

# CITIZEN ACCESS INSTRUCTIONS

After reading the instructions, click this link - [citizenaccess](#)

1. Before you proceed, please make sure that your browser is compatible.

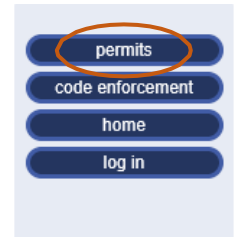


There is **NO login required** – you can ignore email address and password and go to step 2

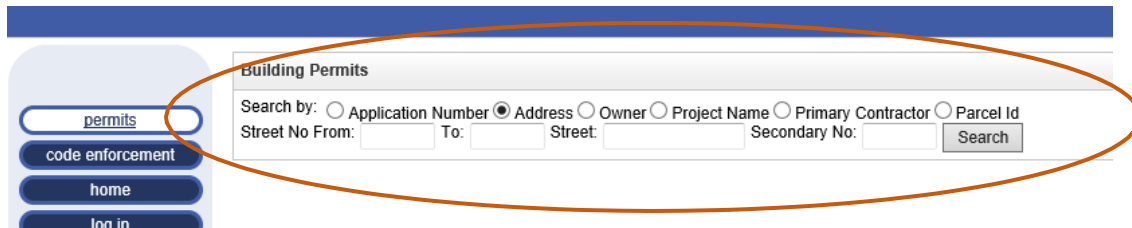
2. In the top left-hand corner of the website, choose *public access*



3. Choose *permits*



4. Enter an Address or Application (Permit) Number



## Building Permits

Search by: ☒ Application Number ☐ Address ☐ Owner ☐ Project Name ☐ Primary Contractor ☐ Parcel Id  
Enter Permit Number (contains search): 18-00122 x Search

Click on a row to view details

| Number | Submitted | Address | Permit Class | Owner | Contractor | Project Name | Parcel Id |
|--------|-----------|---------|--------------|-------|------------|--------------|-----------|
|--------|-----------|---------|--------------|-------|------------|--------------|-----------|

Permit information is displayed under these headings. 5. Click on the permit information to view details.

6. To schedule an inspection, choose the *Inspections* tab.



7. Choose the inspection that you would like to schedule.

## Troubleshooting Tips:

If searching by Application Number enter all seven digits & dash (Example: 18-12345)  
If searching by Address, do not use any punctuation