

PUBLIC PORTAL USER GUIDE

Permits /Address Search tool

SEARCH PAGE

The Permit search page allows you to search for Permit information based on license number, last name, business name and/or License type.

2. If you are looking to search using different criteria please open the Search All mode by hovering over the "Search" drop down menu in the upper left corner, then select Search All. This search allows you to look up by Folder number, Property Address, date specific work and Business / Last Name.

Permit Number: <input type="text"/> NNNNNNNN (8 digits) -or- NN-NNNNNN			
Number		Street Name	
Property Address: <input type="text"/>		<input type="text"/> <input checked="" type="radio"/> Starts With <input type="radio"/> Contains	
Enter either a portion of / the entire house number (such as "400") - or a portion of / the entire street name (such as "high") - or both the house number and street name. NOTE: Street Type and Street Direction should not be entered.			
Choose one date search method, if desired.			
In Date: <input type="text"/>	<input type="text"/>	Date Range: <input type="text"/>	4-digit Year: <input type="text"/>
MM/DD/YYYY		Select Range	
Applicant Last Name: <input type="text"/>		<input checked="" type="radio"/> Starts With <input type="radio"/> Contains	
Business Name: <input type="text"/>			
Enter either any portion of an individual's last name OR a business name.			
Select any combination of "Permit", "Sub", and "Work" type to further restrict your search criteria.			
Permit Type:	<input type="text"/>		
Permit Sub Type:	<input type="text"/>		
Permit Work Type:	<input type="text"/>		
Select a "Neighborhood" or enter a "bin number" to further restrict your search criteria.			
Neighborhood:	<input type="text"/>		
Bin #:	<input type="text"/>	(Current active plan reviews only)	
<input type="button" value="Submit"/>		<input type="button" value="Clear"/>	

1. Permit Number = Input the Permit number you are looking for.
Note: This is an 8 digit number you can include or exclude the dash.
2. Property Address = Input any portion of the address you are looking for.
Example: Input "400" if you are looking for any structure with "400" in the address, such as "4001", "2400", etc.

Example: Input "Eagle" if you are looking for any street with "Eagle" in the name, such

as “Eaglet”, “Bald Eagle”, “Glyneagle”, etc.

Note: Less information will return greater results – by not entering “Street Type” or “Street Direction” you would get results to include “Avenue”, “Parkway” and “SE”, “NE” etc.

3. In Date = Input the date plans or application was submitted to the City.

Note: This may not be the date the permit was issued or made valid.

4. Date Range = This drop down allows you to search Permits submitted within a certain time frame.

Note: This is from today’s date and before.

5. 4-digit Year = Input the calendar year to search all permits submitted within that complete year.

Note: This will return a full years’ worth of results.

6. Business / Last Name = Input any portion of the Business or persons’ Last Name you are looking for.

Note: This will return only matches for name of the primary person listed on Permit.

Example: On most Building and Public Works permits this would be “Applicant”.

7. You can search by any combination of the following:

Permit Type = this drop down includes all permit types eligible to be searched online.

Permit Sub Type = this drop down includes the different varieties of permit types that the City provides.

Permit Work Type = this drop down includes the type of work being done for the permit type you are searching.

Note: Some permit types do not have Work Types associated with them.

8. Neighborhood = this drop down list includes all the City-defined Neighborhood Associations.

Note: This type of search may only return Planning/Land Use permit types, instead of Building or Public Works permits.

- The permit number is an active link to that specific permit. Upon clicking this link you will be directed to the Details Page.
- The Status column indicates the permit status as of search date.
- Other columns are defined through the search page.

