

Permits Overview

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

My Permits



6 [View 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 click one 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.

My Permits

The screenshot shows the 'My Permits' interface. At the top right is a search bar with the placeholder text 'Search for permit number, project, or address' and a search icon. Below the search bar is a checkbox labeled 'Exact Match'. On the left side, there are two filters: a 'Display' dropdown menu currently set to 'Attention' and a 'Select Case Type' search box. On the right side, there is a 'Sort' dropdown menu currently set to 'Permit Number'. Below these filters is a table with the following headers: Permit Number, Project, Address, Permit Type, Status, and Attention Reason. The table content is empty, showing 'No records to display.'

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.