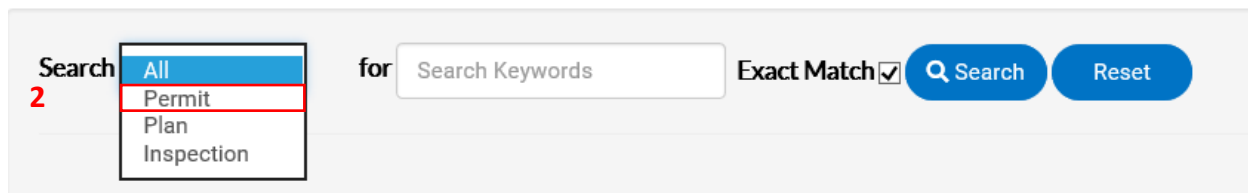


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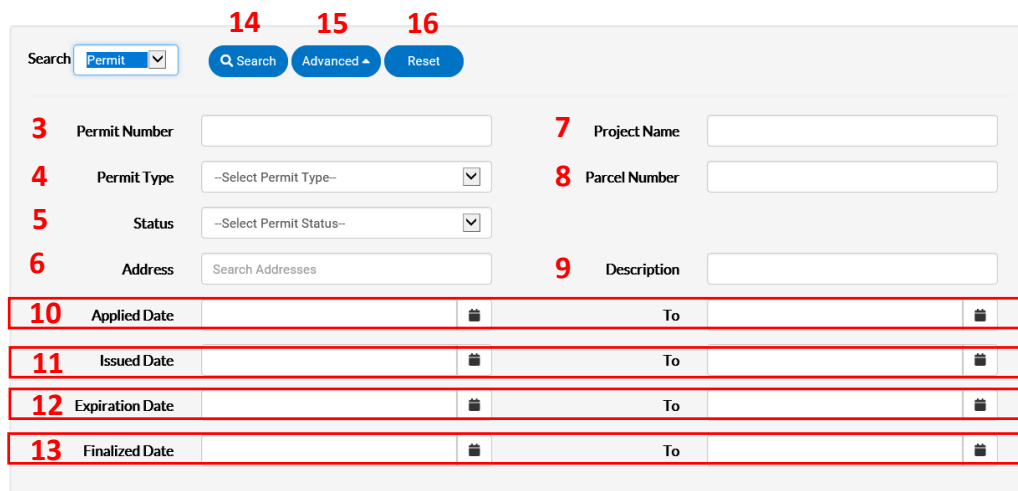
SEARCHING PERMITS

- Click **Search** on the home screen, which will take you to the following page.
❖ **NOTE: Not all fields need to be filled in to perform search**
- Select *Permit* from search drop-down.

Public Information



Public Information



- Enter the permit number either fully or partially, if desired.
- Select the appropriate permit type from the drop-down, if desired.
- Select the current permit status from the drop-down, if desired.
- Enter the site address either fully or partially, if desired.
- Enter the project name either fully or partially, if desired.
❖ **NOTE: Currently only available on Drain, Sewer Extension and Water Extension permits**
- Enter the parcel identification number (PIN) either fully or partially, if desired.
- Enter the description of the project either fully or partially, if desired.
- Select a date range of applied dates, if desired.

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11. Select a date range of issued dates, if desired.
12. Select a date range of expiration dates, if desired.
13. Select a date range of finalized dates (closed), if desired.
14. The Search button runs a search based on the selected criteria.
15. The Advanced button toggles between hiding and showing search criteria fields.
16. The Reset button clears your all search criteria fields.