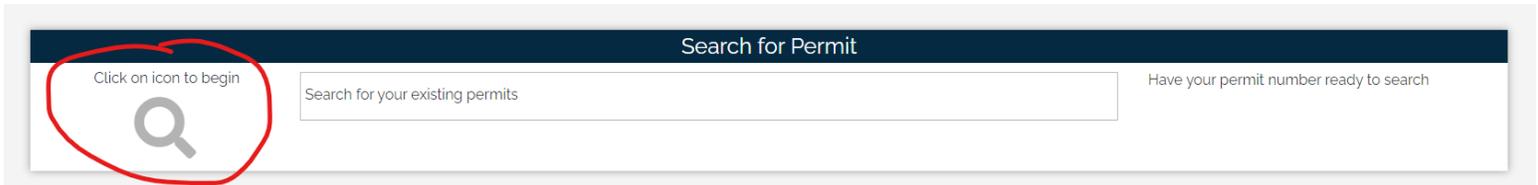
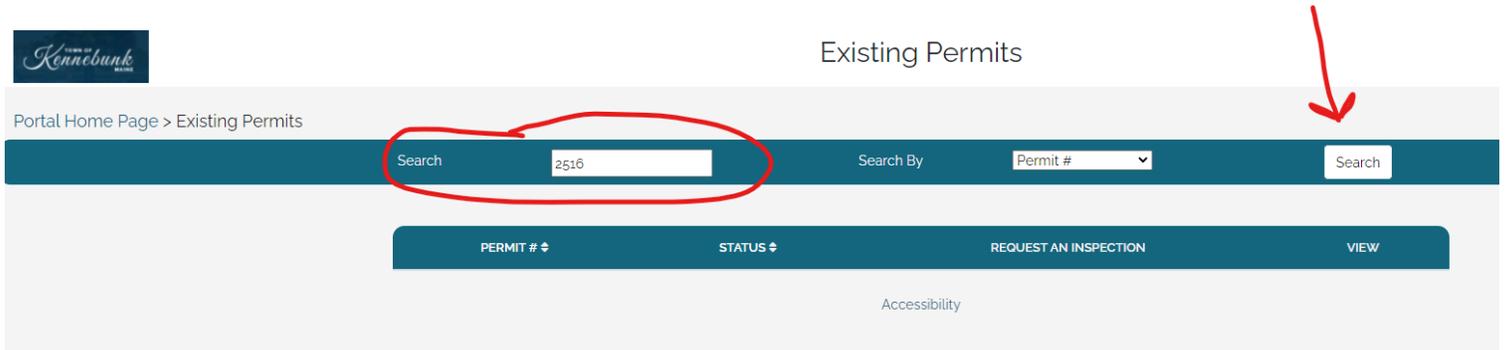


How To: Use the Portal Search for Existing Permits

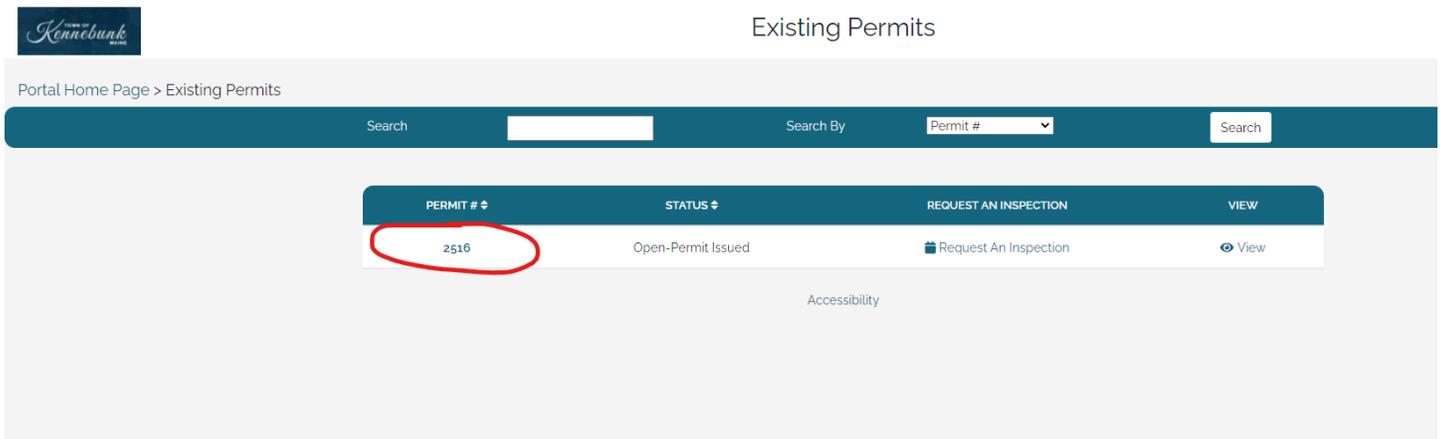
1. Click on the Search Icon to begin searching for existing permits:



2. Use the search at the top to search by Permit #, Parcel Address, or Applicant Address – type in information you are searching by, then select Search



3. Select the desired permit from the search page:



4. Once you click on the permit, there you will be able to:
 - Pay Fees
 - Upload Additional Documents
 - View the Status of the Permit
 - View the Scheduled and Completed Inspections