Permit & Site History Research Tool
Quick Sheet

A brief guide to getting the most out of this research tool.

**From the Permit & Site History Research tool home page,
enter the address in the search bar or click "Go to the map" to find your site.**

## Understanding your search results.

Links & Development Site

Site Characteristics Report: Download this report to find data specific to the development site. The report includes addresses, parcel information, zoning and overlay information including environmentally critical areas, land use thresholds and specific data layers from other departments along with descriptions and resource links.

King County Assessors: Visit this webpage by clicking on the tax parcel number for the address you searched to review the Property Details information.

SDCI Property Information Map (GIS): Use this tool to select data layers to display on a map view.

Shaping Seattle: Use this tool to see active permits, complaints, violations and rental registrations across the city

Development Site. The Research Results section highlights the Development Site information including a map diagram and the addresses that fall within that site and control the results listed within the tabs below.
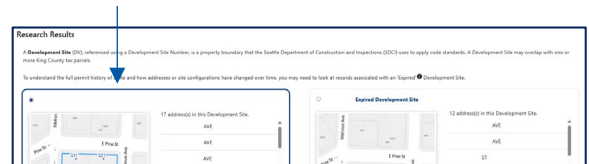
Records & Documents Tabs

Tab 1: Records 1983 – Present: Includes all records from current and previous permit tracking systems. All results listed include associated record numbers. More recent projects will link to Accela (permit tracking system) and older records will link to a page displaying key data from the historic permit tracking system.

Tab 2: Plans, Documents & Historical Records: Includes all materials submitted with the associated record numbers, such as application forms, letters, reports, plans etc. The historic records include all microfiche that we have scanned and uploaded. Click on the download button icon on the far-left column to download and view that document. Restricted documents are displayed with a lock icon and will need to be requested through the Microfilm Library.
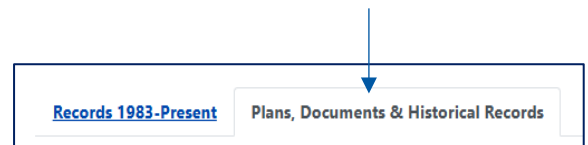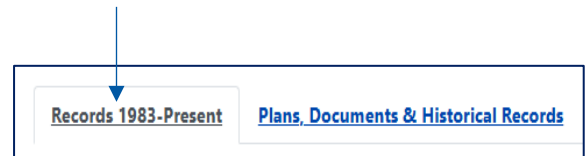
Options for Sorting Tab Results

o Enter **Date Range** of interest.

o Click on one or more **Record Type filters** to see specific types of records. Rest the cursor on the Record Type filter name to see list of contents included in that filter. Click on "Clear Filters" or on an already selected Record Type to change the results displayed. Note: Only Tab 2 includes a "Historical Records" filter.

o **Enter key word(s) in the Search box** to see the records/documents containing those key words.

o You can **Sort by Column** by clicking the tiny arrow next to the column name to adjust the order of results displayed either alphabetically or numerically.

o At the bottom of the page, adjust the **Number of Records Per Page** to be displayed by clicking on the arrow to drop down the options.

Map View

Navigate to the map view from either the home page or the results page. Once on the map view, you can move around to find information.

o **Click on a blue address dot** to view details of the development site at that location. Note that an address dot may represent more than one address.

o **Zoom in/out** using your mouse or the arrow buttons in the lower-left corner.

o **Switch between map view or aerial photograph view** by clicking on the square tile in the lower-left corner.

o **Links from the search results page are also listed** in the panel on the upper-right. Rest your cursor on the "Addresses in Development Site" option(s) to view the site outlined on the map. Click "Continue to records and documents" to return to the search results page.

o **Click on a different blue address dot** and the data box will update, as will the results on the search results page if you return via "Continue to records and documents".
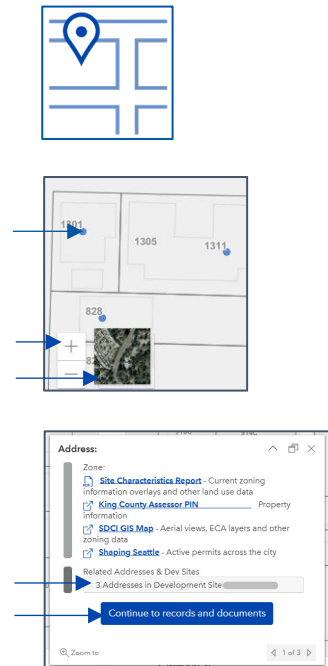
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