

Users Guide
For
Web Permitting

Permit Check

TLCPO USER GUIDE

Instructions for checking and researching permits.

First click on "**Check/Research Permits**"
Then click on an option to search by....

Look up Address and Parcel details:

By Address

After clicking the "**By Address**" link enter the address information. Instructions are provided on the **Search Screen**.

Click the "**Search**" Button

Select the desired "**address**" returned by the search to get to the **Address Detail Screen**.

Address Detail Screen

There are 2 other screens you can get to from the **Address Detail Screen** in order to get more information:

(1.) Parcel Detail Screen

Click on the "**parcel number**" to get to the **Parcel Detail Screen**. The **Parcel Detail Screen** includes Census Tract, Block, Lot and Land Area information as well as contact information. From the **Parcel Detail Screen** you can also click on the "**address**" to get back to the **Address Detail Screen**.

(2.) Permit List Screen

Click on the "**See Permits List**" button to see a list of all permits - 10 at a time. The permit list gives a list of the permits on the address. The information includes permit number, type of permit, permit status and date. From the **Permit List Screen** you can click on a "**permit number**" to get to the **Permit Detail Screen**.

Permit Detail Screen

This screen gives further permit detail information including Valuation, Fees, Payments and Balance. Also contacts are listed. There is also the ability to schedule an inspection and to link back to the [Parcel Detail Screen](#).

By Permit Number

After clicking the **"By Permit Number"** link enter the permit number. Instructions are provided on the [Search Screen](#).

Click the **"Search"** Button

Select the desired **"address"** returned by the search to get to the [Address Detail Screen](#).

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By License Number

After clicking the **"By License Number"** link enter the License number. Instructions are provided on the [Search Screen](#).

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Look up Permits:

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Address Detail Screen

From the **Address Detail Screen** you can link back to the **Parcel Detail Screen** or link to the **Permit List Screen**.

By Permit Number

After clicking the **"By Permit Number"** link enter the permit number. Instructions are provided on the **Search Screen**.

Click the **"Search"** Button

The **Permit Detail Screen** will be displayed.

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