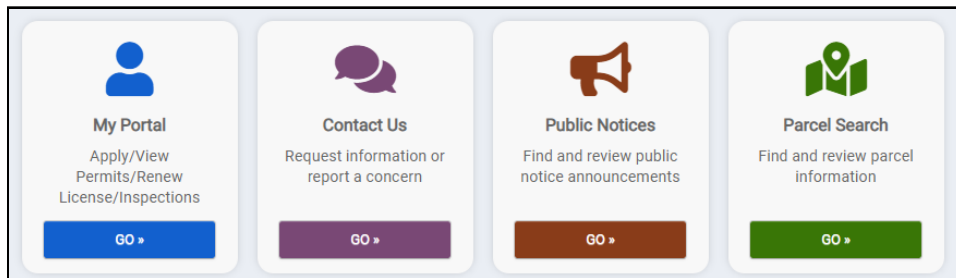


[Back to Citizen Portal Main Menu](#)

## Citizen Portal Public View

Certain areas of the Citizen Portal do not require logging into an account to access them, such as Public Notices or searching for a Parcel. *\*Note: The information available may be limited depending on the configuration set up by your jurisdiction.*



### Applications

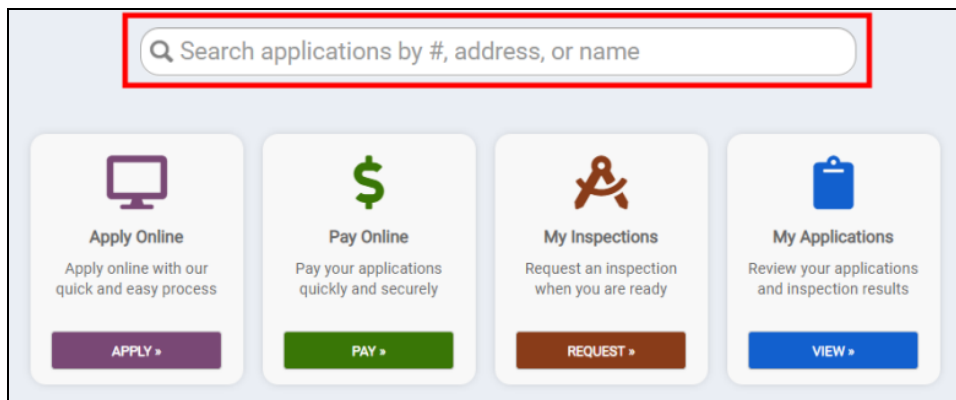
There are certain features within the Applications section that are available to the public, including searching for Permits and Licenses and viewing Inspection Schedules.

- Click **Go** on the Applications section.

### Searching for Permits and Licenses

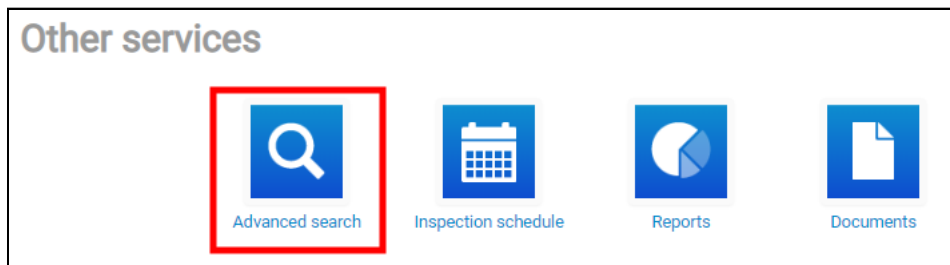
#### Basic Search

- Begin entering an **Application Number**, **Address**, or **Name** into the search bar at the top of the page and select the appropriate Permit or License number. *\*Note: This feature may not be available on the Citizen Portal depending on the configuration set up by your jurisdiction.*
- The application will display, however, only fields marked as public by the jurisdiction will be available to view.



