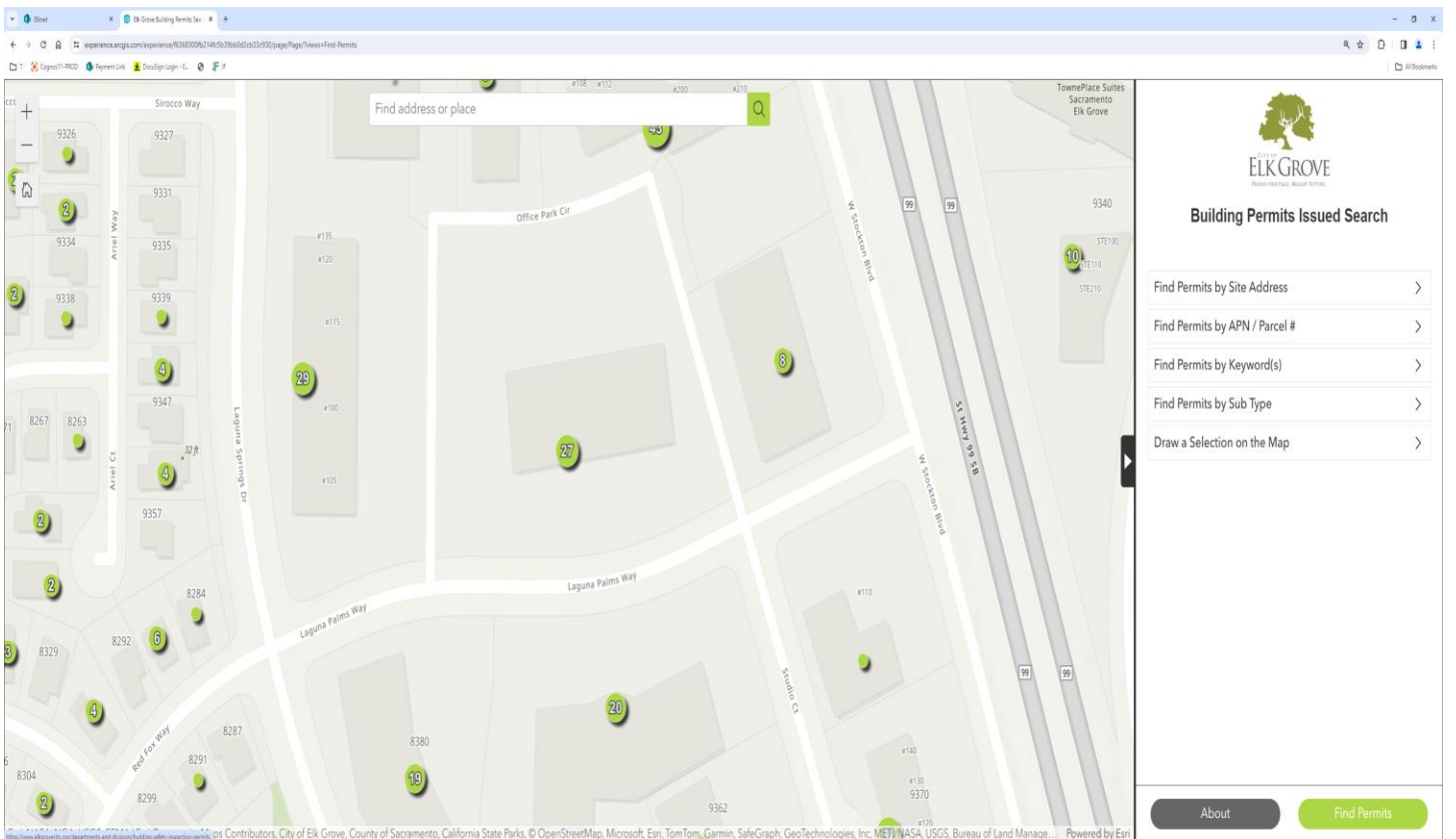h. Always clear the search when ready to search for a new location.

