PUBLIC PORTAL USER GUIDE

Licensing Search tool
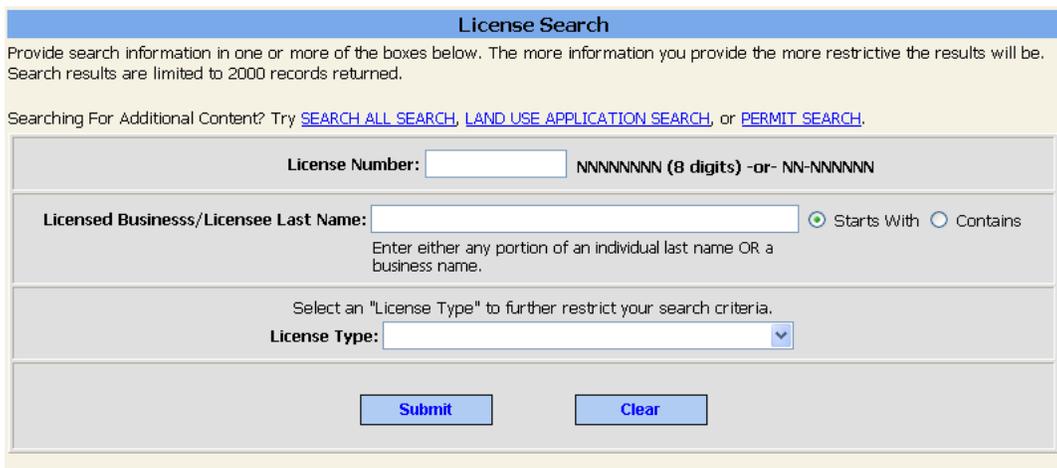
SEARCH PAGE

1. Navigate to search tool webpage:
   www.permit.cityofsalem.net

2. Opens in Simple search mode – This search allows you to look up by Folder number, Property Address, date specific work and Business / Last Name.

   To search by specific details relating to valid licenses – hover over "Search" drop down menu in upper left corner, then select License:
   www.permit.cityofsalem.net

3. The following displays

4. License Number = Input the License number you are looking for.
   Note: This is an 8 digit number you can include or exclude the dash.

5. Licensed Business / Licensee Last Name = Input any portion of the Licensed Business or Licensee Last Name you are looking for.
   Note: Less is more when searching for Licensed Business or Licensee Last Name, i.e. searching for "Yellow" instead of "Salem/Keizer Yellow Cab" or searching for "Thompson" instead of "Michael Thompson" will return better results.

6. You can search by License Type. This drop down includes the different varieties of license types that the City provides/requires.

RESULTS PAGE

- The license number is an active link to that specific license. Upon clicking this link you will be directed to the Details Page.
- The Status column indicates the license status as of search date.
  Note: Only Active licenses are shown

Other columns are defined through the search page.

DETAILS PAGE

LICENSE DETAILS SECTION

- The Expiration Date field refers to prospective expiration date of that license.
  Note: If this date is near, the licensee should communicate to the appropriate work group regarding renewal.
- The Description field refers to general details of this license.
- The In Date is the date the application for this license was submitted to the City.
- The Issue Date is the date the application for this license was validated.

PEOPLE DETAILS SECTION

- This refers to people associated with this license.

FOLDER INFO SECTION

- This information refers to any pertinent details about this license.

Last Updated 12/3/10