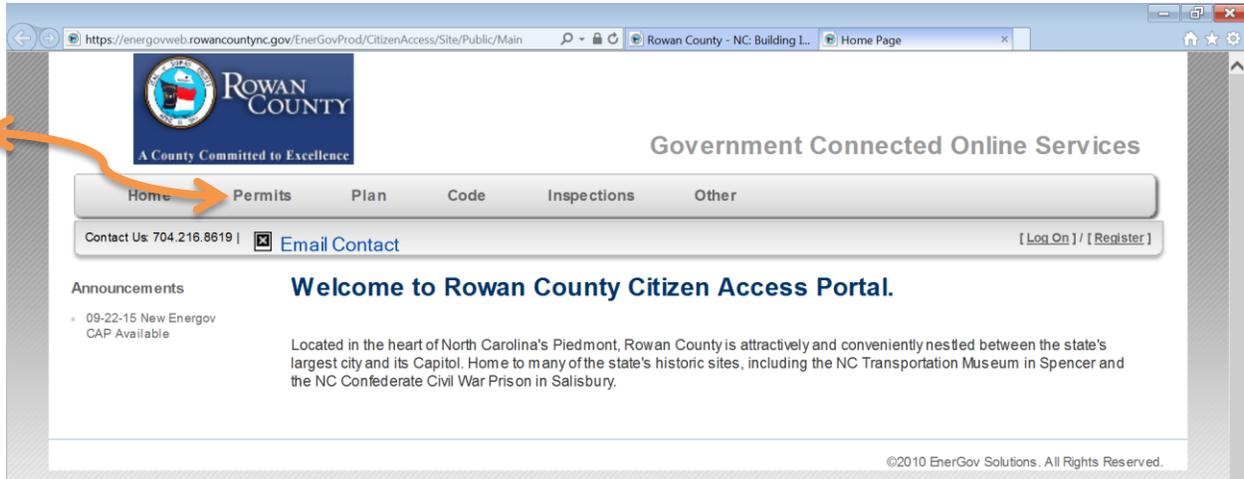


HOW TO: CREATE A BUILDING REPORT

Creating Building Reports is simple and customizable. Simply follow the directions below to create your reports. Start by selecting the tab labeled Citizen Access Portal.



[Home](#) [Permits](#) [Plan](#) [Code](#) [Inspections](#) [Other](#)

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Permit Search

Address Fields

Street Number Suite/Unit
 Pre Direction City
 Street Name State
 Street Type Zip Code
 Post Direction County

Permit Fields

Permit Number Project Name
 Type Issued Date

Hint Explain liveLink mapping as it relates to finding an address.

Note Provide as much detail as you can

Choose start date and end date to view daily, weekly, monthly, yearly, etc. Then simply select Search.

Pre Direction City
 Street Name State
 Street Type Zip Code
 Post Direction County

Permit Fields

Permit Number Project Name
 Type Issued Date
 Work Class Application Date
 Status Finaled Date

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You can also narrow your search by permit types and work class