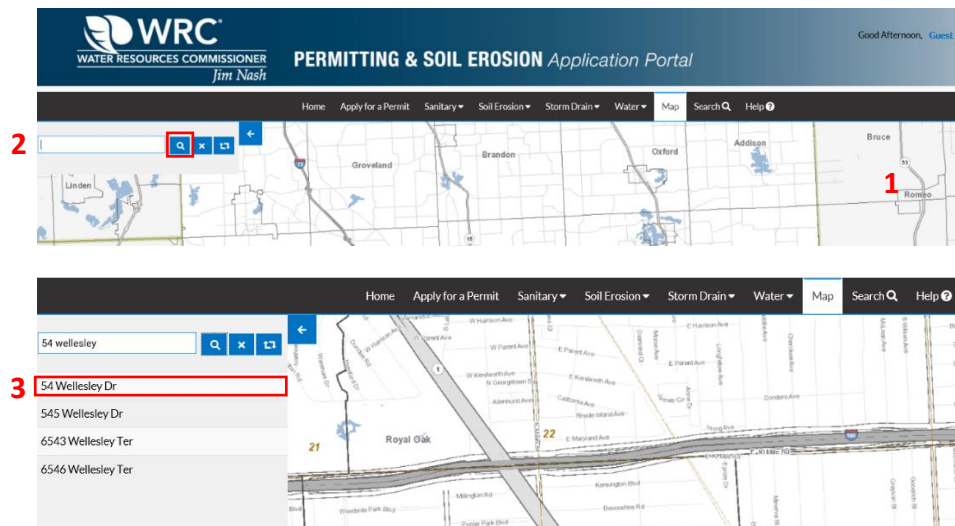


## Citizen Self-Service Portal User Guide

### SEARCHING FROM THE MAP

1. Click **Map** on the home screen, which will take you to the following page.
2. Click on search bar and type in a site address or parcel identification number (PIN) and hit *Enter* or click on magnifying glass.
  - ❖ **NOTE:** Map will zoom to the address at top of list
3. Click on desired address from the search results, if needed.
  - ❖ **NOTE:** Search results show all permit activity within a ½ mile of selected address



4. Click on **Permits** to view basic permit information. You can use the scroll bar to move up or down in the list of results.
5. Click on **Case Number** hyperlink to view additional information about the permit

Home

My Dashboard

Apply for a Permit

Sanitary

Soll Erosion

Storm Drain

Water

Map

User Guide

54 Wellesley

Back to list

54 Wellesley Dr

Parcel: 2527130006

Permits

Plans

Inspections

Case Cases

Requests

Case Number

00039-2020-CO

Apply Date

03/13/2020

Case Type

Commercial Soil Erosion Permit

Status

Fees Due

Parcel

2527130006

Address

54 Wellesley Dr Pleasant Ridge, MI 48069

- Type:** Commercial Soil Erosion - 12 Month Duration      **Status:** Submitted - Online      **Project Name:**

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