#### Advanced Search

- If you need to search by other fields on the application, click the **Advanced Search** button under the Other services section. *\*Note: This feature may not be available on the Citizen Portal depending on the configuration set up by your jurisdiction.*
- Enter any applicable information into the available fields.
- Click **Search** at the bottom of the page.
- Select the Permit or License number.
- The application will display, however, only fields marked as public by the jurisdiction will be available to view.

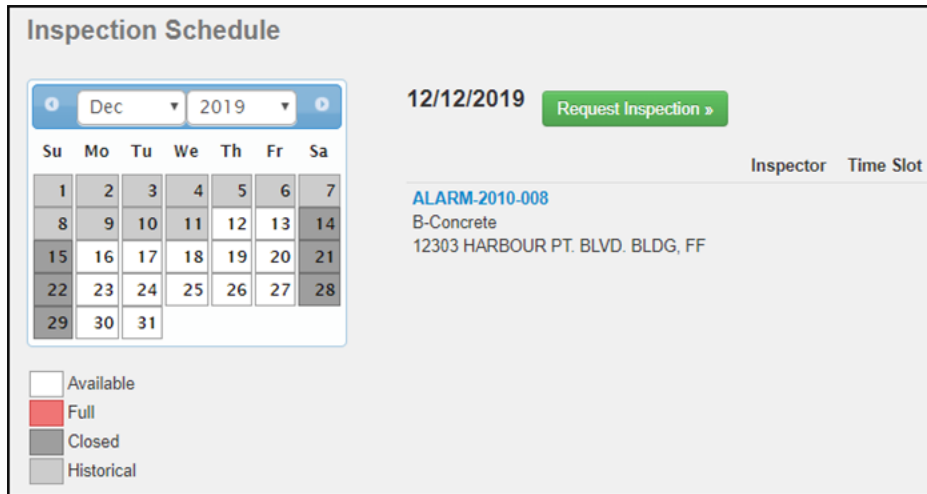


### Viewing Inspection Schedules

You can view previously completed, current, and future inspections from the Citizen Portal. You may see an option to request an inspection, but you must [log in to the Citizen Portal](#) to do so. *\*Note: This feature may not be available on the Citizen Portal depending on the configuration set up by your*

*jurisdiction.*

- Click the **Inspection Schedule** button under the Other Services section.
- Use the calendar to navigate to the appropriate date.
- Once a date has been selected, a list of permits with scheduled inspections for that date will display. *\*Note: You may be able to click on a permit number to view its details depending on the configuration set up by your jurisdiction.*



**Inspection Schedule**

Dec 2019 12/12/2019 [Request Inspection »](#)

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Inspector Time Slot

**ALARM-2010-008**  
B-Concrete  
12303 HARBOUR PT. BLVD. BLDG, FF

Available  
 Full  
 Closed  
 Historical

## Contact Us

Under the Contact Us section you will have the ability to submit code enforcement concerns or public record requests. *\*Note: This feature may not be available on the Citizen Portal depending on the configuration set up by your jurisdiction.*

- Click **Go** on the Contact Us section.

[Request Information](#)

[Report a Concern](#)

## View My Requests

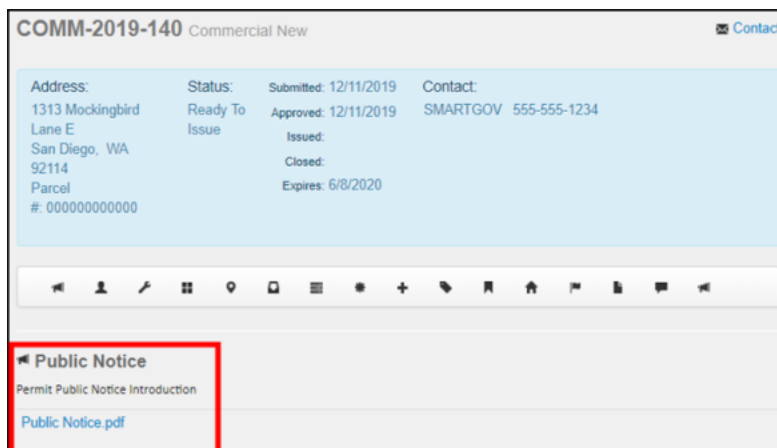
Use the My Requests section to view the status of your information requests and concerns.

