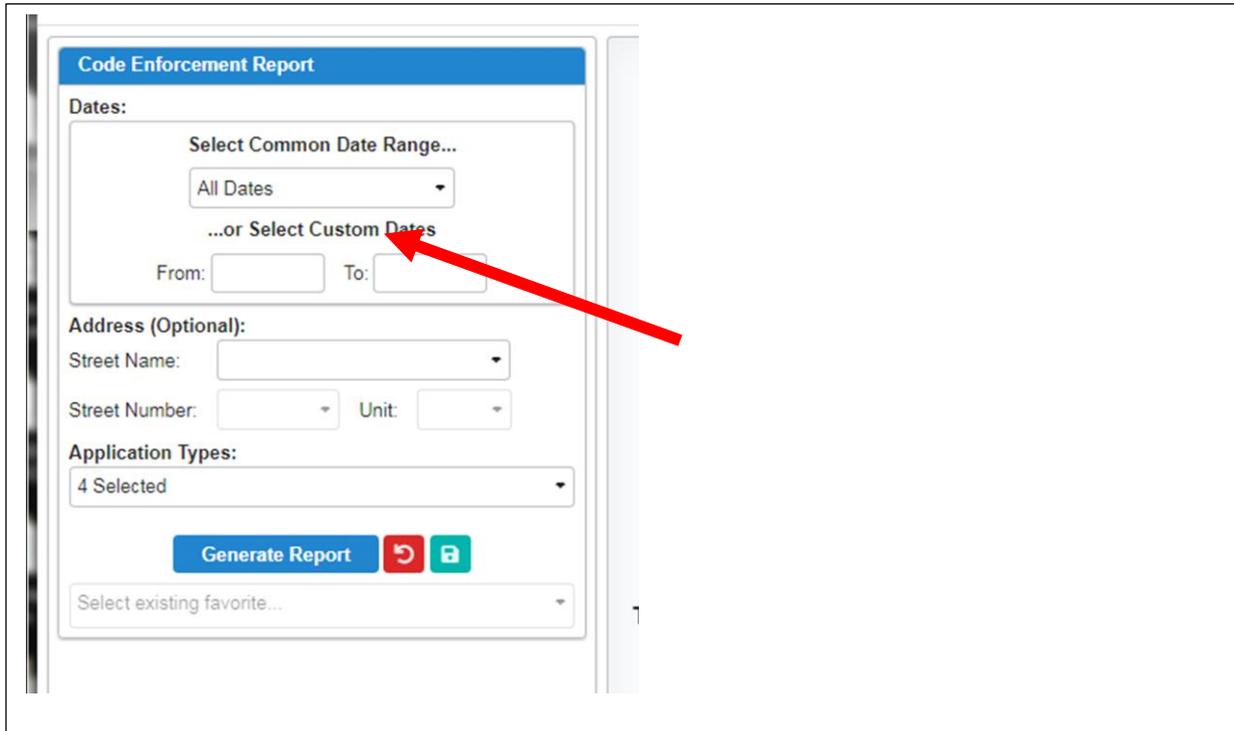


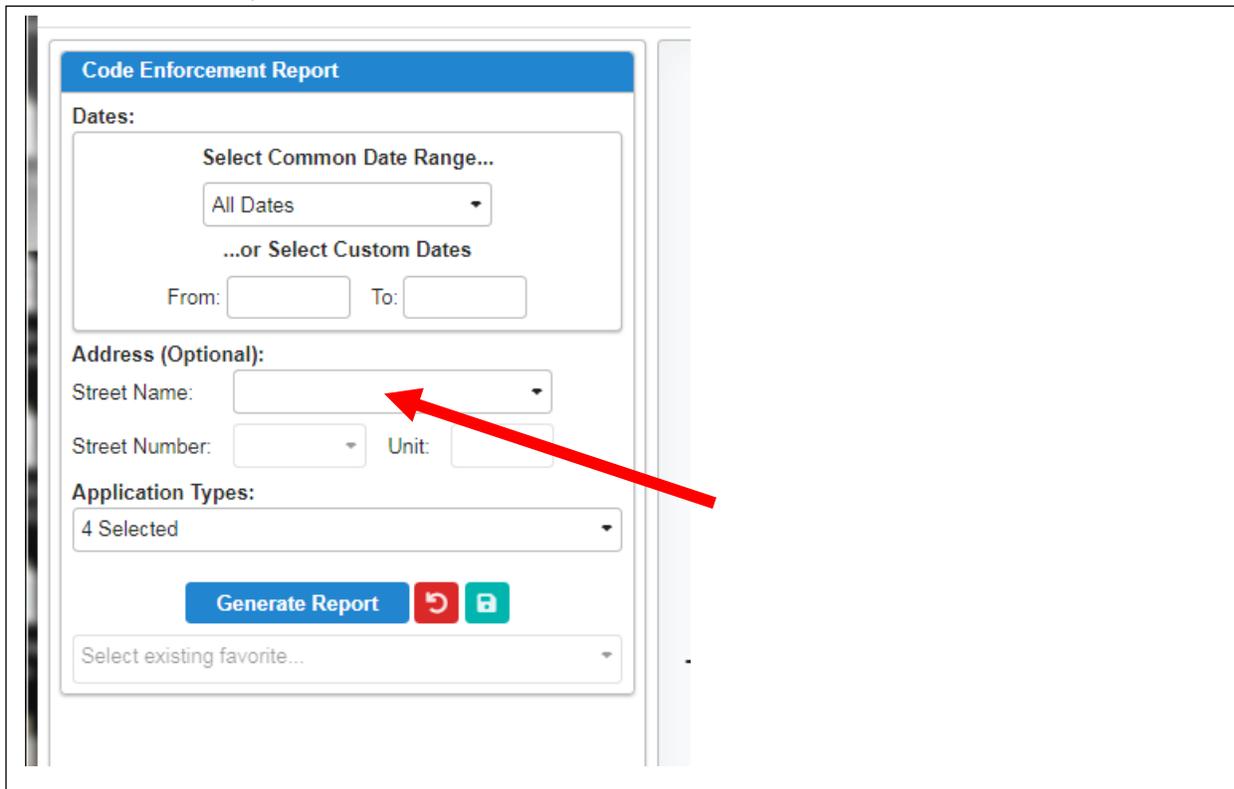
Property History and Permit Search Instructions

