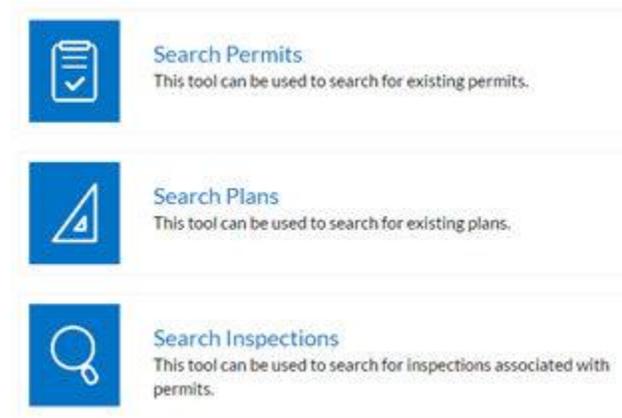


Home

The Home page allows users to access public information without logging in. Users can still access the GIS Map, Global Search, User Registration, Today's Inspections, and Global Notifications.

Citizens can click the Search Permits, Search Plans, and Search Inspections links to access information.



Register

1. Navigate to the URL designated for the Citizen Self Service environment.
2. Click Sign Up.
3. Enter an email address. The system sends a confirmation email.
4. Click Confirm in the email to return to the site. A confirmation of an existing contact in the system displays.
5. Click Log In.

Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email christy.goss@tylertech.com

Is this you?



Christy Goss

christy.goss@tylertech.com

Christy's Kayak Company

Log In

Back

Search Permits

Search

Module Permit Q Search Advanced Reset

Permit Number	<input type="text"/>	Project Name	<input type="text"/>
Permit Type	--Select Permit Type--	Parcel Number	<input type="text"/>
Address	<input type="text"/>		
Applied Date	<input type="text"/> 	To	<input type="text"/> 
Issue Date	<input type="text"/> 	To	<input type="text"/> 
Expire Date	<input type="text"/> 	To	<input type="text"/> 
Finalized Date	<input type="text"/> 	To	<input type="text"/> 

Users do not have to utilize all fields.

1. Type at least part of the permit number to search for in the Permit Number field.
2. Type at least part of the name of the project associated to the permit to search for in the Project Name field.
3. Select the type of permit to search for from the Permit Type dropdown.
4. Type at least part of the number of the parcel associated to the permit to search for in the Parcel Number field.
5. Type at least part of the address associated to the permit to search for in the Address field.
6. Type a range of permit application dates to search for permits within in the Applied Date and To fields, or click the calendar icons to select the dates.
7. Type a range of permit issue dates to search for permits within in the Issue Date and To fields, or click the calendar icons to select the dates.
8. Type a range of permit expiration dates to search for permits within in the Expire Date and To fields, or click the calendar icons to select the dates.
9. Type a range of permit finalization dates to search for permits within in the Finalized Date and To fields, or click the calendar icons to select the dates.
10. Click Search to display a list of results that meet the search criteria. Click Reset to clear the entered search criteria. Click Advanced to hide the search criteria.

Search Plans

Search

The screenshot shows a search interface for plans. At the top left, there is a 'Module' dropdown menu set to 'Plan'. To its right are three buttons: 'Search' (with a magnifying glass icon), 'Advanced' (with a left-pointing arrow), and 'Reset'. Below these are two columns of search fields. The left column includes: 'Plan Number' (text input), 'Plan Type' (dropdown menu with '--Select Plan Type--'), 'Address' (text input), 'Applied Date' (text input with a calendar icon), 'Complete Date' (text input with a calendar icon), and 'Expire Date' (text input with a calendar icon). The right column includes: 'Project Name' (text input), 'Parcel Number' (text input), and three 'To' fields (text inputs with calendar icons) corresponding to the date fields on the left.

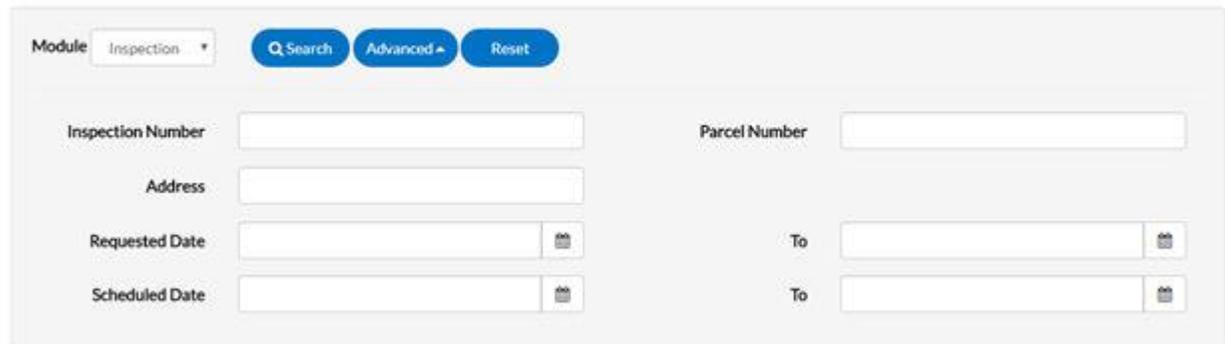
Users do not have to utilize all fields.

