

Searching Public Records

NOTE: Users can access public records at the Online Services Portal (<u>https://onlineportal.paducahky.gov</u>) without logging in.

1. There are three ways to start a search: click "**Search**" on the main menu bar, or click the "**Search Existing Records**" tile, or use the search bar while in the dashboard menu.

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	Logic of Register Logic os existing account, or create a new account. Receive help if you forgot your login information.	Control Contro	S Pay for individual involves for permits Jama, and code cases, Service Fees do apply.	
	Search Existing Records Search for existing search Inspections and code cases. Information is valiable from January 2021 to present.	Service Requests 311 Submit requests for services or Information inquiries.	Help and How To Guides Help and How To Guides Find contact information, heipful suides, and instructions for mainguing this portu.	

2. To search all available records, leave the word **All** in the Search dropdown. Type **search terms**, and click "**Search**."

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Search	All	~	for	Search public records with keywords or addres:	L	Exact Phrase 🗹		Q Search	Reset	

- 3. To display additional fields to use as search criteria, select another option in the Search dropdown.
- 4. Click "Advanced."

Code Cases

Public Information



- 1. Enter the information.
- 2. Click "Search."

Permits

NOTE Users do not have to enter data in all fields and may use any combination of criteria.

- 1. After launching an Advanced search for permits, type a partial or complete permit number in the **Permit Number** field.
- 2. Type a partial or complete project name associated with the permit in the **Project Name** field.
- 3. Select the **Permit Type** from dropdown.
- 4. Select a permit **Status** from the dropdown.
- 5. Type a partial or complete parcel number associated with the permit in the **Parcel Number** field.
- 6. Type a partial or complete address associated with the permit in the Address field.
- 7. Type any words that might appear in the description of the permit in the **Description** field.
- 8. Enter application dates in the **Applied Date** and **To** fields or click the calendar to select dates.
- 9. Enter issued dates in the **Issued Date** and **To** fields or click the calendar to select dates.
- 10. Enter expiration dates in the **Expiration Date** and **To** fields or click the calendar to select dates.
- 11. Enter finalization dates in the **Finalized Date** and **To** fields or click the calendar to select dates.
- 12. Click "Search" to display results.
- 13. Click "Reset" to clear the search criteria.
- 14. Click "Advanced" to hide the search criteria.
- 15. Click "**Export**" to export the results into a specified document. The Export option displays after the results display.

Public Information

Search Permit	*		Q Search Advanced A Reset
Permit Number		Project Name	
Permit Type	-Select Permit Type-	 Parcel Number 	
Status	Select Permit Status	~	
Address	Search Addresses		
Applied Date	i	То	
Issued Date	í	То	
Expiration Date	i	То	
Finalized Date	í	То	*

Plans

NOTE Users do not have to enter data in all fields and may use any combination of criteria.

- 1. Type a partial or complete plan number in the **Plan Number** field.
- 2. Type a partial or complete project name associated with the plan the **Project Name** field.
- 3. Select the **Plan Type** from the dropdown.
- 4. Type a partial or complete parcel number associated with the plan in the **Parcel Number** field.
- 5. Select a plan Status from the dropdown.
- 6. Type a partial or complete address associated with the plan in the Address field.
- 7. Type any words that might appear in the description of the permit in the **Description** field.
- 8. Enter application dates in the **Applied Date** and **To** fields or click the calendar to select dates.
- 9. Enter completion dates in the **Completion Date** and **To** fields or click the calendar to select dates.
- 10. Enter expiration dates in the **Expiration Date** and **To** fields or click the calendar to select dates.

Public Information

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Plan Number			Project Name	
Plan Type	Select Plan Type	~	Parcel Number	
Status	Select Plan Status	~		
Address	Search Addresses			
Applied Date		=	То	
Completion Date		-	То	
Expiration Date		=	То	

Inspections

NOTE Users do not have to enter data in all fields and may use any combination of criteria.



- 1. Type a partial or complete inspection number in the **Inspection Number** field.
- 2. Type a partial or complete parcel number associated with the inspection in the Parcel Number field.
- 3. Select an **Inspection Type** from the dropdown.
- 4. Select an inspection **Status** from the dropdown.
- 5. Type a partial or complete address associated with the inspection in the Address field.
- 6. Enter requested dates in the **Requested Date** and **To** fields or click the calendar to select dates.
- 7. Enter scheduled dates in the **Scheduled Date** and **To** fields or click the calendar to select dates.

End of How-To Document