

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.



Government Connected Online Services

Home Permits Plan Code Inspections Other

Contact Us: 704.216.8619 | Email Contact [Log On] / [Register]

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

Clear Search

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