

How to Search for an Existing Address using the Advanced Search Method on MyBuildingPermit.com

Applies to: MyBuildingPermit.com Public Site

- This feature will allow the customers to search for existing addresses.

Preparation

Before starting this procedure, you will need the following:

1. This feature requires you to have an active MyBuildingPermit.com account.
2. You will need to know the jurisdiction and some details of the address you want to search.

Instructions



1. Go to MyBuildingPermit.com website.

Click 'Apply for Permit'.



2. Confirm if you're a licensed contractor by clicking the appropriate radio button next to it.

Enter your 'Login Name' and your 'Password'.

Click 'Login'.

MyBuildingPermit.com
a service of eCityGov.net

Home Login/Register Apply For Permit Basket Help

Pre-Application: Address Search Permit Type Work Type Summary

Job Site Address Search
Search for and select where the work will be done:

Simple Search Advanced Search

* Jurisdiction to issue permit:

Start Search

3. You can select from two options to search for the address: Simple Search and Advanced Search.

To use the Advanced Search, click the radio button next to it.

Home Login/Register Apply For Permit Basket Help

Pre-Application: Address Search Permit Type Work Type Summary

Job Site Address Search
Search for and select where the work will be done:

Simple Search Advanced Search

Choose the Jurisdiction to issue the permit and at least one other field. Typically fewer option selections = search results. Example: City and Address Number only.

* Jurisdiction to issue permit:

Parcel Number:

Address Number ONLY: (DO NOT enter Street Name) Street Name:

Owner's Last Name or Company Name: Owner's First Name:

Text Matching: Exact Match Similar Match

Start Search

4. On 'Jurisdiction to issue permit', select the city from the dropdown list next to it. Enter at least one other field (e.g., address or parcel number, street name, etc..)

You may also select a text matching option: Exact Match or Similar Match.

Click the 'Start Search' button.

Start Search

Select address to continue to Permit Type selection.
Sort columns by clicking on header. You may update the owners name later in the application process.

	Parcel No.	Address Number	Street Name	Unit #	Jurisdiction	Zip Code	Owner's First Name	Owner's Last Name
Select	7856620060	4509	145TH PL SE		BELLEVUE	98006	Priscilla H	Lee
Select	4035900173	4509	116TH AVE SE		BELLEVUE	98006	Timothy K	Gilday
Select	7856600500	4509	143RD AVE SE		BELLEVUE	98006	Michael Anthony	Fleming
Select	7856600990	4509	144TH AVE SE		BELLEVUE	98006	Mark S	Hendrickson
Select	7856700110	4509	147TH AVE SE		BELLEVUE	98006	Richard S	Sydney
Select	2206700175	4509	150TH AVE SE		BELLEVUE	98006	James C	Spahr
Select	7855800590	4509	134TH PL SE		BELLEVUE	98006	David R	Pascho
Select	7856000010	4509	141ST AVE SE		BELLEVUE	98006	Bruce A	Engberg
Select	3459400060	4509	153RD AVE SE		BELLEVUE	98006	*	D.C.L. INC
Select	2206700175	4509	150TH PL SE		BELLEVUE	98006	James C	Spahr

1 2 3 4 5 6 7 8 9

5. A more complete list of addresses with the city and the address number you have entered will appear.