- Click **View** on the My Requests section.
- Enter your **Confirmation Number** and **PIN**, then click **View**.
- You will see the Status and other basic details of the request or concern on this page. Additional detailed information may be included depending on the configuration set up by your jurisdiction.

## Public Notices

You have the ability to view general public announcements provided by the jurisdiction for specific permits. *\*Note: This feature may not be available on the Citizen Portal depending on the configuration set up by your jurisdiction.*

- Click **Go** on the Public Notices section.
- You must **Accept** the disclaimer provided by the jurisdiction before you can proceed.
- You will see all permits that have been listed for public notice. Click the permit application number to view information about that permit.
- Under the Public Notice section, you may be able to download documents about this permit by clicking on the available link.



**COMM-2019-140** Commercial New [Contact](#)

Address: 1313 Mockingbird Lane E, San Diego, WA 92114  
Parcel #: 000000000000

Status: Ready To Issue

Submitted: 12/11/2019  
Approved: 12/11/2019  
Issued:  
Closed:  
Expires: 6/8/2020

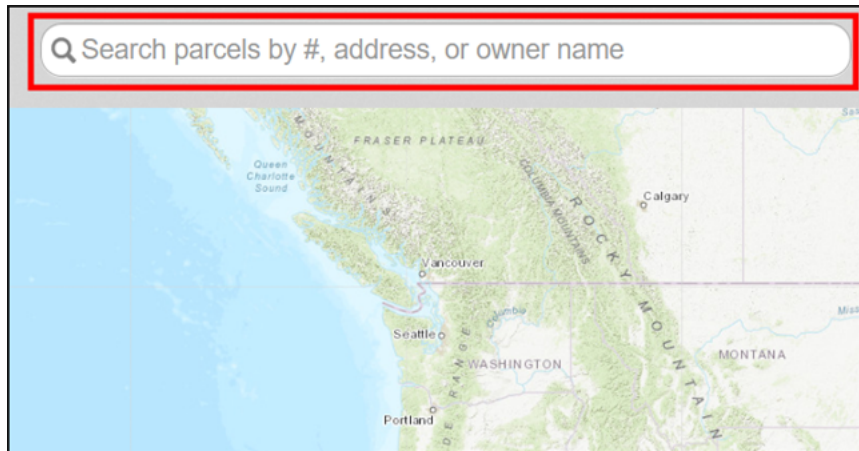
Contact: SMARTGOV 555-555-1234

**Public Notice**  
Permit Public Notice Introduction  
[Public Notice.pdf](#)

## Parcel Search

Use the Parcel Search option to find and review parcel information. *\*Note: This feature may not be available on the Citizen Portal depending on the configuration set up by your jurisdiction.*

- Click **Go** on the Parcel Search section.
- Begin entering a **Parcel Number**, **Address**, or **Owner Name** into the search bar at the top of the page and select the appropriate parcel from the list that displays.
- You will see the basic details of the parcel on this page. Additional detailed information such as assessed value or applications may be included depending on the configuration set up by your jurisdiction.



## Other Services

The Other Services panel is displayed at the bottom of the page and always contains the **Reports** and **Documents** sections. Other options such as [Advanced Search](#) and [Inspection Schedule](#) may be available depending on the page you are on.

### Reports

- Click the **Reports** option.
- Select the report you would like to run. *\*Note: The list of reports available to you is defined by your jurisdiction.*
- If applicable, fill in any required fields and click **Run Report**.

### Documents

- Click the **Documents** option.
- Select the document link to download the file.

## Did you find this helpful?

Yes	No
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[Back to Top](#)