

How to Complete & Export an **Advanced Search**

Search Permits & Inspections Q Go Here & Click The Search **Permits & Inspections Tab** From the Dropdown Search Permit Menu Select "Permit" Click "Advanced" & **Public Information Change Status to Your** Search Permit **Preferred Status and Apply** Your Filtering Factors. Permit Number Permit Type -Select Permit Type--Select Permit Status-**To Filter for Only Building** Status **Commercial Type** Search Addresses Address "BLDC" In Permit Number Applied Date Issued Date **To Filter for Only Residential** Expiration Date Building Type <u>"BLDR"</u> In **Finalized** Date **Permit Number Once You Have Your Data** in Search, You Can Export The Information into Excel x Export Format By Clicking the "Export" button at the top right.

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