

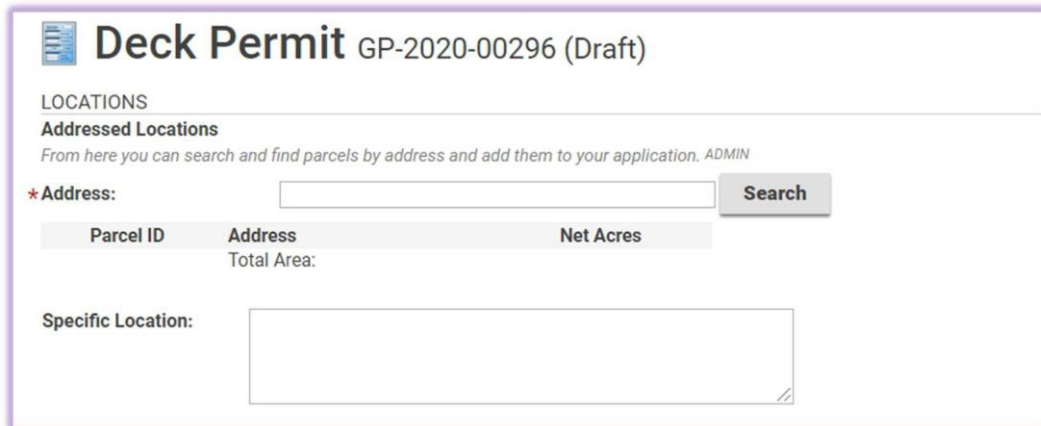
# General Series

## Add an Address

Each permit application must contain a civic address or PID selected from our database.

### Add an Address by Searching the GIS address database

- a. In the Locations section, click to **Search**.



**Deck Permit** GP-2020-00296 (Draft)

LOCATIONS

**Addressed Locations**

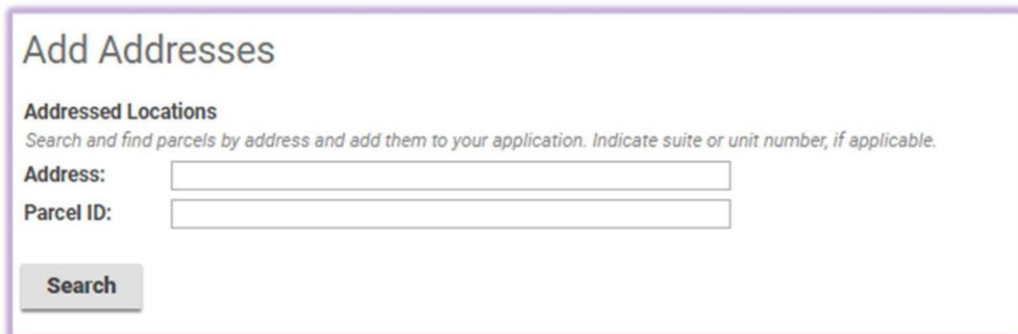
*From here you can search and find parcels by address and add them to your application. ADMIN*

\*Address:  **Search**

Parcel ID	Address	Net Acres
Total Area:		

Specific Location:

- b. A pop-up window opens.  
Enter all or part of the address and click Search.  
OR  
If there is no civic address yet, Enter the Parcel ID (PID) and click search



**Add Addresses**

**Addressed Locations**

*Search and find parcels by address and add them to your application. Indicate suite or unit number, if applicable.*

Address:

Parcel ID:

**Search**

# General Series

- c. Select the address required using the checkbox on the left and click Select

### Add Addresses

Parcel ID	Address
<input checked="" type="checkbox"/> 00-212-464	128 PONDEROSA DR, LAKE ECHO, B3E1C9

- d. Selected Address will be shown in the Permit file.



### Deck Permit GP-2020-00296 (Draft)

LOCATIONS

#### Addressed Locations

*From here you can search and find parcels by address and add them to your application. ADMIN*

\*Address:

Parcel ID	Address	Net Acres
 00-212-464	128 PONDEROSA DR, LAKE ECHO, B3E1C9	

Total Area:

Specific Location:

- e. **Specific Location:** This is an optional field. Add information when applicable. (For example, could indicate an accessory structure is located at the back of the property.)