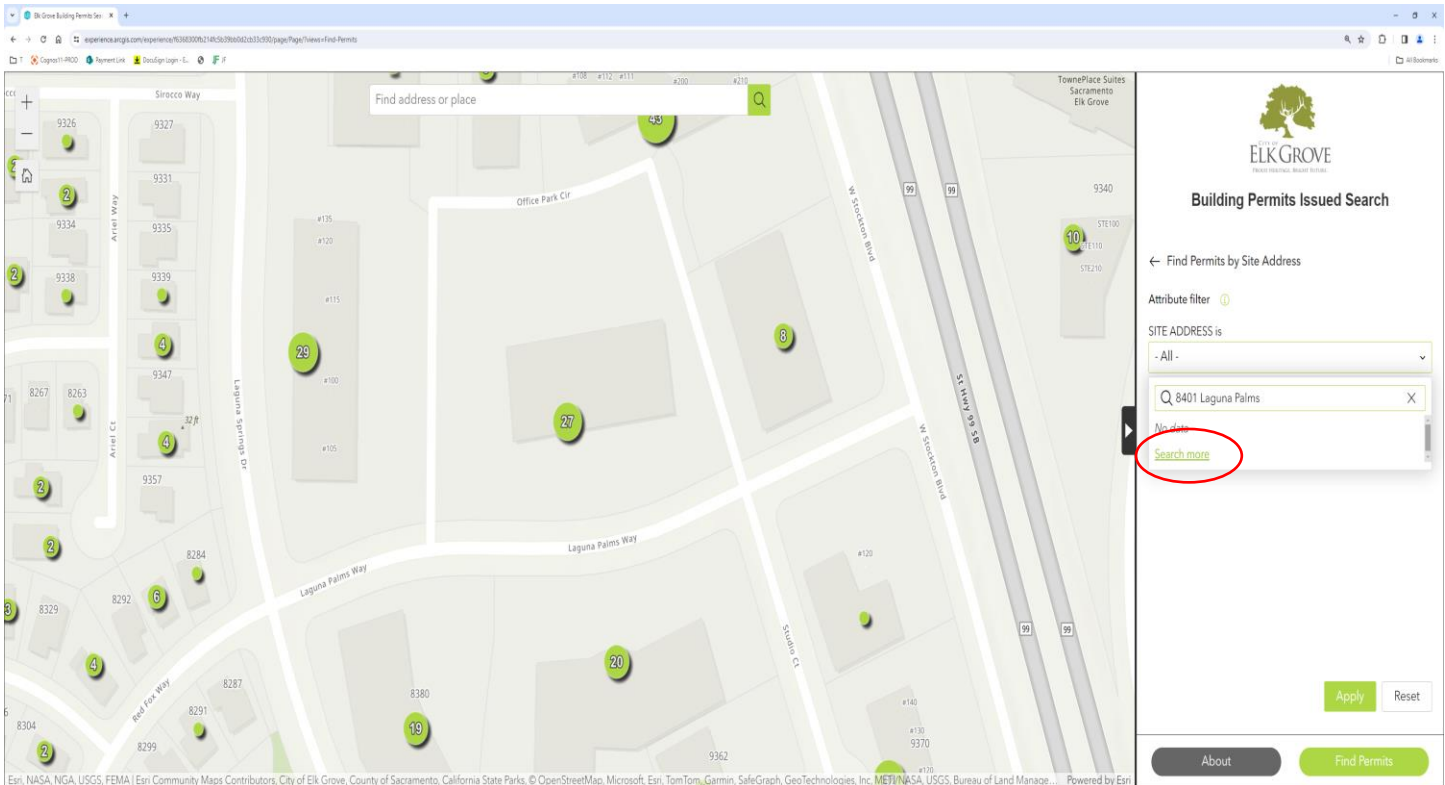2. Using the **Find Permits** search to locate records:

   a. Click on the **Find Permits** button at the bottom right-hand side of the screen.

   b. You can search several different ways. Click on the arrow to the right-hand side of the requested search.

