

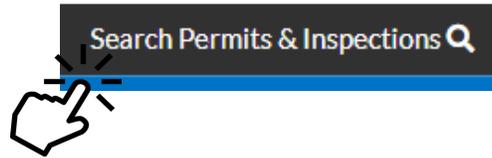


How to Complete & Export an Advanced Search



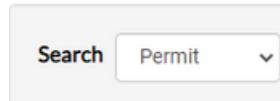
1

Go Here & Click The Search Permits & Inspections Tab



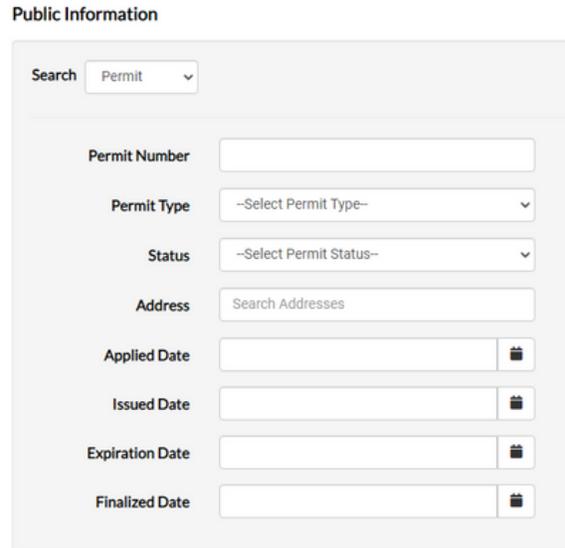
2

From the Dropdown Menu Select "Permit"



3

Click "Advanced" & Change Status to Your Preferred Status and Apply Your Filtering Factors.



4

To Filter for Only Building Commercial Type "BLDC" In Permit Number

To Filter for Only Residential Building Type "BLDR" In Permit Number

5

Once You Have Your Data in Search, You Can Export The Information into Excel Format By Clicking the "Export" button at the top right.

