

How to Use Citizen Self Service Search Permit /Plan/Inspection

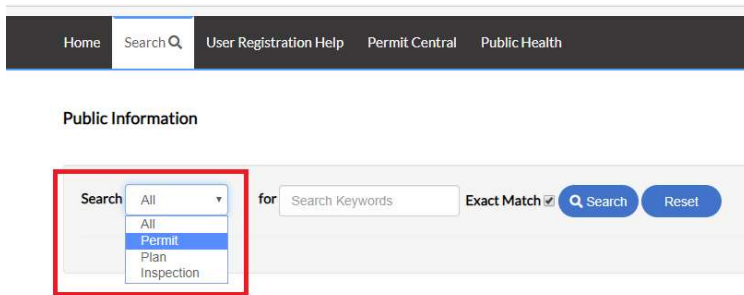
- From the CSS Home screen click the "Search" menu option



Welcome

Welcome to Self Service!

- From the "Search" select box, select the type of search you wish to perform



- Each search type will have different search criteria as shown below
- You can search by any of the criteria available on the search form
- The fastest search will be if you have the Permit/Plan or Inspection number
- The Address or Parcel search will be the next best alternative if you do not have a case number (Permit/Plan/Inspection number)

Permit

The screenshot shows the search form for Permit search. The 'Search' dropdown is set to 'Permit'. The form includes the following fields:

- Permit Number
- Project Name
- Permit Type (dropdown: --Select Permit Type--)
- Status (dropdown: --Select Permit Status--)
- Address
- Applied Date (calendar icon)
- Issued Date (calendar icon)
- Expiration Date (calendar icon)
- Finalized Date (calendar icon)
- Parcel Number
- To (calendar icon)
- To (calendar icon)
- To (calendar icon)
- To (calendar icon)

Plan

Search

Plan Number	<input type="text"/>	Project Name	<input type="text"/>
Plan Type	--Select Plan Type--	Parcel Number	<input type="text"/>
Status	--Select Plan Status--		
Address	<input type="text"/>		
Applied Date	<input type="text"/>	To	<input type="text"/>
Completion Date	<input type="text"/>	To	<input type="text"/>
Expiration Date	<input type="text"/>	To	<input type="text"/>

Inspection

Search

Inspection Number	<input type="text"/>	Parcel Number	<input type="text"/>
Status	--Select Inspection Status--		
Address	<input type="text"/>		
Requested Date	<input type="text"/>	To	<input type="text"/>
Scheduled Date	<input type="text"/>	To	<input type="text"/>

- Enter your search criteria and click the "Search" button
- The results of your search will appear below the search form

Search

Permit Number	<input type="text" value="B-002443-2018"/>	Project Name	<input type="text"/>
Permit Type	--Select Permit Type--	Parcel Number	<input type="text"/>
Status	--Select Permit Status--		
Address	<input type="text"/>		
Applied Date	<input type="text"/>	To	<input type="text"/>
Issued Date	<input type="text"/>	To	<input type="text"/>
Expiration Date	<input type="text"/>	To	<input type="text"/>
Finalized Date	<input type="text"/>	To	<input type="text"/>

Found 1 result

- Click on the Permit/Plan/Inspection number to open that case

Found 1 result

Sort

[Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)

Permit Number

Type Residential Accessory Structure

Project Name

Status Expired

Main Parcel 032023D375.

Address 3603 BRISTOL LAKE DR AMELIA OH 45102

Applied Date 12/06/2018

Issued Date

Expiration Date 03/06/2019

Finalized Date

- A new tab should open in your browser showing the case details
- You can navigate the various details by clicking any of the tabs below the "Details" section

Permit Number: B-002443-2018

Permit Details | Tab Elements | Main Menu

Type:	Residential Accessory Structure	Applied Date:	12/06/2018
Status:	Expired	Project Name:	Issue Date:
District:	Batavia Township	Expire Date:	03/06/2019
Square Feet:	0.00	Valuation:	\$0.00
Description:		Finalized Date:	



- The information from the tabs will display below the Detail section as shown below
- Note that there may be additional navigation tabs in the section



Locations | Parcels | Next Tab | Permit Details | Main Menu

Locations

Main	Address
<input checked="" type="checkbox"/>	BRISTOL LAKE DR AMELIA, OH 45102

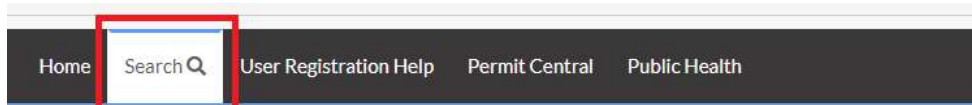
Results per page: 10 | 1 - 1 of 1 | << < 1 > >>

Parcels Sort: Main ▾

Main	Parcel	Section	Township	Range
<input checked="" type="checkbox"/>	032023D375.		Batavia Township	

Results per page: 10 | 1 - 1 of 1 | << < 1 > >>

- To return to the original Search screen click the Search button from the top menu



Public Information

Search for Exact Match