1. Type at least part of the plan number to search for in the Plan Number field.
2. Type at least part of the name of the project associated to the plan to search for in the Project Name field.
3. Select the type of plan to search for from the Plan Type dropdown.
4. Type at least part of the number of the parcel associated to the plan to search for in the Parcel Number field.
5. Type at least part of the address associated to the plan to search for in the Address field.
6. Type a range of plan application dates to search for plans within in the Applied Date and To fields, or click the calendar icons to select the dates.
7. Type a range of plan completion dates to search for plans within in the Complete Date and To fields, or click the calendar icons to select the dates.
8. Type a range of plan expiration dates to search for plans within in the Expire Date and To fields, or click the calendar icons to select the dates.

9. Click Search to display a list of results that meet the search criteria. Click Reset to clear the entered search criteria. Click Advanced to hide the search criteria.

Search Inspections

Search



The screenshot shows a search interface for inspections. At the top left, there is a 'Module' dropdown menu set to 'Inspection'. To its right are three buttons: 'Search' (with a magnifying glass icon), 'Advanced' (with a plus icon), and 'Reset'. Below this is a search form with several input fields. On the left side, there are four fields: 'Inspection Number', 'Address', 'Requested Date', and 'Scheduled Date'. Each of these four fields has a small calendar icon to its right. On the right side, there is a 'Parcel Number' field, followed by two 'To' fields, each with a small calendar icon to its right. The entire form is enclosed in a light gray border.

Users do not have to utilize all fields.

1. Type at least part of the inspection number to search for in the Inspection Number field.
2. Type at least part of the number of the parcel associated to the inspection to search for in the Parcel Number field.
3. Type at least part of the address associated to the inspection to search for in the Address field.
4. Type a range of inspection request dates to search for inspections within in the Requested Date and To fields, or click the calendar icons to select the dates.
5. Type a range of inspection schedule dates to search for inspections within in the Scheduled Date and To fields, or click the calendar icons to select the dates.
6. Click Search to display a list of results that meet the search criteria. Click Reset to clear the entered search criteria. Click Advanced to hide the search criteria.

Log In

Not a Member? Register.

Create a new account now - click Sign Up to get started.

Sign Up

Today's Inspections

View the jurisdictions' scheduled inspections by date.

View

Login

Login with an existing account.

Login

Once you've registered, follow the steps below to log into Olathe's new Permitting and Planning portal each time you visit the site:

1. Navigate to **energov.olatheks.org**
2. Enter your **Email Address** and **Password** in the fields provided.
3. Mark the **Remember me** checkbox to have the system remember your credentials.
4. Click **Log In**. The page validates your login and, if it is valid, opens with the functions you are authorized to access.

Dashboard

Permits



Plans



Inspections



Invoices



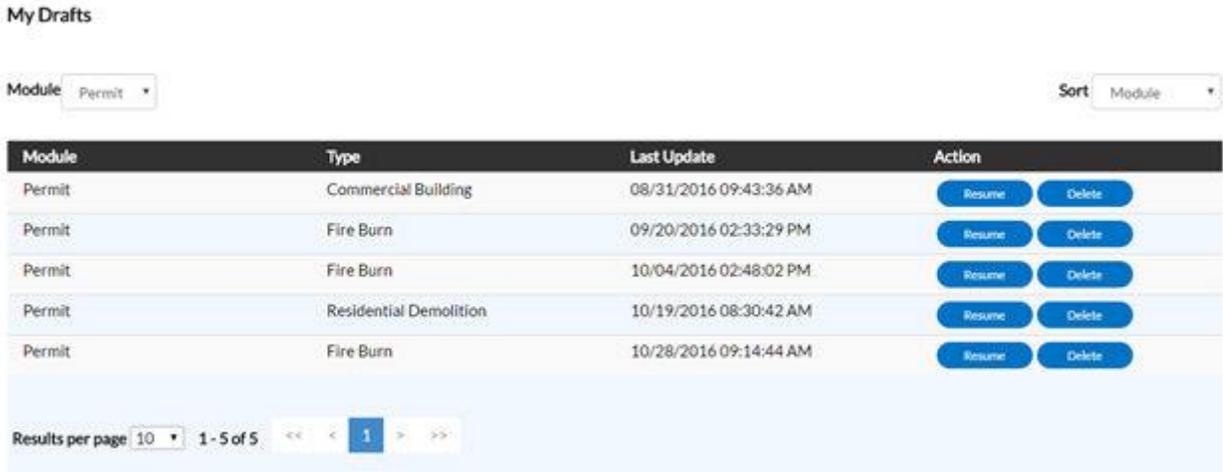
The site allows users to see a visual representation of aggregated data on the dashboard. Users can see data for permits, plans, inspections, and invoices. Users can click the Draft circles to access saved drafts and also add unpaid invoices directly to the shopping cart. The dashboard displays data that is contextual to the logged in user.

1. Click **Draft** in the **Permits** or **Plans** section to view saved Permit or Plan application drafts.
2. Click the appropriate status circle in the **Permits** section to view a list of the corresponding Permits. Beneath each status circle is a breakdown of the Permit Types. Click **View Full List** to view all Permits.
3. Click the appropriate status circle in the **Plans** section to view a list of the corresponding Plans. Beneath each status circle is a breakdown of the Plan Types. Click **View Full List** to view all Plans.
4. Click the appropriate status circle in the **Inspections** section to view a list of the corresponding Inspections. Beneath each status circle is a breakdown of the Inspection Types. Click **View Full List** to view all Inspections.
5. Click **Add to Cart** next to **Current**, **Past Due**, or **Total** in the Invoices section to add the corresponding Invoices to the Shopping Cart. Click **View Full List** to view all Invoices.

