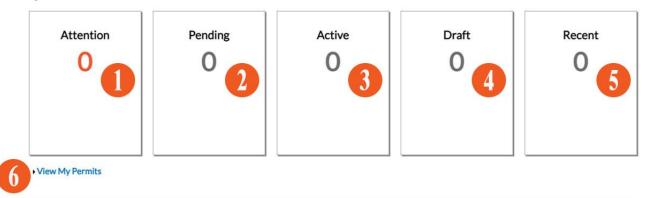
Permits Overview

This section covers the basic functions and features available to the user when viewing their permits.

My Permits



- 1. Attention By clicking in the box, the user will be given a list of all permits that that have been applied for and are currently marked as needing attention. If there are permits in this category, a list sorted further by permit type will appear below the circle. You may click one of these options to narrow down the results further.
- 2. Pending By clicking in the box, the user will be given a list of all permits that have been applied for and are currently marked with a status of pending. If there are permits in this category, a list sorted further by permit type will appear below the circle. You may click one of these options to narrow down the results further.
- 3. Active By clicking in the box, the user will be given a list of all permits that have been applied for and are currently marked with a status of active. If there are permits in this category, a list sorted further by permit type will appear below the circle. You may click one of these options to narrow down the results further.
- 4. Draft By clicking in the box, the user will be given a list of all permits that have been saved but not submitted yet and are thus marked with a draft status. If there are permits in this category, a list sorted further by permit type will appear below the circle. You may click one of these options to narrow down the results further.
- 5. Recent By clicking in the box, the user will be given a list of the most recently viewed permits. If there are permits in this category, a list sorted further by permit type will appear below the circle. You may clickone of these options to narrow down the results further.
- 6. View My Permits Clicking on this link will take the user to a list of all their saved permits.



- 1. Display This drop-down menu allows the user to show a list of all their permits by the selected status. Simply select the status of the permit(s) you would like to view, and the page will automatically show only those permits.
- 2. Select Case Type This search menu allows the user to search by a type of permit. Begin typing in the name of a permit type and select from the list.
- 3. Sort—This drop-down menu allows the user to sort the list of permits by either relevance, permit number, project, or address.
- 4. Search This box allows the user to search for a permit by either permit number, project name, or address. The information does not necessarily need to be complete as the search will return partial matches. If the *Exact Match* box is checked, then the information does need to be exactly correct as it will only return results that exactly match the search criteria.