OPTION 1 - Select by Date or Date Range:



The screenshot shows a web form titled "Code Enforcement Report". Under the "Dates:" section, there is a "Select Common Date Range..." dropdown menu currently set to "All Dates". Below this is a link that says "...or Select Custom Dates", which is highlighted by a red arrow. Underneath the link are two input fields labeled "From:" and "To:". The "Address (Optional):" section includes a "Street Name:" dropdown, "Street Number:" and "Unit:" dropdowns. The "Application Types:" section shows a dropdown menu with "4 Selected". At the bottom of the form are a blue "Generate Report" button, a red refresh icon, a green lock icon, and a "Select existing favorite..." dropdown.

OPTION 2 - Select by Address:



This screenshot shows the same "Code Enforcement Report" form as above. In this view, the red arrow points to the "Street Name:" dropdown menu in the "Address (Optional):" section. The "Dates:" section and "Application Types:" section are identical to the previous screenshot.

Property History and Permit Search Instructions

OPTION 3 - Select by Application Type(s):

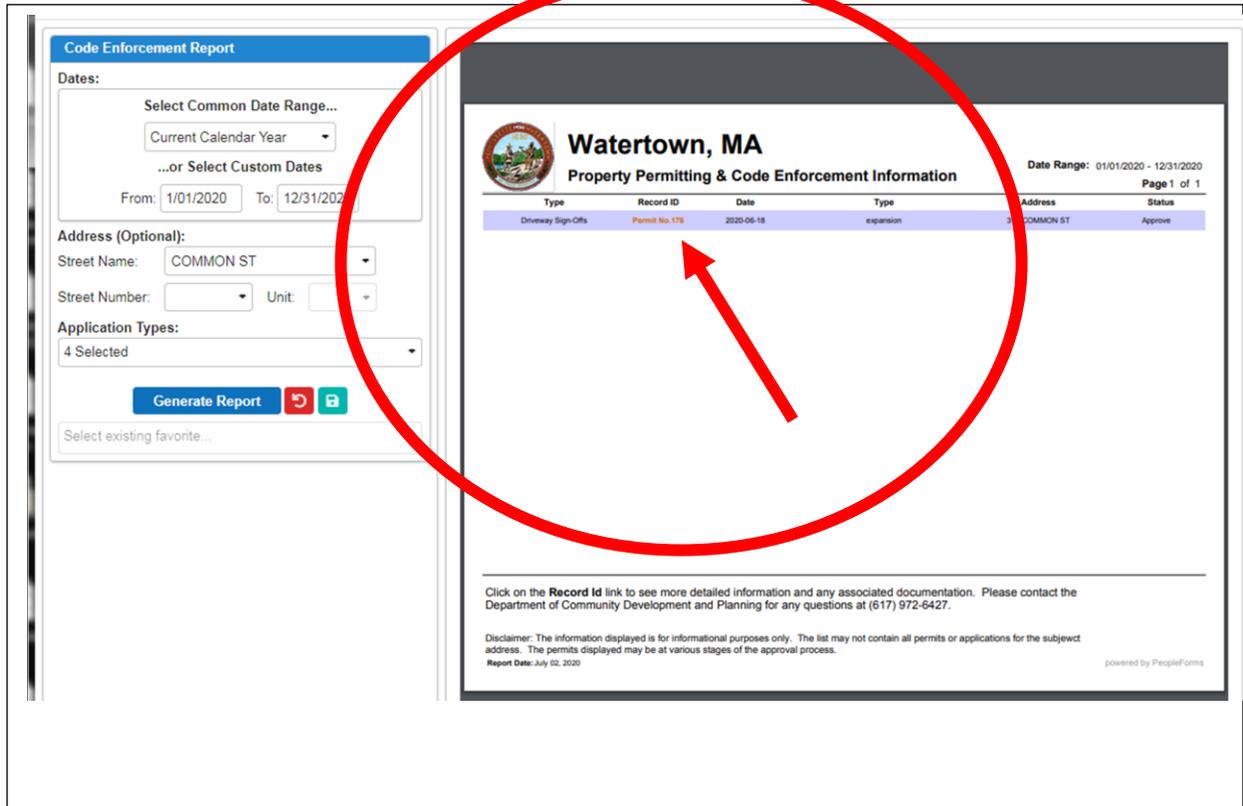
The screenshot shows the 'Code Enforcement Report' form. The 'Dates' section has a dropdown for 'All Dates' and '...or Select Custom Dates' with 'From' and 'To' input fields. The 'Address (Optional)' section has dropdowns for 'Street Name', 'Street Number', and 'Unit'. The 'Application Types' section shows '4 Selected' and a list of four items, each with a checked checkbox: 'Select All', 'Code Enforcement Log', 'Planning/Zoning Projects', and 'Basic Research Letter'. A red arrow points to the 'Select All' checkbox.