Permits

Permits



Field Name	Description																								
Attention	Clicking the Attention status circle on the Dashboard displays a list of all permit numbers applied for that have a status of Attention. The list shows the project name, address attached to the permit, type, status, and the reason that the permit needs the citizen’s attention.																								
Pending	Clicking the Pending status circle on the Dashboard displays a list of all permit numbers applied for that have a status of Pending. The list shows the project name, address attached to the permit, type, status, and reason.																								
Active	Clicking the Active status circle on the Dashboard displays a list of all permit numbers applied for that have a status of Active. The list shows the project name, address attached to the permit, type, status, and reason.																								
Draft	<p>Clicking the Draft status circle on the Dashboard displays a list of all saved but not yet submitted permit and plan applications. These drafts can be incomplete and action may resume at any point in time. Users can also delete them from this window if they are now unnecessary.</p>  <p>The screenshot shows a 'My Drafts' section with a filter for 'Module' set to 'Permit' and a 'Sort' dropdown set to 'Module'. Below is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Module</th> <th>Type</th> <th>Last Update</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Permit</td> <td>Commercial Building</td> <td>08/31/2016 09:43:36 AM</td> <td>Resume Delete</td> </tr> <tr> <td>Permit</td> <td>Fire Burn</td> <td>09/20/2016 02:33:29 PM</td> <td>Resume Delete</td> </tr> <tr> <td>Permit</td> <td>Fire Burn</td> <td>10/04/2016 02:48:02 PM</td> <td>Resume Delete</td> </tr> <tr> <td>Permit</td> <td>Residential Demolition</td> <td>10/19/2016 08:30:42 AM</td> <td>Resume Delete</td> </tr> <tr> <td>Permit</td> <td>Fire Burn</td> <td>10/28/2016 09:14:44 AM</td> <td>Resume Delete</td> </tr> </tbody> </table> <p>At the bottom of the screenshot, there is a pagination control showing 'Results per page 10', '1 - 5 of 5', and a page indicator '1'.</p>	Module	Type	Last Update	Action	Permit	Commercial Building	08/31/2016 09:43:36 AM	Resume Delete	Permit	Fire Burn	09/20/2016 02:33:29 PM	Resume Delete	Permit	Fire Burn	10/04/2016 02:48:02 PM	Resume Delete	Permit	Residential Demolition	10/19/2016 08:30:42 AM	Resume Delete	Permit	Fire Burn	10/28/2016 09:14:44 AM	Resume Delete
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Permit	Residential Demolition	10/19/2016 08:30:42 AM	Resume Delete																						
Permit	Fire Burn	10/28/2016 09:14:44 AM	Resume Delete																						
Recent	Clicking the Recent status circle on the Dashboard displays a list of all permit numbers applied for that have a status of Recent. The list shows the project name, address attached to the permit, type, status, and reason.																								

My Permits

Display

Recent

Export

Search for permit number, project, or address



Exact Match

Sort

Permit Number

Field Name	Description
Display	This dropdown allows the citizen to organize and select a status to view.
Sort	This dropdown allows the citizen to sort by Permit Number, Project or Address.
Search	This allows the citizen to search by permit number, project name, or address by typing in the information and clicking the lookup icon.

Plans

Plans



[View Full List](#)

Field Name	Description
Attention	Clicking the Attention status circle on the Dashboard displays a list of all plan numbers applied for that have a status of Attention. This list shows the project name, address attached to the plan, type, status, and the reason that the plan needs the citizen's attention.
Pending	Clicking the Pending status circle on the Dashboard displays a list of all plan numbers applied for that have a status of Pending. The list shows the project name, address attached to the plan, type, status, and reason.
Approved	Clicking the Approved status circle on the Dashboard displays a list of all plan numbers applied for that have a status of Approved. The list shows the project name, address attached to the plan, type, status, and reason.
Denied	Clicking the Denied status circle on the Dashboard displays a list of all plan numbers applied for that have a status of Denied. This list shows the project name, address attached to the plan, type, status, and reason.
Draft	Clicking the Draft status circle on the Dashboard displays a list of all saved but not submitted permit and plan applications. These drafts may be incomplete and action may resume at any point in time. Users can also delete them from this window if they are now unnecessary.
Recent	Clicking the Recent status circle on the Dashboard displays a list of all plan numbers applied for that have a status of Recent. The list shows the project name, address attached to the plan, type, status, and reason.

Inspections

Inspections



Field Name	Description
Requested	Clicking the Requested status circle on the Dashboard displays a list of all inspection case numbers that have a status of Requested. The list shows the address attached to the inspection, inspection type, and requested date.
Scheduled	Clicking the Scheduled status circle on the Dashboard displays a list of all inspection case numbers that have a status of Scheduled. The list shows the address attached to the inspection, inspection type, requested date, and scheduled date.
Closed	Clicking the Closed status circle on the Dashboard displays a list of all inspection case numbers that have a status of Closed. The list shows the address attached to the inspection, inspection type, requested date, and scheduled date.

