

INSTRUCTIONS TO RESEARCH BUILDING PERMITS ISSUED BY ESCAMBIA COUNTY IN THE INTERNET

1. IN YOUR COMPUTER, TYPE WWW.MYESCAMBIA.COM
2. ON THE MAIN PAGE GO TO THE LOWER RIGHT CORNER TO FIND THE **QUICK LINKS** box.



3. Click on the Building Inspections link

4. In the next page, Go down in the central section and look for the **SEARCH PERMITS RECORDS ON LINE** link



5. Click on the link name

6. In the next page, Click on the second tab: **BUILDING**



7. In the page that will appear, Scroll down to the **GENERAL SEARCH** section

General Search General Search

Permit Number: Permit Type:

Project Name:

Start Date: End Date:
(mm/dd/yyyy) (mm/dd/yyyy)

License Type: State License Number:

First: Last: Name of Business:

Street No: Direction: Street Name: Street Type: Street Suffix:
(e.g. N) (e.g. Main)

8. Delete the **START DATE** information
This is very important

9. In the **ADDRESS** windows, write down **ONLY** the Street Number and the Street Names, No direction, No Street Type or Suffix.

The screenshot shows a form with five fields: 'Street No:', 'Direction:', 'Street Name:', 'Street Type:', and 'Street Suffix:'. Each field has a corresponding input box or dropdown menu. Red arrows point from the 'Street No:' and 'Street Name:' fields to the text 'Write only here' and 'And here.' respectively. Below the 'Direction:' dropdown, there is a note '(e.g. N)'. Below the 'Street Name:' input box, there is a note '(e.g. Main)'.

10. Write only here
- And here.

Leave the rest of the fields blank.

11. Scroll down and Click on the **SEARCH** button.

The screenshot shows a search form with three input fields: 'City:', 'State:', and 'Zip:'. Below these fields is a 'Search' button. A red arrow points from the text 'Click on the SEARCH button.' to the 'Search' button.

12. The Issued permits will appear in next page in Groups of up to 10.

The screenshot shows search results for 2 permits. The results are displayed in a table with the following data:

Date	Building Number	Building Type
06/18/1998	98061976	Building/Services/Residential/Mechanical
05/28/1998	98052793	Building/Services/Residential/Electrical

13. Click on each **permit number** To see all the details of the Permit.

14. Click on each of the permit sections to look up to the details of: **FEES, INSPECTIONS, PROCESSING, ATTACHMENTS AND RELATIONSHIP WITH OTHER BUILDING PERMITS.**

15. You may print (or copy and save) any or all the aspects of the permit from your computer.

HOPE THIS WILL HELP YOU IN YOUR RESEARCH.

BUILDING INSPECTIONS DIVISION PUBLIC RECORDS SECTION

If still in doubt, please call Hector to (850) 554-2054, or write to hgmontalv@co.escambia.fl.us.