



Search Public Records without Logging Into CSS

On the CSS Homepage, users have access to public information without being logged in.

To perform a Global Search, the User can click the Search option on the main menu bar or click the Search Public Records Box. Leaving the dropdown as ALL searches through all EnerGov Records for the word(s) typed in the box.

Public Information

Search for Exact Phrase

Selecting another option in the dropdown brings up additional fields with which to perform a search.

Search Permits

Public Information

The screenshot shows a search interface for permits. At the top left, there is a 'Search' label and a dropdown menu currently set to 'Permit'. To the right are three buttons: 'Search' (with a magnifying glass icon), 'Advanced' (with a plus sign icon and highlighted by a red box), and 'Reset'. Below these are two columns of search criteria. The left column includes: 'Permit Number' (text input), 'Permit Type' (dropdown menu with '--Select Permit Type--'), 'Status' (dropdown menu with '--Select Permit Status--'), 'Address' (text input with placeholder 'Search Addresses'), 'Applied Date' (text input with a calendar icon), 'Issued Date' (text input with a calendar icon), 'Expiration Date' (text input with a calendar icon), and 'Finalized Date' (text input with a calendar icon). The right column includes: 'Project Name' (text input), 'Parcel Number' (text input), and four 'To' fields, each with a text input and a calendar icon, representing date ranges for the search.

NOTE Not all fields need to be utilized, and any combination can be used.

1. Click "Advanced" to expand the search options.
2. Type at least part of the permit number to search for in the Permit Number field.
3. Type at least part of the name of the project associated to the permit to search for in the Project Name field (not used for residential projects).
4. Select the type of permit to search for from the Permit Type dropdown.
5. Select a Status from the dropdown for the permit.
6. Type the parcel number or a part of the parcel number associated to the permit within the Parcel Number field.
7. Type at least part of the address associated to the permit to search within the Address field.
8. Type any words to display in the description of the permit in the Description field.
9. Type a range of permit application dates to search for permits within the Application Date and To fields or click the calendar icons to select the dates.
10. Type a range of permit expiration dates to search for permits within the Expire Date and To fields or click the calendar icons to select the dates.
11. Type a range of permit finalization dates to search for permits within the Finalized Date and To fields or click the calendar icons to select the dates.
12. Click Search to display a list of results meeting the search criteria.
13. Click Reset to clear the entered search criteria.
14. Click "Advanced" again to hide the search criteria.

[Search Plans](#)

Public Information

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" value="Search Addresses"/>		
Applied Date	<input type="text"/> <input type="button" value="Calendar"/>	To	<input type="text"/> <input type="button" value="Calendar"/>
Completion Date	<input type="text"/> <input type="button" value="Calendar"/>	To	<input type="text"/> <input type="button" value="Calendar"/>
Expiration Date	<input type="text"/> <input type="button" value="Calendar"/>	To	<input type="text"/> <input type="button" value="Calendar"/>

NOTE Not all fields need to be utilized.

1. Click "Advanced" to expand the search options.
2. Type at least part of the plan number to search for in the Plan Number field.
3. Type at least part of the name of the project associated to the plan to search for in the Project Name field.
4. Select the type of plan to search for from the Plan Type dropdown.
5. Type the parcel number or a part of the parcel number associated to the plan within the Parcel Number field.
6. Select a Status from the dropdown for the plan.
7. Type any words to display in the description of the plan in the Description field.
8. Type at least part of the address associated to the plan to search for in the Address field.
9. Type a range of plan application dates to search for plans within the Applied Date and To fields or click the calendar icons to select the dates.
10. Type a range of plan application dates to search for plans within the Completion Date and To fields or click the calendar icons to select the dates.
11. Type a range of plan application dates to search for plans within the Expiration Date and To fields or click the calendar icons to select the dates.
12. Click Search to display a list of results meeting the search criteria.
13. Click Reset to clear the entered search criteria.
14. Click "Advanced" again to hide the search criteria.

Search Inspections

Public Information

Search Search Advanced Reset

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

NOTE Not all fields need to be utilized.

1. Click "Advanced" to expand the search options.
2. Type at least part of the inspection number to search for in the Inspection Number field.
3. Type the parcel number or a part of the parcel number associated to the inspection within the Parcel Number field.
4. Select a Status from the dropdown for the inspection.
5. Type at least part of the address associated to the inspection to search for in the Address field.
6. Type a range of inspection request dates to search for plans within in the Requested Date and To fields or click the calendar icons to select the dates.
7. Type a range of inspection schedule dates to search for plans within in the Scheduled Date and To fields or click the calendar icons to select the dates.
8. Click Search to display a list of results meeting the search criteria.
9. Click Reset to clear the entered search criteria.
10. Click Advanced to hide the search criteria.