Invoices

Invoices

Current 0	\$0.00	Add To Cart
Past Due 30	\$31.65	Add To Cart
Total 30	\$31.65	Add To Cart

[View Full List](#)

Shopping Cart

Total \$31.65 [Check Out](#)

Invoice: INV-00000015 Description: NONE
Due Date: 09/02/16 Billing Contact: Tyler (Smith, Jane)

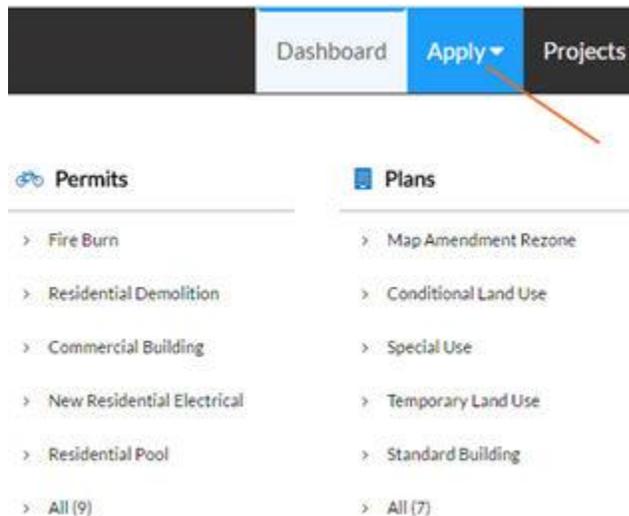
Case Number	Project	Case Address	Amount Due
FIRE-000046-2016			\$1.00

\$1.00 [Remove](#)

Users can access paid, voided, and unpaid invoices. Invoices are accessible from the Dashboard and the menu system and users can add them to the electronic shopping cart. The site's integrated electronic shopping cart allows citizens to view, add, pay, or remove invoices, and displays single or multiple cases associated with each invoice.

Field Name	Description
Current	Clicking Add To Cart beside Current invoices allows citizens to access the Shopping Cart window where all current invoices display. The citizen can access an invoice by clicking on the invoice number or they can access the case by clicking on the case number. To remove an Invoice from the shopping cart, the citizen can click Remove. To check out, the citizen can click Check Out. This takes them to a payment window to complete the payment for the invoice(s).
Past Due	Clicking Add To Cart beside Past Due invoices allows the citizen to access the Shopping Cart window where all past due invoices display. The citizen can access the invoice by clicking on the invoice number or they can access the case by clicking on the case number. To remove an invoice from the shopping cart, the citizen can click Remove. To check out, the citizen can click Check Out. This takes them to a payment window to complete the payment for the invoice(s).
Total	Clicking Add To Cart beside Total invoices allows the citizen to access the Shopping Cart window where all invoices display. The citizen can access the invoice by clicking on the invoice number or they can access the case by clicking on the case number. To remove an invoice from the shopping cart, the citizen can click Remove. To check out, the citizen can click Check Out. This takes them to a payment window to complete the payment for the invoice(s).

Applying for Permit/Plans



Users have 2 options under the Apply menu: Permits or Plans. Administrators configure the top 5 permit types and plan types on the website, and those types display in the order in which the jurisdiction decides to display them. If the user does not see the permit or plan they want to apply for, they can click All at the bottom of the list to access the Permit Application Assistant. This tool helps guide the user into choosing the correct permit type to apply for. Users can begin applying for cases and resume the application process later. This is helpful when users want to save completed work and then continue when they're ready.

Request Inspections on Issued Permits

Permit Number: BLDC-000018-2016



- Internet Explorer 11 is required to use the eReviews portal.

Permit Details | Tab Elements | Main Menu

Type:	Commercial Building	IVR Number:	100023	Application Date:	02/22/2016
Status:	Issued	Project Name:	Fry Condo	Issued Date:	02/22/2016
District:		Assigned To:		Expiration Date:	08/22/2016
Square Feet:	231.00	Valuation:	\$23.00	Finalized Date:	
Description:	New high school.				

Locations **Inspections** Fees Sub-Permits Sub-Plans eReviews Attachments Contacts Submittals Holds More Info

Existing Inspections | Remaining Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

Sort Description

Description	Status	Request Date	Scheduled Date	Inspector	Action
Concrete Slab	Requested	02/22/2016	02/22/2016	Jones Mike	
Floor Framing	Requested	02/22/2016			<input type="button" value="Cancel"/>
Footing	Scheduled	02/22/2016	02/22/2016	Jones Mike	
Foundation Wall	Scheduled	02/22/2016	02/22/2016	Jones Mike	

Results per page 10 1 - 4 of 4 << < 1 > >>

Remaining Inspections

Sort Description

Description	Reinspection	Action
Final Building	No	<input type="checkbox"/>
Final Engineering	No	<input type="checkbox"/>
Final Fire	No	<input type="checkbox"/>
Wall Framing	No	<input type="checkbox"/>

Results per page 10 1 - 4 of 4 << < 1 > >>

1. Click the number of the permit to request an inspection. The permit case opens.
2. Choose the Inspections tab. A list of Remaining Inspections displays at the bottom.
3. Mark the **Action** checkbox of the Inspection to request (The system disables the Action checkbox for unpaid fees.).
4. Click **Submit**. The Request Inspections window opens.

