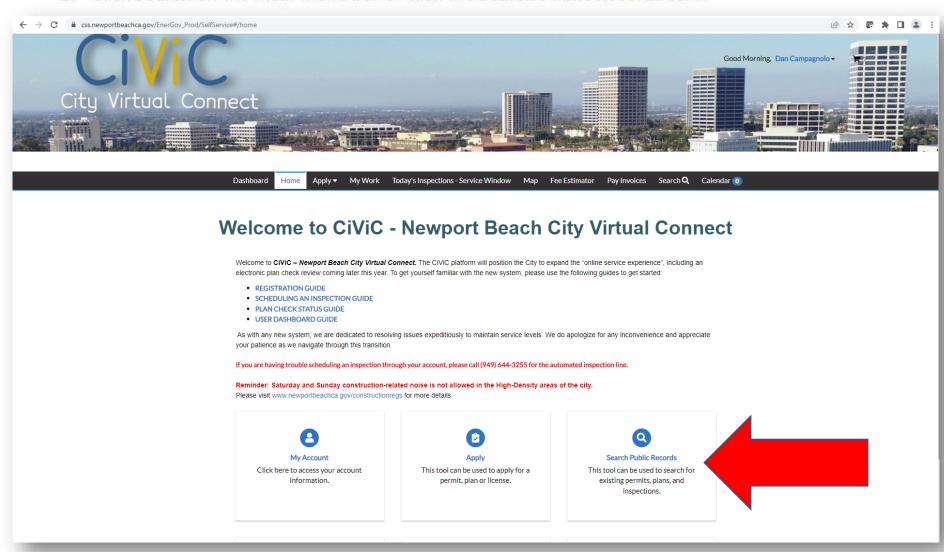
Search Public Records without Logging In

Users can access public information without logging in.

1. Click Search on the main menu bar or click the Search Public Records card.



- 2. To search through all records, leave the word All in the Search dropdown.
- 3. Type **search terms** in the for field.
- 4. Click Search.

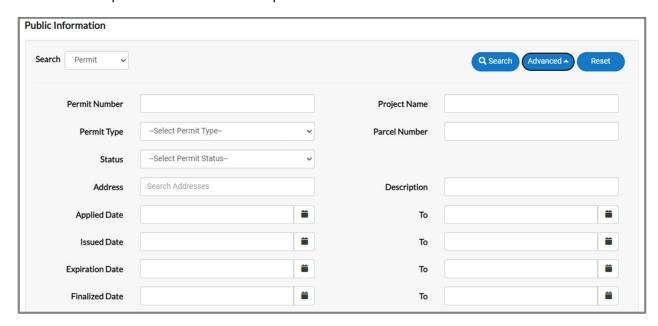


- 5. To display additional fields to use as search criteria, select another option in the Search dropdown.
- 6. Click Advanced.



Permits

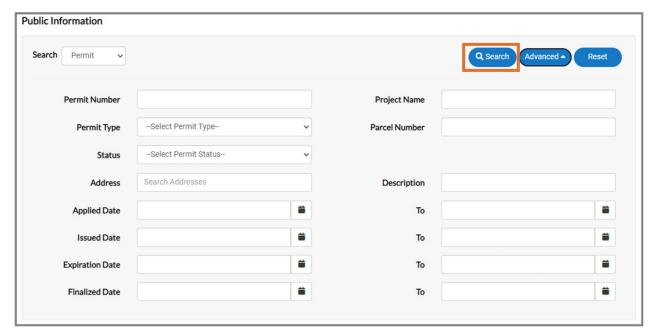
- 1. Type a partial or complete **permit number** in the Permit Number field.
- 2. Type a partial or complete **project name** associated with the permit in the Project Name field.
- 3. Select the **type of permit** in Permit Type dropdown.
- 4. Select a permit **Status** from the dropdown.



NOTE Users do not have to enter data in all fields and may use any combination of criteria.



