How to Use Citizen Self Service
Search Permit / Plan / Inspection

- From the CSS Home screen click the “Search” menu option

![Citizen Self Service](image)

Welcome
Welcome to Self Service!

- From the “Search” select box, select the type of search you wish to perform

![Search Options](image)

- Each search type will have different search criteria as shown below
- You can search by any of the criteria available on the search form
- The fastest search will be if you have the Permit/Plan or Inspection number
- The Address or Parcel search will be the next best alternative if you do not have a case number (Permit/Plan/Inspection number)

**Permit**

![Permit Search](image)
Plan

Enter your search criteria and click the "Search" button
The results of your search will appear below the search form

Inspection

Click on the Permit/Plan/Inspection number to open that case

Found 1 result

Sort: Relevance

Next | Top | Paging Options | Main Menu

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Applied Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-002463-2018</td>
<td>12/06/2018</td>
</tr>
</tbody>
</table>

Type: Residential Accessory Structure

Project Name
Status: Expired
Main Parcel: 032023D375
Address: 8630 BRISTOL LAKE DR AMELIA OH 45102
A new tab should open in your browser showing the case details. You can navigate the various details by clicking any of the tabs below the "Details" section.

The information from the tabs will display below the Detail section as shown below. Note that there may be additional navigation tabs in the section.

To return to the original Search screen click the Search button from the top menu.