c. Type in the address or parcel you are searching for. Always click the **Search more** link.

d. If the address has building permit records available, it will display. Click on the address/parcel number that displays and then click on the **Apply** button at the bottom right-hand side of the screen.

e. You will see a listing of permits. The listing will display the permit #, the permit status, and the description of work.
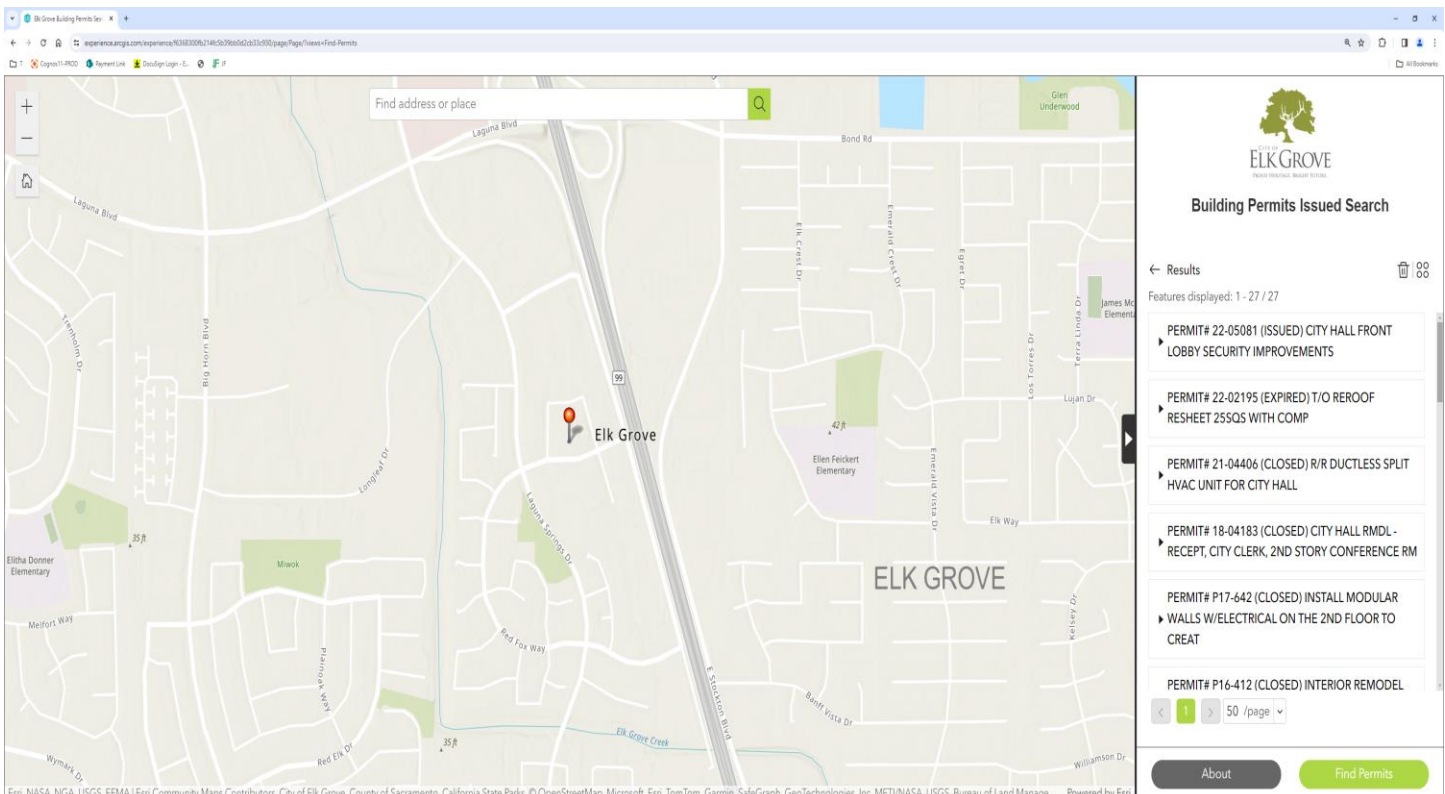
f. For additional permit information, click on the arrow to the left of the permit.   