Request Inspections (1)

#BLDC-000018-2016

Inspection Type: Final Building
Permit Type: Building (Non-Residential)
Address: 1000 Olive Street San Luis Obispo, CA 93405

* Requested Date 

Comments/Gate Code

Submit

5. Select a requested date for the inspection by clicking the calendar icon beside the **Requested Date** field.
6. Fill in comments about the requested inspection in the **Comments/Gate Code** field.
7. Click **Submit**. The inspection information and a green check mark display if the request is successful.

Request Inspections (1)

Permit #BLDR-000146-2016

Inspection Type: Footing
Permit Type: Building (Residential)
Address: 900 Del Rio Ave Unit/Suite: San Luis Obispo, CA 93405

Requested Date: 05/25/2016
Comments: qwerqwe



8. Navigate back to the Permit Details window. The inspection now displays under Existing Inspections in the full list of inspections.

Pay Fees

Permit Number: BLDC-000003-2016

- Permit cannot be printed at this time. Permit has unpaid fees.
- Internet Explorer 11 is required to use the eReviews portal.

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Commercial Building	IVR Number:	100003	Application Date:	02/05/2016
Status:	Issued	Project Name:	Hollis Hospital	Issued Date:	02/05/2016
District:		Assigned To:		Expiration Date:	08/03/2016
Square Feet:	200.00	Valuation:	\$133.00	Finalized Date:	
Description:	test				

[Locations](#) [Inspections](#) [Fees](#) [Sub-Permits](#) [Sub-Plans](#) [eReviews](#) [Attachments](#) [Contacts](#) [Submittals](#) [Holds](#) [More Info](#)

[Remaining Fees](#) | [Paid Fees](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Remaining Fees

Sort Fee ▾

Fee	Invoice	Computed	Amount Due
Building Permit Fee (Non-Residential)	INV-00000003	\$1.00	\$1.00
Building Plan Review Fee	INV-00000003	\$0.65	\$0.65

Results per page 10 ▾ 1 - 2 of 2 << < 1 > >>

Paid Fees

Sort Fee ▾

Fee	Invoice	Computed
-----	---------	----------

No records to display.

To pay fees on a plan/permit, the citizen needs the case manager to invoice the fees in EnerGov.

1. Navigate into a plan/permit.
2. Choose the Fees tab. The citizen can see a list of Remaining Fees and Paid Fees with invoice numbers next to the fee names.
3. Click Dashboard on the menu.
4. Scroll down to Invoices.

Invoices

Users can access paid, voided, and unpaid invoices. Invoices are accessible from the dashboard and the menu system and users can add them to the electronic shopping cart.

Invoice Number: INV-00000001 

Billing Contact: Tyler (Smith, Jane)	Invoice Status: Paid In Full	Invoice Date: 02/11/2016
Invoice Due Date: 02/11/2016	Invoice Total: \$1.65	Invoice Description: NONE

[Primary Fees](#) [Misc Fees](#) [Payments](#) [Attachments](#) [Contacts](#)

Primary Fees Sort

Fee Name	Fee Total	Amount Due	Case Number	Entity	Notes
Building Permit Fee (Non-Residential)	\$1.00	\$0.00	BLDC-000005-2016	Permit	
Building Plan Review Fee	\$0.65	\$0.00	BLDC-000005-2016	Permit	

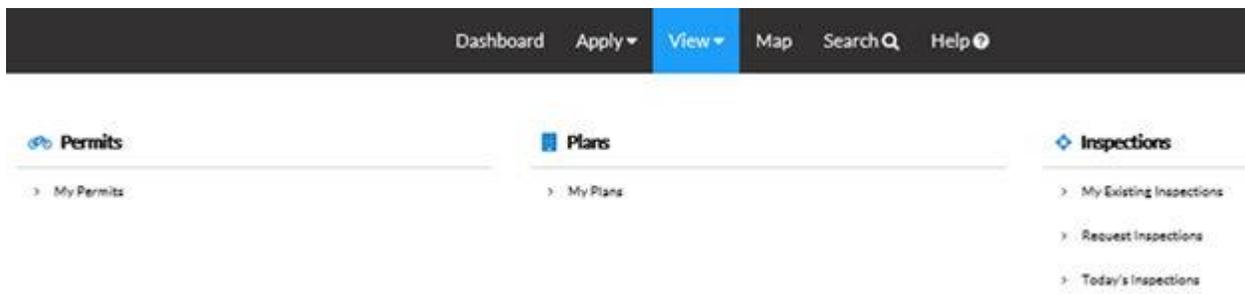
Results per page 1 - 2 of 2 << < 1 > >>

Follow the steps below to view invoice information:

1. Click the printer icon to print or save the invoice as PDFs.
2. Choose the Primary Fees tab to view the **Fee Name**, **Fee Total**, **Amount Due**, **Case Number**, **Entity**, and **Notes** for all fees associated with the invoice. Select the column to sort the fees by from the **Sort** dropdown.
3. Choose the Misc Fees tab to view the **Fee Name**, **Fee Total**, **Paid Amount**, and **Amount Due** for all miscellaneous fees associated with the invoice. Select the column to sort the fees by from the **Sort** dropdown.

