

Customer Tutorial

How to Find Permits No Longer on Your Dashboard

1. From your dashboard, click on any blue permit number:

FIRE2007-012	201 S CORT...	FIRE SPRINKLERS AND ALARMS	ISSUED	\$1.00		
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2. At the top of the next page is a Permit Search. When searching by Site Address, please remember to leave off any periods and street type (i.e. Rd, Dr, Cir, etc.)

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CUSTOMER NAME

Permit Search

Search By: Click here for search examples

Search Operator:

Search Value:

3. After clicking the blue **'Search'** button, your results will appear in a list towards the bottom of the page. By clicking on the desired row of information, the selected permit will display the record info, including existing attachments and will even allow **new attachments**, (this is only an option if the permit is in the correct status).

Search Results

Permit #B2007-217

[Attachment](#)

Permit Info | Site Info | Contacts (3) | Fees \$0.00 | Inspections(26)

Conditions (0) | Reviews(7)

Type: ACCESSORY STRUCTURES
Subtype: COMMERCIAL LESS THAN 200 SQUARE FEET
Description: *TEST* Online Tutorial Test Permit
Status: ISSUED
Applied Date: 7/31/2020
Approved Date: 11/4/2020
Issued Date: 12/31/2019
Finaled Date:
Expiration Date: 8/28/2021

Attachments:

B2011-068_CN DOCS_APPROVED ARCH FLAT.pdf
B2011-068_CN DOCS_APPROVED ARCH FLAT.pdf
Testing attachment from record Application-Filing-Fees.pdf
2nd Submittal_PLANS Test attachment_16.docx
2nd Submittal_PLANS Test attachment_15.pdf
Second Submittal-PLANS B2007-202_BUILDING PERMIT_5.pdf