This will open the permit record and provide additional information.
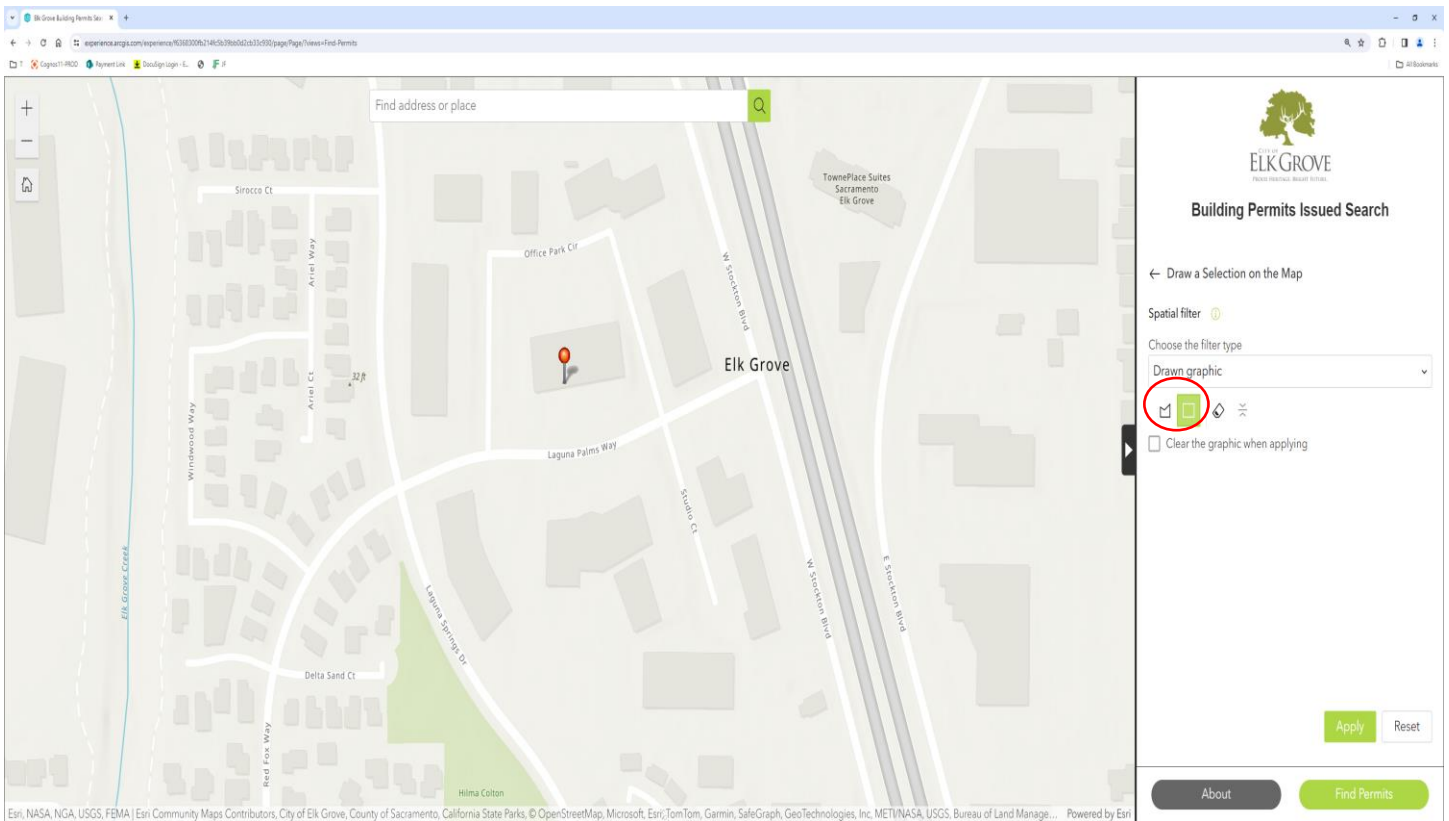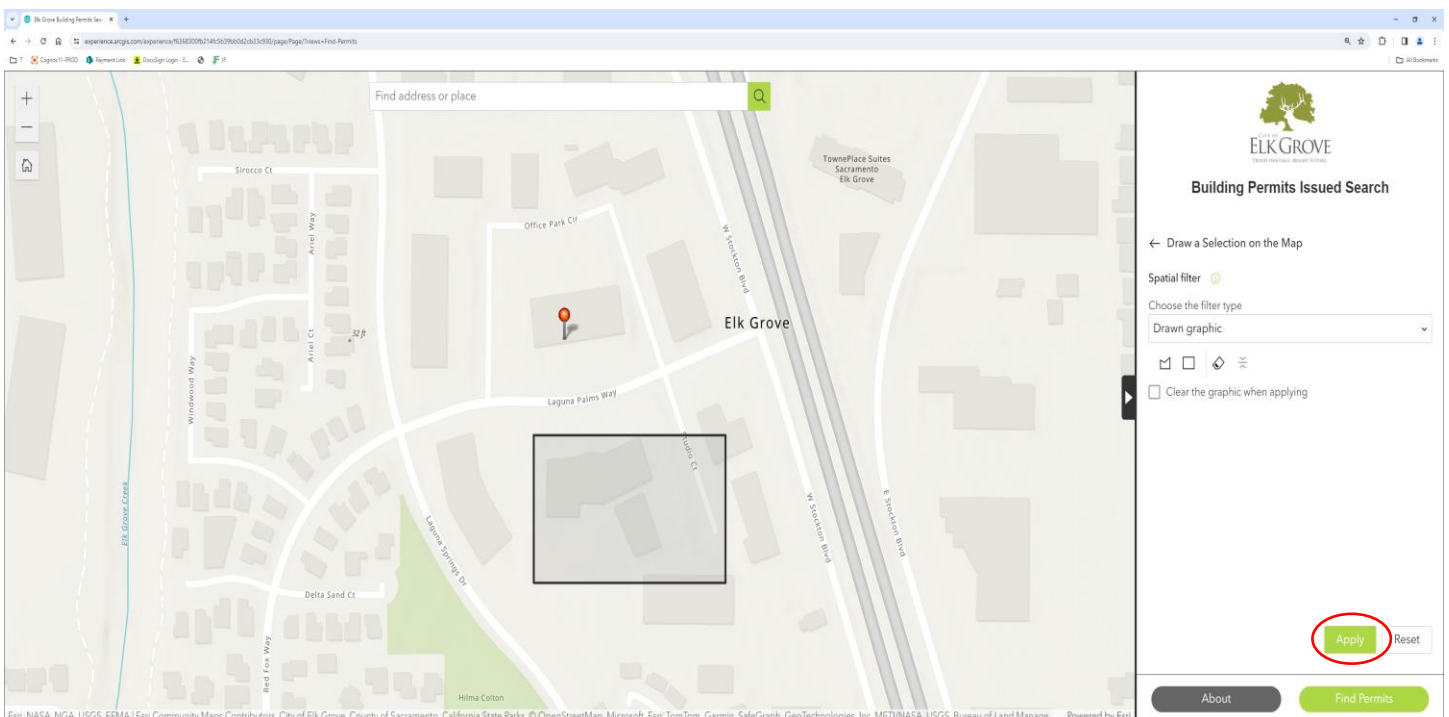
g. Permit records can be located for multiple sites using the **Draw a Selection on the Map** option.