Once you select your search option(s) click on [Generate Report](#)

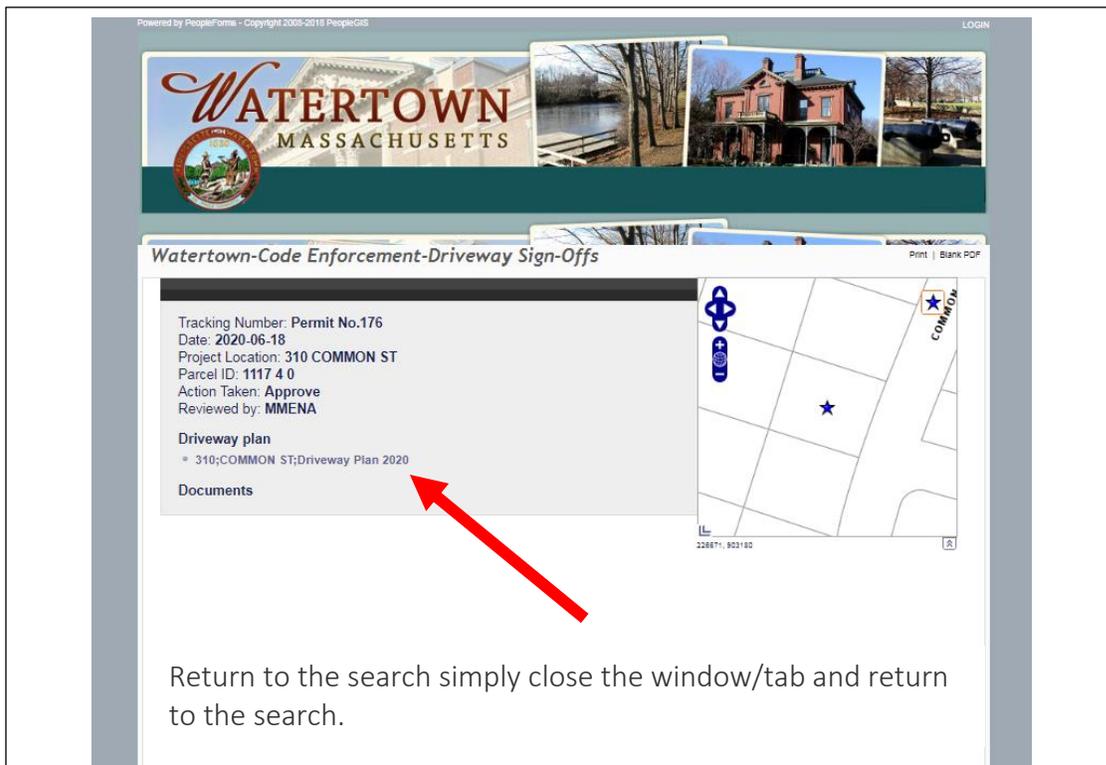
The screenshot shows the 'Code Enforcement Report' form with the following details: 'Dates' section has 'Current Calendar Year' selected and 'From: 1/01/2020' and 'To: 12/31/2020' entered. 'Address (Optional)' section has 'COMMON ST' selected for 'Street Name'. 'Application Types' section shows '4 Selected'. A red arrow points to the 'Generate Report' button, which is blue with white text. To the right of the button are two smaller icons: a red one with a white circular arrow and a green one with a white padlock. Below the button is a dropdown menu with the text 'Select existing favorite...'. On the right side of the form, there is a vertical grey bar with the letter 'T' at the bottom.

Property History and Permit Search Instructions

Your Report will be generated and seen to the right of the search. Right click on the **Record ID** you are interested in, and select “**open link in new window,**” where you will find more detailed information and associated documents.



The individual Record ID information will appear in a separate window/tab. You may view any associated documents by clicking on the links.



Return to the search simply close the window/tab and return to the search.