

Customer Portal

How To: Searching For and Sorting Permits

1. Log in to the Customer Portal. From the top menu select Search.



2. Select My Permits Search.



My Permits search results are limited to those permits where you are the applicant.

3. Enter the known information and click Search. **If searching by permit number, the full number must be entered (e.g., GP-2020-00145)

The image shows a 'My Permits Search' form. At the top is the title 'My Permits Search' in a large, bold font. Below the title is a subtitle: 'Search your permits. Enter at least one criteria from the listed options.' The form contains several input fields: 'Permit Type:' with a dropdown menu showing '(All)'; 'Permit Number:' with a text input field; 'Created:' with two date input fields labeled 'To:' and 'To:'; 'Issued:' with two date input fields labeled 'To:' and 'To:'; 'Location:' with a text input field; 'Job Status:' with a dropdown menu showing '(All)'; and 'Contractor:' with a text input field. At the bottom left of the form is a grey 'Search' button.