4. Choose the Payments tab to view the **Receipt Number, Status, Transaction Type, Payment Type, Payment Amount,** and **Payment Date** for all payments associated with the invoice. Select the column to sort the payments by from the **Sort** dropdown.
5. Choose the Attachments tab to view the **File Name** and **Added Date** for all files attached to the invoice. Select the column to sort the attachments by from the **Sort** dropdown.
6. Choose the Contacts tab to view the **Company, First Name, Last Name, Title,** and **Email** for all contacts associated with the invoice. Select the column to sort the contacts by from the **Sort** dropdown.
7. Click **Add to Cart** to add the invoice to the shopping cart.

View



Use the View menu to access permits, plans, and inspections.

My Permits

Not all permit data is available to all users.

1. Type a specific permit number, project, or address to search for in the search field, and click the lookup icon to locate permits that meet the search criteria.
2. Select the statuses of the permits to display in the list from the **Display** dropdown.

3. Select the feature to sort the permits in the list by from the **Sort** dropdown.
4. Click a permit number to open the associated permit record.
5. Select the number of permits to display on each page from the **Results per page** dropdown.
6. Use the page navigation buttons to move between pages of permits.

My Plans

Not all plan data is available to all users.

1. Type a specific plan number, project, or address to search for in the search field, and click the lookup icon to locate plans that meet the search criteria.
2. Select the statuses of the plans to display in the list from the **Display** dropdown.
3. Select the feature to sort the plans in the list by from the **Sort** dropdown.
4. Click a plan number to open the associated plan record.
5. Select the number of plans to display on each page from the **Results per page** dropdown.
6. Use the page navigation buttons to move between pages of plans.

Inspections

My Inspections

1. Type a specific case number, address, or inspection type to search for in the search field, and click the lookup icon to locate inspections that meet the search criteria.
2. Select the statuses of the inspections to display in the list from the **Display** dropdown.
3. Select the feature to sort the inspections in the list by from the **Sort** dropdown.

4. Click a case number to open the associated record if desired.
5. Select the number of inspections to display on each page from the **Results per page** dropdown.
6. Use the page navigation buttons to move between pages of inspections.

Request Inspections

The new site provides a great way for users to request inspections. Users must login to request inspections, **and they must be contacts associated with the cases**. Users can request multiple related/unrelated inspections simultaneously. Inspection requests interact with the inspection-related data on the dashboard.

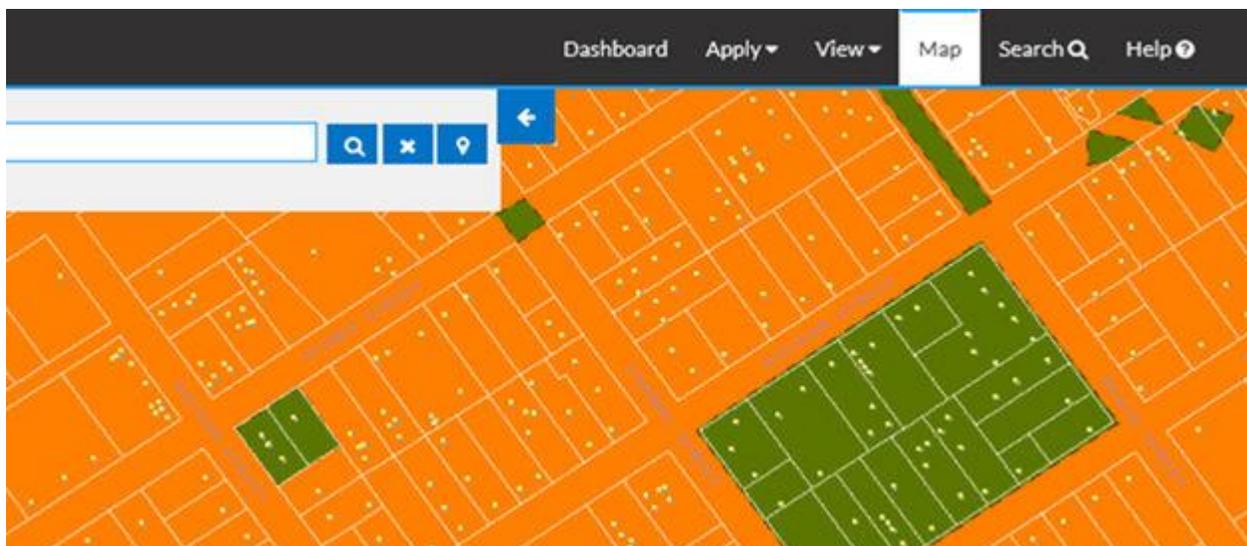
1. Type a specific permit number, address, or inspection type to search for in the search field, and click the lookup icon to locate inspections that meet the search criteria.
2. Select the feature to sort the inspections in the list by from the **Sort** dropdown.
3. Click a permit number to open the associated permit record. Or, mark the checkboxes next to permits to request inspections for, and click **Request Inspection** to open the Request Inspections window.
4. Select the number of inspections to display on each page from the **Results per page** dropdown.
5. Use the page navigation buttons to move between pages of inspections.