  i. Click on the shape of the tool that you would like to use to outline the locations you are searching for permit records on.
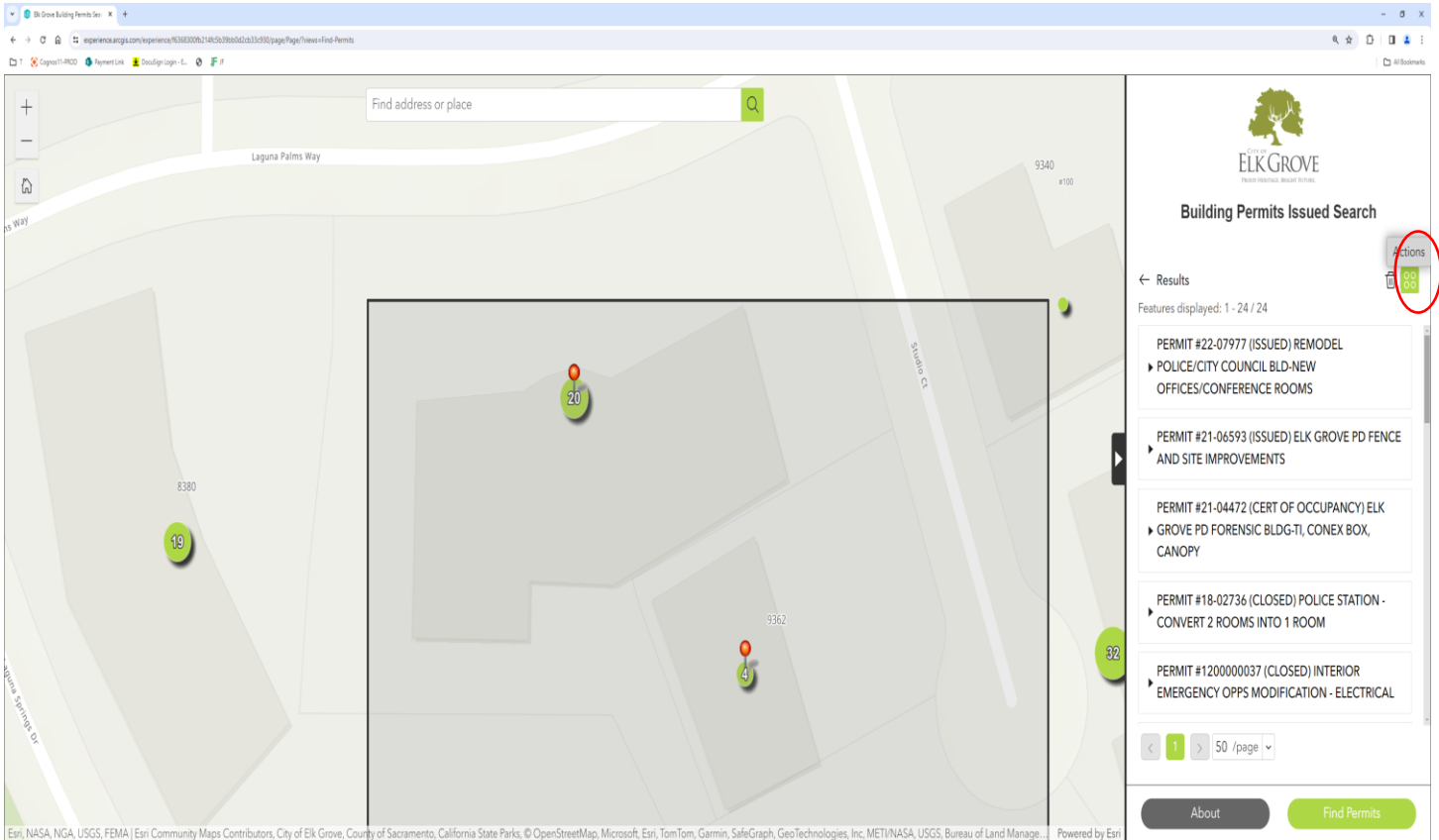

h. Draw that shape on the map around the entire sites you are searching for, then hit the **Apply** button.

i.   The records will display on the right-hand side.

3. To export a spreadsheet of the searched building permit records, click on the Actions button (four dots) on the top right-hand side of the results screen.

a. Click on the Export arrow and then the **Export to CSV**. A spreadsheet will then be downloaded.