

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.

The screenshot shows the Civic City Virtual Connect website. The browser address bar displays css.newportbeachca.gov/EnerGov_Prod/SelfService#/home. The header features the Civic logo and a navigation menu with items: Dashboard, Home, Apply, My Work, Today's Inspections - Service Window, Map, Fee Estimator, Pay Invoices, Search, and Calendar. The main content area has a heading "Welcome to Civic - Newport Beach City Virtual Connect" and a welcome message. Below the message are four guide links: REGISTRATION GUIDE, SCHEDULING AN INSPECTION GUIDE, PLAN CHECK STATUS GUIDE, and USER DASHBOARD GUIDE. A red arrow points to the "Search Public Records" card, which includes a magnifying glass icon and the text: "This tool can be used to search for existing permits, plans, and inspections."

css.newportbeachca.gov/EnerGov_Prod/SelfService#/home

Good Morning, Dan Campagnolo

Dashboard Home Apply My Work Today's Inspections - Service Window Map Fee Estimator Pay Invoices Search Calendar

Welcome to Civic - Newport Beach City Virtual Connect

Welcome to **CIVIC - Newport Beach City Virtual Connect**. The CIVIC platform will position the City to expand the "online service experience", including an electronic plan check review coming later this year. To get yourself familiar with the new system, please use the following guides to get started:

- [REGISTRATION GUIDE](#)
- [SCHEDULING AN INSPECTION GUIDE](#)
- [PLAN CHECK STATUS GUIDE](#)
- [USER DASHBOARD GUIDE](#)

As with any new system, we are dedicated to resolving issues expeditiously to maintain service levels. We do apologize for any inconvenience and appreciate your patience as we navigate through this transition.

If you are having trouble scheduling an inspection through your account, please call (949) 644-3255 for the automated inspection line.

Reminder: Saturday and Sunday construction-related noise is not allowed in the High-Density areas of the city.
Please visit www.newportbeachca.gov/constructionregs for more details.

My Account
Click here to access your account information.

Apply
This tool can be used to apply for a permit, plan or license.

Search Public Records
This tool can be used to search for existing permits, plans, and inspections.

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**.

Public Information

Search All for Exact Phrase Search Reset

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

Public Information

Search Permit for Exact Phrase Search Advanced Reset

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.

Public Information

Search Permit Search Advanced Reset

Permit Number	<input type="text"/>	Project Name	<input type="text"/>
Permit Type	--Select Permit Type--	Parcel Number	<input type="text"/>
Status	--Select Permit Status--	Description	<input type="text"/>
Address	<input type="text" value="Search Addresses"/>	To	<input type="text"/>
Applied Date	<input type="text"/>	To	<input type="text"/>
Issued Date	<input type="text"/>	To	<input type="text"/>
Expiration Date	<input type="text"/>	To	<input type="text"/>
Finalized Date	<input type="text"/>	To	<input type="text"/>

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.

Public Information

Search

Permit Number

Project Name

Permit Type

Parcel Number

Status

Description

Address

Applied Date

To

Issued Date

To

Expiration Date

To

Finalized Date

To

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 in 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.
9. 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](#).

Public Information

Search Q Search Advanced ^ Reset

Plan Number	<input type="text"/>	Project Name	<input type="text"/>
Plan Type	--Select Plan Type--	Parcel Number	<input type="text"/>
Status	--Select Plan Status--	Description	<input type="text"/>
Address	<input type="text" value="Search Addresses"/>	Applied Date	<input type="text"/> <input type="text"/>
Applied Date	<input type="text"/> <input type="text"/>	To	<input type="text"/> <input type="text"/>
Completion Date	<input type="text"/> <input type="text"/>	To	<input type="text"/> <input type="text"/>
Expiration Date	<input type="text"/> <input type="text"/>	To	<input type="text"/> <input type="text"/>

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](#).

Public Information

Search

Inspection Number

Parcel Number

Inspection Type

Status

Address

Requested Date

Scheduled Date

To

To

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**.

Public Information

Search for

Exact Phrase

All
Permit
Plan
Inspection
Code Case
Request
License

