How to Research Permit & Inspection Information Online
(December 2018)


2) In the left column under “Popular Links”, click “Online Permits, Licensing & Code Violations.”

3) In the middle column, at the bottom, click the elongated button “Online Services: Permits, Licenses & Code Violations.”

4) Scroll down to the “What would you like to do today?” heading and under the “Building” heading click “Search Permits.” This takes you to the “Search for Permits” page.

5) Permits can be searched by the following: Permit Number, Street Number & Street Name (i.e. Address), Contractor’s Business Name, or Contractor License Number.

6) Helpful Hint! If searching by street address, only type the Street Number in the first Street Number field (with the word “From” in it). For the Street Name field, only type the first 3 or 4 letters of the street name.

7) Scroll down the left side of the page and near the bottom, click the green “Search” button.

8) If the search was made by Permit Number, information about that permit will be displayed. Click the “Record Info” tab (upper left of the page) which will display a drop-down list of options such as:
   a) To view or track plan review status, click “Review Status.”
   b) To view attachments or documents, click “Attachments.”
   c) To view or track inspections, click “Inspections.”
   d) To check if an inspection is scheduled as well as the inspector’s name, click “Inspections” and review the “Upcoming” list. To check inspection results, review the “Completed” list.

9) To view Plan Review Comments, scroll down the page & click the teal colored button on the left labeled “View Review Status/Comments.”

10) If the search was made by other search options, e.g. by “Address”, a downloadable (Excel spreadsheet) list of all permits at that address will be displayed. From the “Permit Number” column, click any permit number (teal colored) for information about that permit.