



Public Portal – Search and View Applications

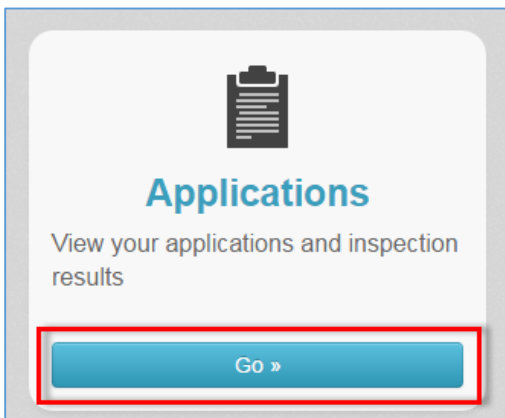
Portal Information – Public

Some information is available to the public user. Creating an account is not required but the viewable information may be limited.

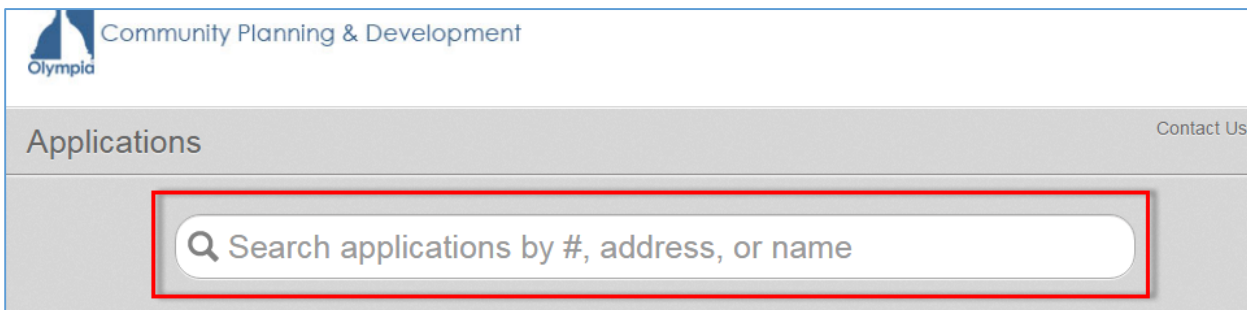
APPLICATIONS

The applications module allows you to search for permit records and related public information.

1. Select **Go** under Applications.



2. You will be brought to the Applications page. Here, you can search applications by permit number, address, or name.



NOTE: The permit information shown in the images do not reflect any actual permits.

Updated: 7/3/2017

3. Enter the search parameters into the search field.

The screenshot shows the 'Applications' page with a search bar containing '17-117'. A dropdown menu displays the following results:

Application ID	Description	Address	Applicant
17-1172	Demolition of Duplex Build	2 WATERSHED PARK Olympia, WA 98501	LOCKE, JESSICA
17-1173	Private Utilities (Cable/Fibe	601 4TH AVE E Olympia, WA 98501-1112	CITY OF OLYMPIA
17-1170	Electrical - Sign	12 CITYWIDE, TEMP ELEC Olympia, WA 98501	LOCKE, JESSICA ADVANCED SIGNS LLC
17-1171	Sign	6 WATERSHED PARK Olympia, WA 98501	LOCKE, JESSICA

Below the search results are four service cards: 'Apply Online', 'Pay Online', 'My Inspections', and 'My applications', each with a corresponding button.

4. Select the desired record from the list.

This screenshot is identical to the previous one, but the record for application ID '17-1173' is highlighted with a red box, indicating it is the selected record.

NOTE: The permit information shown in the images do not reflect any actual permits.

5. Selected permit information will appear.

Community Planning & Development
Olympia

17-1173 Private Utilities (Cable/Fiber Optic/Gas/Phone/Power) [✉ Contact](#)

Address: 601 4TH AVE E Olympia, WA 98501-1112 Parcel #: 78200500100	Status: Pending Submittals	Submitted: 3/29/2017 Approved: Issued: Closed: Expires: 9/25/2017	Inspections: Required: 28 Complete: 0
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Project:
City of Olympia Utilities Test for Portal Documentation

ADVANCED SEARCH

The Advanced Search module allows you to search for permit records and related public information with more filters and options than the regular search.

To View:

1. Select **Go** under Applications.

Applications
View your applications and inspection results

[Go »](#)

2. You will be brought to the Applications page.

3. Select **Advanced Search** under Other Services.

Apply online
Apply online with our quick and easy process
[Apply »](#)

Pay online
Pay your applications quickly and securely
[Pay »](#)

My inspections
Request an inspection when you are ready
[Request »](#)

My applications
Review your applications and inspection results
[View »](#)

Other services

- [Advanced search](#)
- [Inspection schedule](#)
- [Reports](#)
- [Documents](#)

NOTE: The permit information shown in the images do not reflect any actual permits.

4. You will be brought to the Advanced Search page. Here, you will have several search options:

- Number – Permit or Project Number
- Type – Permit or Project Type
- Supplementals – *This feature is not used at this time*
- Status – Current Permit Status
- Submitted On – Date that the application was submitted
- Issued On – Date that the permit was issued
- Finaled On – Date that all inspections were completed
- Site Address – Address of the permit or project site
- Site City – City of the permit or project site (this will always be Olympia)
- Zip Code – Zip Code of the permit or project site
- Parcel Number – Parcel Number of the permit or project site
- Primary Contact – Primary Contact for the permit or project
- Primary Contractor – Primary Contractor for the permit or project

5. Enter your search parameters into the available fields.

The image shows a web form titled "Advanced Search" with several input fields. The "Type" field has a dropdown menu open, showing a list of permit types. The "Submitted On" field is highlighted in blue. The "Status" field is also highlighted in blue. The "Site Address" and "Site City" fields are empty text boxes.

Field Label	Value / Options
Number:	<input type="text"/>
Type:	Select an Option Commercial Driveway Commercial Foundation Commercial Miscellaneous Commercial Mixed Use Commercial Re-Roof Commercial Tenant Improvement Commercial Septic
Supplementals:	<input type="text"/>
Status:	Commercial Mixed Use
Submitted On:	<input type="text"/>
Issued On:	<input type="text"/>
Finaled On:	<input type="text"/>
Site Address:	<input type="text"/>
Site City:	<input type="text"/>

NOTE: The permit information shown in the images do not reflect any actual permits.

6. Once you've completed the search parameters you're using, select **Search**.

Issued On:

Finaled On:

Site Address:

Site City:

Zip Code:

Parcel Number:

Primary Contact:

Primary Contractor:

7. Your search results appear. Select the permit number to open the permit information.

[Basic Search](#) [Map Results](#)

[Edit Search](#)

1 results

17-1848	Commercial Mixed Use Issued, 5/22/2017	110 5TH AVE SE BLDG Olympia, WA	KBJ INVESTMENTS LLC
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8. If you do not find the results you're looking for, select **Edit Search** to edit your search parameters and search again.

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