

## City of Noblesville

### Citizen Permit Portal Civic Access Guide – Searching Public Records

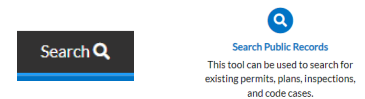
Citizens can perform robust searches across several key areas in Civic Access (i.e., permits, plans, inspections, code cases, and addresses) from 1 centrally accessible location. On the Civic Access homepage, users have access to public information without being logged in.

#### To perform a Global Search

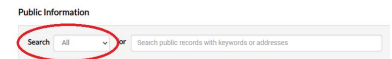
1. Navigate to the [Citizen Permit Portal](#) home page.



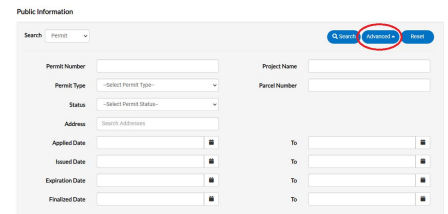
2. Click Search on the main menu bar, or Search Public Records box below



3. Select the search type (if applicable)

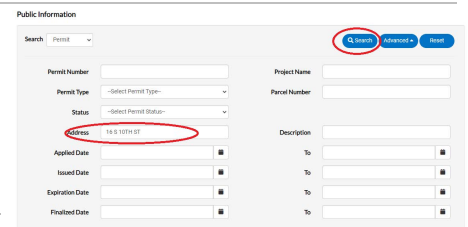


4. Selecting another option in the Search drop down and clicking the Advanced button, will bring up additional fields with which to perform a search.



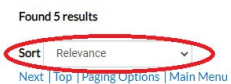
\* Note not all fields need to be utilized, and any combination can be used.

5. Type at least part of the search criteria into any the field given field and click search.



\*For the most accurate results, try to be as detailed as possible.

\*Results can also be sorted.



\*Results can be exported to Excel.



For further assistance with online services, please contact staff directly by calling: (317)776-6325

6. Locating the correct permit number.

Pay attention to the applied date, type, status, address and description.

[Previous](#) | [Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)

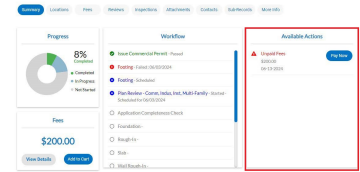
**Permit Number** RESI-000462-2022  
**Type** Accessory Structure (Uncovered Decks, Detached Garages, Mini-Barns)  
**Expiration Date** 03/31/2024  
**Finalized Date**  
**Address** 16 S 10TH ST Noblesville IN 46060  
**Description** TEST PERMIT FOR TYLER ASSIST TESTING. AJA

**Applied Date** 04/01/2022  
**Issued Date** 04/01/2022  
**Project Name**  
**Status** Void  
**Main Parcel** 11-07-31-17-04-002.000



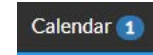
7. To elect and open the permit

When , fees are due, or inspections are available for scheduling, this section will display an action button for addressing those items

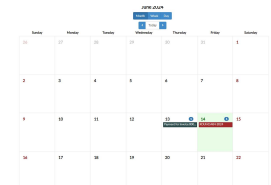


### Check Status of Inspections

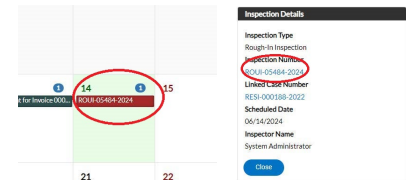
1. OPTION 1 – After logging into Civic Access, click the Calendar menu



2. Using the calendar, find the date when the inspections were scheduled



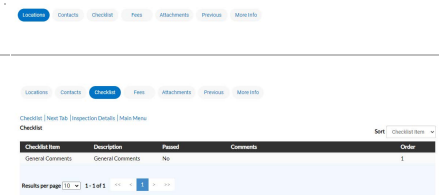
3. Select the inspection number under the View Inspection column to open the inspection record  
 \*Note - You can also track invoices due, expired cases, holidays closed



4. The summary section will list various information concerning the inspection such as requested, scheduled, and completed date/ time, the inspection status, and the inspection worksheet.



5. The checklist tab will list all items that need to be addressed if an inspection failed.



6. Use the attachments tab to view and print the inspection worksheet report