- 5. Type a partial or complete **parcel number** associated with the permit in the Parcel Number field.
- 6. Type a partial or complete **address** associated with the permit in the Address field.
- 7. Type any words that might appear in the description of the permit in the **Description** field.
- 8. Enter application dates in the **Applied Date** and **To** fields or click the calendar to select dates Enter issued dates in the **Issued Date** and **To** fields or click the calendar to select dates.
- 9. Enter expiration dates in the **Expiration Date** and **To** fields or click the calendar to select dates.
- 10. Enter finalization dates in the **Finalized Date** and **To** fields or click the calendar to select dates.
- 11. Click **Search** to display results.
- 12. Click Reset to clear the search criteria.
- 13. Click **Advanced** to hide the search criteria.
- 14. Click **Export** to export the results into a specified document. The Export option displays after the results display.

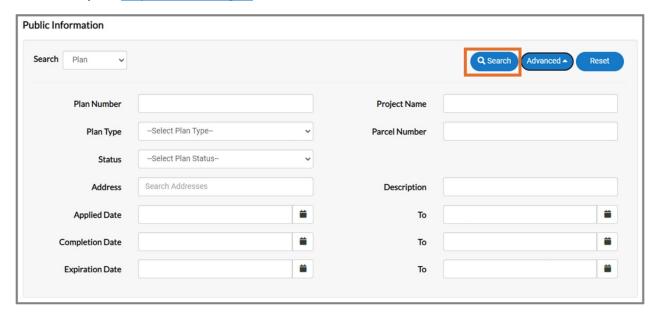


NOTE Users do not have to enter data in all fields and may use any combination of criteria.



Plans

- 1. Type a partial or complete **plan number** in the Plan Number field.
- 2. Type a partial or complete project name associated with the plan the Project Name field.
- 3. Select the type of **plan** in the Plan Type dropdown.
- 4. Type a partial or complete **parcel number** associated with the plan in the Parcel Number field.
- 5. Select a plan **Status** from the dropdown.
- 6. Type a partial or complete **address** associated with the plan in the Address field.
- 7. Type any words that might appear in the description of the permit in the **Description** field.
- 8. Enter application dates in the **Applied Date** and **To** fields or click the calendar to select dates.
- Enter completion dates in the Completion Date and To fields or click the calendar to select dates.
- 10. Enter expiration dates in the Expiration Date and To fields or click the calendar to select dates.
- 11. Complete Steps 12-15 on Page 8.

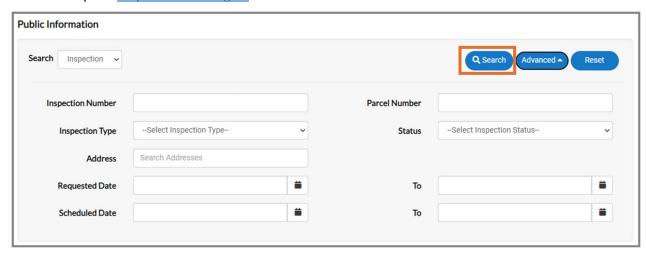


NOTE Users do not have to enter data in all fields and may use any combination of criteria.



Inspections

- 1. Type a partial or complete **inspection number** in the Inspection Number field.
- 2. Type a partial or complete **parcel number** associated with the inspection in the Parcel Number field.
- 3. Select an **Inspection Type** from the dropdown.
- 4. Select an inspection **Status** from the dropdown.
- 5. Type a partial or complete address associated with the inspection in the Address field.
- 6. Enter requested dates in the **Requested Date** and **To** fields or click the calendar to select dates.
- 7. Enter scheduled dates in the **Scheduled Date** and **To** fields or click the calendar to select dates.
- 8. Complete Steps 12-15 on Page 8.



NOTE Users do not have to enter data in all fields and may use any combination of criteria.

Code Case, Request, License

To search for other types of records such as a Code Case, Request, or License:

- 1. Select the desired **record type** from the Search dropdown.
- 2. Click Advanced.
- 3. Enter the information.
- 4. Click Search.