DETAILS PAGE

PERMIT DETAILS									
Permit #	Type	Sub Type	Work Type	Reference #	Site Address	Status	In Date	Issue Date	Expiration Date
09-121325-00-SD	Storm Permit	Single Family	Dryline		2961 CHRISTOPHER ST NW	Incomplete	Dec 8, 2009		
Description PW BIN #1 POC THOMAS ARROWSMITH 360-901-9605									
Related Permits/Licenses									
Parent >> Child		Description			Site Address			Status	
09-121324-00		Plumbing Permit			2961 CHRISTOPHER ST NW, SALEM, OR 97304			Finaled	
>> 09-121325-00 - Selected		Storm Permit			2961 CHRISTOPHER ST NW, SALEM, OR 97304			Incomplete	
PROPERTY DETAILS									
Number	Street			Street Type	Dir	Unit Number	City	State	Zip
2941	CHRISTOPHER			ST	NW		SALEM	OR	97304
2961	CHRISTOPHER			ST	NW		SALEM	OR	97304
2981	CHRISTOPHER			ST	NW		SALEM	OR	97304
PEOPLE DETAILS									
Desc.	Organization/Name			Address			City	State	Zip
Applicant	AHO CONSTRUCTION 2 INC			5512 NE 109TH CT SUITE 101			VANCOUVER	WA	98662
Contractor	DAN TAPANI EXCAVATING LLC			PO BOX 2618			BATTLE GROUND	WA	98604
PERMIT INFO									
Info. Desc.				Value					
Jurisdiction				Salem					
Street Opening Req'd				No					
Easement Req'd				No					
Storm Tap Type				None					
Lane Closure Req'd				None					
Storm Tap #2 Type				None					
Working in ROW?				No					
PROCESSES AND NOTES									
Process Description		Status	Scheduled Start Date	End Date	Assigned User	# of Attempts	Attempt Details		
DS Plan Review		Revisions Requested			Lyle Misbach (6211) LMisbach@cityofsalem.net	4	Details		

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[New Search](#)

Need Help Using PERMIT SEARCH? Check out the [Permit Search User Guide](#).

PERMIT DETAILS SECTION

PERMIT DETAILS									
Permit #	Type	Sub Type	Work Type	Reference #	Site Address	Status	In Date	Issue Date	Expiration Date
09-121325-00-SD	Storm Permit	Single Family	Dryline		2961 CHRISTOPHER ST NW	Incomplete	Dec 8, 2009		
Description									
PW BIN #1 POC THOMAS ARROWSMITH 360-901-9605									

- The Expiration Date field refers to prospective expiration date of that permit.
Note: If this date is near communication should be made to the appropriate work group.
- The Description field refers to scope of work and/or general details of permit.
- Other fields are defined through the Search Page.

RELATED PERMITS SECTION

Related Permits/ Licenses			
Parent >> Child	Description	Site Address	Status
09-121324-00	Plumbing Permit	2961 CHRISTOPHER ST NW, SALEM, OR 97304	Finald
>> 09-121325-00 - Selected	Storm Permit	2961 CHRISTOPHER ST NW, SALEM, OR 97304	Incomplete

- This section shows all permits associated with the specific permit you are reviewing.
- This section includes permits across different work groups involved in the development process.
- The Parent >> Child column = Parent permit is the top-level permit about the same one project that the permit you are reviewing is related to. Child Permits are any other permits subsequent to the specific permit you are reviewing.
- Other fields are defined through the Search Page.

PROPERTY DETAILS SECTION

PROPERTY DETAILS							
Number	Street	Street Type	Dir	Unit Number	City	State	Zip
2941	CHRISTOPHER	ST	NW		SALEM	OR	97304
2961	CHRISTOPHER	ST	NW		SALEM	OR	97304
2981	CHRISTOPHER	ST	NW		SALEM	OR	97304

- This refers to all properties associated with this permit/job.

PEOPLE DETAILS SECTION

PEOPLE DETAILS					
Desc.	Organization/Name	Address	City	State	Zip
Applicant	AHO CONSTRUCTION 2 INC	5512 NE 109TH CT SUITE 101	VANCOUVER	WA	98662
Contractor	DAN TAPANI EXCAVATING LLC	PO BOX 2618	BATTLE GROUND	WA	98604

- This refers to all people associated with this permit/job.

FOLDER INFO SECTION

PERMIT INFO	
Info. Desc.	Value
Jurisdiction	Salem
Street Opening Req'd	No
Easement Req'd	No
Storm Tap Type	None
Lane Closure Req'd	None
Storm Tap #2 Type	None
Working in ROW?	No

- This information refers to any pertinent details about this permit/job.

PROCESS AND NOTES SECTION

PROCESSES AND NOTES						
Process Description	Status	Scheduled Start Date	End Date	Assigned User	# of Attempts	Attempt Details
DS Plan Review	Revisions Requested			Lyle Misbach (6211) LMisbach@cityofsalem.net	4	Details

- The Process Description represents each step in the required workflow done by either City Staff and/or by customer.
- The Status refers to the most current stage the process is at in the workflow, i.e. "Approved" versus still "In Review".
- The Scheduled Start Date is the date the process is available to be worked on/able to be scheduled.
- The End Date is the date the process was signed off for completion of this step in the workflow.
- The Assigned User is the City Staff that input the most current status result on this process.
- The # of Attempts is the total number of results entered including the current status result.
- The Attempt Details is a link to all of the result details related to the process.

Last Revised 12/3/10