

PUBLIC PORTAL USER GUIDE

“Search All” search tool

SEARCH PAGE

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

If you are looking to search using different criteria please open one of the other search tools by hovering over the “Search” drop down menu in the upper left corner, then select the type of search you want. These searches allow you to look up by Folder number, Property Address, date specific work, neighborhood and Business / Last Name.

Application, License, or Permit Number: NNNNNNNN (8 digits) -or- NN-NNNNNN

Number Street Name

Property Address: Starts With 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: Date Range: 4-digit Year:

MM/DD/YYYY Select Range YYYY

Applicant Last Name: Starts With Contains

Business Name:

Enter either any portion of an individual's last name OR a business name.

Select a "Neighborhood" to further restrict your search criteria.

Neighborhood:

1. Application, License or Permit Number = Input the Application, License or 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 Application/Permit/License was issued or made valid.

4. Date Range = This drop down allows you to search Applications/Permits/Licenses 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. Applicant Last Name = Input any portion of the persons’ Last Name you are looking for.
Note: This will return only matches for name of the primary person listed on Application/Permit/License.
Example: On most Building, Planning and Public Works permits this would be “Applicant”.

7. Business Name = Input any portion of the Business Name you are looking for.
Note: This will return only matches for name of the primary business listed on Application/Permit/License.

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/licenses.

Tips:

- You can search by any combination of the above components.
- Be sure to clear the search form between searching for different results. Each drop down list includes a “Blank” selection or use the “Clear” button to clear all.
- Search results are limited to 2000 records. Refine your search criteria accordingly.
- Some searches may take more time based on what is input or numbers of records returned such as searching for a portion of an address.

RESULTS PAGE

[Back](#)
[New Search](#)

APPLICATION/LICENSE/PERMIT DETAILS

ID #	Description	Appl/Sub Type	Work Type	Reference#	Site Address	Status	In Date	Issue Date	Expiration Date
10-108278-00- LI	Police Protective License	Vehicle for Hire Driver				Valid	Nov 30, 2010	Nov 30, 2010	Dec 31, 2010

Related Applications/Licenses/Permits

No Related Applications

PEOPLE DETAILS

Desc.	Organization/Name	Address	City	State	Zip
Business	ABC TAXI	1234 A ST	SALEM	OR	
Licensee	DEVRIES, LEAH				

APPLICATION/LICENSE/PERMIT INFO

Info. Desc.	Value
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PROCESSES AND NOTES

Process Description	Status	Scheduled Start Date	End Date	Assigned Staff	# of Attempts	Attempt Details
Create License	Open	Nov 30, 2010			0	
Suspended	Open			PAC Coordinator	0	
Revoked/Police	Open			PAC Coordinator	0	

- The ID number is an active link to that specific Permit, License, or Land Use Application. Upon clicking this link you will be directed to the Details Page.
- The Status column indicates the Permit/License/Land Use Application status as of search date.
- Other columns are defined through the search page.

Related Permits / Licenses and Land Use Application Section

Related Applications/Licenses/Permits			
Parent >> Child	Description	Site Address	Status
>> 09-105128-00 - Selected	Sign Permit	555 LIBERTY ST SE	Expired
>> 09-105143-00	Sign Permit	555 LIBERTY ST SE	Cancelled

- This section shows all permits, licenses and land use applications associated with the specific permit you are reviewing.
- This section includes permits, licenses and land use applications 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
555	LIBERTY	ST	SE		SALEM	OR	97301
Central Area Neighborhood Development Organization (CAN-DO)							

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

People Details Section

PEOPLE DETAILS					
Desc.	Organization/Name	Address	City	State	Zip
Business	ABC TAXI	1234 A ST	SALEM	OR	
Licensee	DEVRIES, LEAH				

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

Permit, License or Land Use Application Info Section

APPLICATION/LICENSE/PERMIT INFO	
Info. Desc.	Value
In City Limits?	Yes
Type of Construction	V B
Water service pipe - 1st 100'	1

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

Process and Notes Section

PROCESSES AND NOTES						
Process Description	Status	Scheduled Start Date	End Date	Assigned Staff	# of Attempts	Attempt Details
Application Intake	Open	Jun 11, 2009		Inspection Supervisor	0	
Assign Bin Number	Open	Jun 11, 2009		Permit Technician	0	
Canceled	Open			PAC User BldgSafety@cityofsalem.net	0	
Underground Plumbing Inspection	Open			Inspector Plumbing	0	
Sewer - Underground Plumbing Inspection	Open			Inspector Plumbing	0	
Storm - Underground Plumbing Inspection	Open			Inspector Plumbing	0	
Underfloor Plumbing Inspection	Open			Inspector Plumbing	0	
Top Out/Cover Plumbing Inspection	Open			Inspector Plumbing	0	
Shower Pan Inspection	Open			Inspector Plumbing	0	
Footing Drain Inspection	Open			Inspector Plumbing	0	
Rain Drain Inspection	Open			Inspector Plumbing	0	
Water Service Inspection	Inspected	Jun 23, 2009		Inspector Plumbing	2	Details
Water Heater Plumbing Inspection	Open			Inspector Plumbing	0	
Medical Gas Inspection	Open			Inspector Plumbing	0	
Backflow Device Inspection	Open			Inspector Plumbing	0	
Final Plumbing Inspection	Finalled	Jul 13, 2009	Jul 13, 2009	Jesse Wright JWright@cityofsalem.net	1	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.

12/3/10