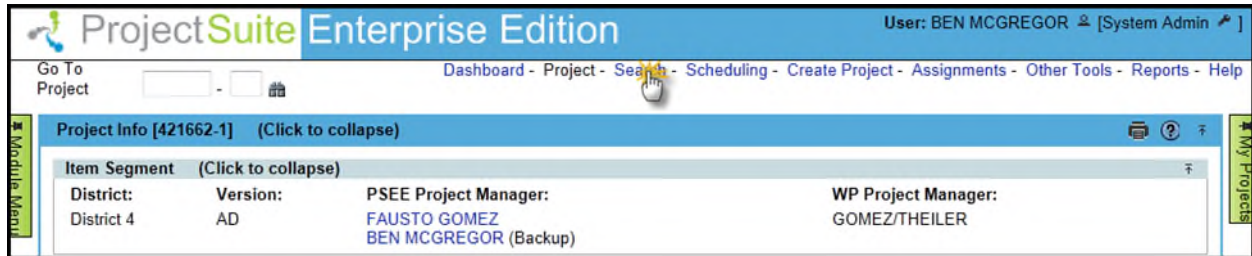


Permit Search

The Permit Search feature allows users to search for particular Permits using the values stored in PSEE related to Permits. For more information regarding Permits in PSEE, please read the [Permit Module Help Document](#).

1. Select **Search** from the main menu on the upper right corner of the screen.

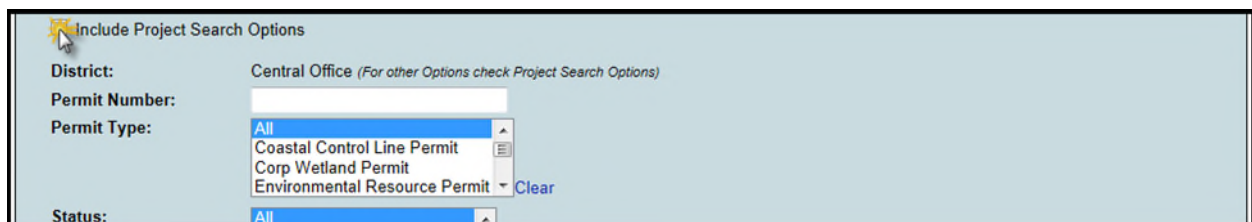


2. By default, you will be shown the Project Search. Select the **Permit** tab to view the Permit Search.



3. Select the values that should be used to search for Permits. You may provide a combination of one or many values.

- **Project Search Options:** Check this checkbox to view all options from the Project Search. All of these options will be factored into the search along with any other options entered specific to Permits. For details on using the Project Search, please reference the [Project Search Help Manual](#).



- **District:** The district is set to the user’s district by default. Other districts can be selected in the previously mentioned Project Search Options.

- **Permit Number:** Type in a full or partial Permit Number.

The screenshot shows a search form with the following fields: District (Central Office), Permit Number (P9), Permit Type (All), and Status (All). The Permit Number field is highlighted with a red border. A checkbox for 'Include Project Search Options' is at the top left. A 'Clear' button is next to the Permit Type dropdown.

- **Permit Type:** Select one or more Permit Types. Hold down the Ctrl-key while you select each Permit Type to select multiple values. Alternatively, you may select a value, then hold shift and select another value to select those two values and all values in between.

The screenshot shows the Permit Type dropdown menu open, with 'All', 'Coastal Control Line Permit', 'Corp Wetland Permit', and 'Environmental Resource Permit' selected. A mouse cursor is pointing at the 'Coastal Control Line Permit' option. The other fields remain the same as in the previous screenshot.

- **Status:** Select one or more Permit Statuses. Hold down the Ctrl-key while you select each Permit Type to select multiple values.

The screenshot shows the Status dropdown menu open, with 'All', 'Permit Application Prep', 'Permit Application Submitted', and 'Permit Application Withdrawn' selected. A mouse cursor is pointing at the 'Permit Application Submitted' option. The other fields remain the same as in the previous screenshot. There are also checkboxes for 'Mitigation(s) Exist?' and 'Expiration Date' fields.

- Mitigation:** Check to search for Permits with one or more Mitigation(s). When this field is checked, a dropdown box will appear, letting you choose which type of Mitigations to search against.

This screenshot shows the top portion of the permit search form. The 'Status' dropdown is open, showing options: 'All', 'Permit Application Prep', 'Permit Application Submitted' (highlighted), and 'Permit Application Withdrawn'. A 'Clear' link is next to it. The 'Mitigation(s) Exist?' checkbox is being clicked, indicated by a mouse cursor and a yellow starburst effect.

This screenshot shows the form with 'Mitigation(s) Exist?' checked. The 'Mitigation Type' dropdown is open, showing options: 'All', 'Species', and 'Wetland' (highlighted). A tooltip 'Select Mitigation Type' is visible below the dropdown. The 'Expiration Date', 'Issued Date', and 'Application Date' fields are still empty.

- Expiration Date/Issued Date/Application Date:** Provide a range of dates to search for the Permit Expiration Date, Permit Issued Date and/or Permit Application Date. To search for the occurrences on a single day, enter that date as both the "From" and "To" date. Fields left blank are considered open ended.

This screenshot shows the form with the 'Expiration Date', 'Issued Date', and 'Application Date' fields highlighted with red boxes. The 'Issued Date' field contains '3/14/2010'. A date picker calendar is open, showing the month of June 2012. A mouse cursor is hovering over the date '7' (June 7th). The 'Search' and 'Reset' buttons are visible at the bottom.

- Authorizing Agency:** Select the name of the agency that authorized/issue the Permit. Begin typing the name of the organization. A list of matching names will appear. Select the name from the drop down list.

- Once all parameters are entered select **Search** to see the results of your query in a list.
- To modify your search criteria, you can click on the “Modify Search” hyperlink at the top left of the search area. All current search criteria will be persisted as they were set for the last query.
- Select a hyperlinked Project Number to go to that Project or View hyperlink to view the Permit.
- The list of results may be sorted using the hyperlinked column titles. The column title that the list is currently sorted by is indicated with a small triangle to the right. Upward pointing triangles indicate an ascending sort. Click again to change to descending sort.

View	Project	County	Agency	Type	Status	Expiration Date	Issued Date	Application Date	Authorizing Agency
View	190160-1	Marion		Coastal Control Line Permit	Permit Application Submitted				
View	190160-1	Marion		Coastal Control Line Permit	Permit Application Submitted				
View	190160-1	Marion		Coastal Control Line Permit	Permit Application Submitted			2/15/2012	

- Search results can be exported to a downloadable Excel spreadsheet by clicking the Export Results link at the bottom of the list. The “From” and “To” fields let you specify the range of entries to be exported.