Today's Inspections

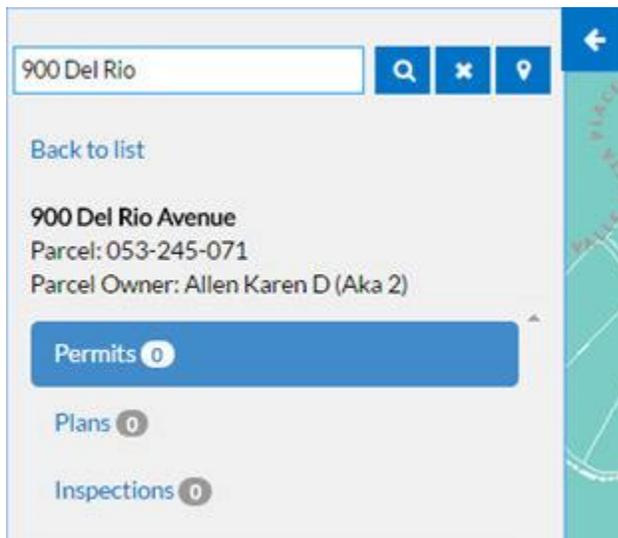
Use this window to view, sort, and access all inspections scheduled for a specific day.

1. Type a specific case number, inspection type, or address to search for in the search field, and click the lookup icon to locate inspections that meet the search criteria.
2. Type the date to view due inspections for in the **Date** field, or click the calendar icon to select the date.
3. Mark the **Exclude Completed** checkbox to exclude completed inspections from the list of results.
4. Select the feature to sort the inspections in the list by from the **Sort** dropdown.
5. Select the number of inspections to display on each page from the **Results per page** dropdown.
6. Use the page navigation buttons to move between pages of inspections.

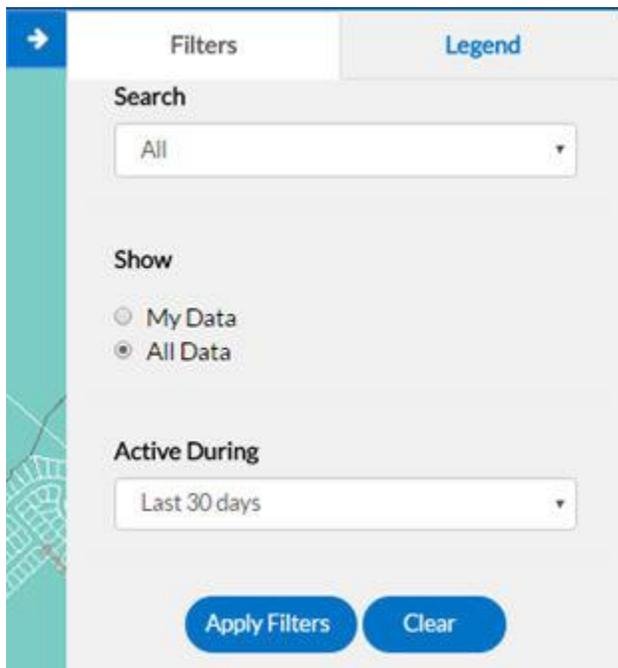
Map



Filter options are different for logged in users than logged out users.



1. Type an address or part of an address to search for in the **Search by Address** field.
2. Click the lookup icon to return the search results below the search criteria, or click the X icon to clear the search criteria.
3. Locate the appropriate search result if clicking the lookup icon. Use the page navigation buttons at the bottom of the pane if necessary.
4. Click 1 of the listed search results to view the associated parcel, parcel owner, permits, plans, and inspections. If only 1 search result returns, simply view the information.
5. Click **Back to list** to return to the list of search results.
6. To drop a pin on a parcel and return search results regarding the parcel selected, click the pin icon and then click the parcel of land. The search results display on the left.
7. Click the arrow icon at the top of the search criteria pane to collapse or expand the pane.
8. Click the arrow icon at the top, right corner of the map to collapse or expand the Filters and Legend pane.

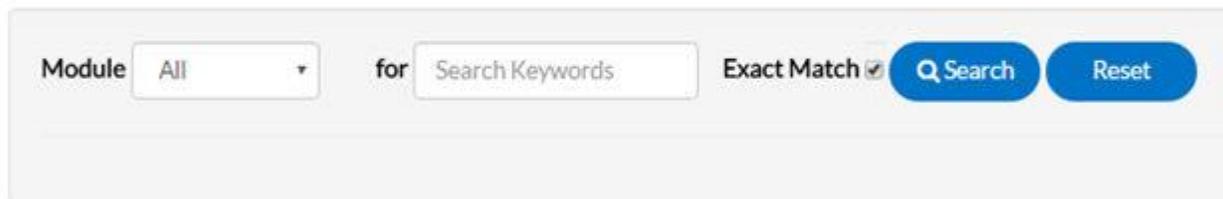


9. Choose the Filters tab to enter information to narrow search results.
10. Select whether to search by *Permits, Plans, Inspections, or All* from the **Search** dropdown.
11. Select the appropriate option in the **Show** field. Available selections depend on the selection made from the **Search** dropdown.
12. Select the appropriate active time span (*Last 30 days, Last 60 days, or Last 90 days*) from the **Active During** dropdown.
13. Select the appropriate applied for time span (*Last 30 days, Last 60 days, or Last 90 days*) from the **Applied During** dropdown if available.
14. Choose the Legend tab to view the significance of icons that appear on the map.

Search

Citizens can perform robust searches across several key areas on the site (i.e., permits, plans, inspections, and addresses) from 1 centrally accessible location. Users do not have to log in to site to access the global search tool.

Search



The screenshot shows a search interface with the following elements: a 'Module' dropdown menu currently set to 'All', a 'for' label followed by a text input field containing 'Search Keywords', an 'Exact Match' checkbox which is checked, a blue 'Search' button with a magnifying glass icon, and a blue 'Reset' button.

Select the type of record to search for from the Module dropdown.

All

1. Type relevant search keywords in the **for** field.
2. Click **Search** to display a list of results that meet the search criteria. Click **Reset** to clear the entered search criteria.

Permit

Users do not have to utilize all fields.

1. Type at least part of the permit number to search for in the **Permit Number** field.
2. Type at least part of the name of the project associated to the permit to search for in the **Project Name** field.
3. Select the type of permit to search for from the **Permit Type** dropdown.
4. Type at least part of the number of the parcel associated to the permit to search for in the **Parcel Number** field.

5. Type at least part of the address associated to the permit to search for in the **Address** field.
6. Type a range of permit application dates to search for permits within in the **Applied Date** and **To** fields, or click the calendar icons to select the dates.
7. Type a range of permit issue dates to search for permits within in the **Issue Date** and **To** fields, or click the calendar icons to select the dates.
8. Type a range of permit expiration dates to search for permits within in the **Expire Date** and **To** fields, or click the calendar icons to select the dates.
9. Type a range of permit finalization dates to search for permits within in the **Finalized Date** and **To** fields, or click the calendar icons to select the dates.
10. Click **Search** to display a list of results that meet the search criteria. Click **Reset** to clear the entered search criteria. Click **Advanced** to hide the search criteria.

Plan

Users do not have to utilize all fields.

1. Type at least part of the plan number to search for in the **Plan Number** field.
2. Type at least part of the name of the project associated to the plan to search for in the **Project Name** field.
3. Select the type of plan to search for from the **Plan Type** dropdown.
4. Type at least part of the number of the parcel associated to the plan to search for in the **Parcel Number** field.
5. Type at least part of the address associated to the plan to search for in the **Address** field.
6. Type a range of plan application dates to search for plans within in the **Applied Date** and **To** fields, or click the calendar icons to select the dates.

7. Type a range of plan completion dates to search for plans within in the **Complete Date** and **To** fields, or click the calendar icons to select the dates.
8. Type a range of plan expiration dates to search for plans within in the **Expire Date** and **To** fields, or click the calendar icons to select the dates.
9. Click **Search** to display a list of results that meet the search criteria. Click **Reset** to clear the entered search criteria. Click **Advanced** to hide the search criteria.

Inspections

Users do not have to utilize all fields.

1. Type at least part of the inspection number to search for in the **Inspection Number** field.
2. Type at least part of the number of the parcel associated to the inspection to search for in the **Parcel Number** field.
3. Type at least part of the address associated to the inspection to search for in the **Address** field.
4. Type a range of inspection request dates to search for inspections within in the **Requested Date** and **To** fields, or click the calendar icons to select the dates.
5. Type a range of inspection schedule dates to search for inspections within in the **Scheduled Date** and **To** fields, or click the calendar icons to select the dates.
6. Click **Search** to display a list of results that meet the search criteria. Click **Reset** to clear the entered search criteria. Click **Advanced** to hide the search criteria.

Site Feature List

Feature	Help	Description
ADA Compliance		The site is Americans with Disabilities Act (ADA)-compliant at the WCAG 2.0 AA level. Numerous features are designed to make the site accessible to individuals with various impairments.
Calendar		This allows users to view information on a visual calendar.
Draft Saving		Users can begin applying for cases and resume the application process later. This is helpful when users want to save completed work and then continue when they're ready.
GIS Maps		The site integrates with ESRI map functionality. The maps allow for powerful searches, pinned results, EnerGov data incorporation, layers, filters, a legend, and more. The map is available to both logged in and logged out users.
Global Search		Citizens can perform robust searches across several key areas (i.e., permits, plans, inspections, and addresses) from one centrally accessible location.
Invoice Management		Users are able to access invoices that are paid, voided, or unpaid. Invoices are accessible from the dashboard and the menu system and can be added to the electronic shopping cart.
Metric Dashboards		Visual dashboards display data that is contextual to the logged in user. The dashboard communicates the statuses and counts of several key items (i.e., permits plans, inspections, and invoices).

Mobile Capabilities		<p>The fully functional site can be accessed on mobile devices without having to install or configure any mobile applications. The sites adjust to screen sizes automatically.</p>
Permits & Plans		<p>Core functionality allows permits and plans to be viewed online.</p>
Personalization		<p>Logged in users can view their own permits, plans, inspections, and invoices.</p>
Printable Reports		<p>Printable reports are available from the site where allowed. Examples include permits and invoices. These documents can be printed and/or saved to PDF on demand based on business rules.</p>
Request Inspections		<p>Registered users are able to request inspections. Multiple related/unrelated inspections can be requested simultaneously. Inspection requests interact with the inspection-related data on the dashboard.</p>
Shopping Cart		<p>The integrated electronic shopping cart allows citizens to view, add, pay, or remove invoices, and displays single or multiple cases associated with each invoice.</p>
User Registration		<p>User registration includes several key features: user profiles, user account registration, password retrieval, automatic EnerGov global entity recognition, secure authentication, and more.</p>