City of Edgewood Public Portal User Guide

Want to look up the status of a permit? Want to find out more about a sign you saw for a proposed development? Do you want to know if your neighbor received a permit? Or how many lots are being created in a new subdivision? The City of Edgewood Public Portal is your way to access our permit database. Use this guide to find those answers and so much more!

There are three types of searches covered in this guide:
1. Basic Permit Search – can be used if you already know the address or permit number for the project you want to research.
2. Advanced Search – can be used if you want to search with additional parameters, such as the permit type or date submitted.
3. Searching with a Map (Parcel Search) – can be used if you know where a project is located.

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Getting Started – Accessing the City of Edgewood Public Portal

Start: City of Edgewood homepage [www.cityofedgewood.org](http://www.cityofedgewood.org)

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Getting started is easy. Simply click the “Public Portal” button in the center column and the page will open in a new tab.
Welcome to the Public Portal!
From here you have multiple options:
1. Basic Permit Search
2. Advanced Search
3. Searching with a Map (Parcel Search)
Basic Permit Search

If you know the address or permit number for a particular project, a basic permit search can help you find additional information.

Step 1: Click the “Go” button in the “Applications” pane to open the “Applications” page.
Step 2: Enter information for your search. The search bar will give suggestions based on what you type. If you would like to view a suggested permit, click it. If you would like to view a full list of search results, press enter on your keyboard.

In this example, the beginning of the address for Edgewood City Hall has been entered.
Step 3: Select a permit by clicking the underlined blue permit number.
The essential information is presented at the top, followed by a map of the project location. Scroll down to view more information about the permit.

In this example, you can see that 18-1332 is described as “Site Development for New Lower Parking Area Improvements”
Do you want to see all permits of a certain type? Maybe you want to only see permits submitted in the last 30 days? Try an advanced search!

Step 1: Click the “Go” button in the “Applications” pane to open the “Applications” page.
Step 2: Click the “Advanced search” button to open the “Advanced search” form
Step 3: Enter as much (or as little) information as you’d like to narrow your search. Scroll to the bottom and click “search.”

For example, this search is for all new Accessory Dwelling Units in the permit database.
Step 4: Click on a hyperlinked permit number to view the associated permit page.
### Mapping Search Results

**Step 1:** After any search, click the “Map Results” button to view a map of your search results.

This example uses the previous Accessory Dwelling Unit search.

<table>
<thead>
<tr>
<th>Accessory Dwelling Unit</th>
<th>Address 1</th>
<th>Address 2</th>
<th>Issued, Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-1346</td>
<td>11204 4TH ST CT E</td>
<td>Edgewood, WA</td>
<td>8/27/2019</td>
</tr>
<tr>
<td>19-1145</td>
<td>2012 86th Ave CT E</td>
<td>Edgewood, WA</td>
<td>7/23/2019</td>
</tr>
<tr>
<td>19-1200</td>
<td>4919 129TH AVE CT E</td>
<td>Edgewood, WA</td>
<td>7/15/2019</td>
</tr>
<tr>
<td>19-1213</td>
<td>1215 108TH AV E</td>
<td>Edgewood, WA</td>
<td>7/3/2019</td>
</tr>
<tr>
<td>17-1543</td>
<td>4719 127TH AV E</td>
<td>Edgewood, WA</td>
<td>4/8/2019</td>
</tr>
<tr>
<td>19-1001</td>
<td>10802 47TH ST E</td>
<td>Edgewood, WA</td>
<td>3/22/2019</td>
</tr>
<tr>
<td>17-1186</td>
<td>11702 11TH ST CT E</td>
<td>Edgewood, WA</td>
<td>11/20/2018</td>
</tr>
</tbody>
</table>
Step 2: Click on a map marker to view more information about the permit at that location.
The default map is “themed” by the permit status. Use the drop-down menu to change the pin colors.

Click the legend button to view the legend.
For example, this map shows the previous accessory dwelling unit search results color coded by their submittal date.
Searching with a Map

Do you know where a property is, but maybe you don’t know the address or project name? Try searching with a map!

Step 1: Click the “Go” button in the “Parcel Search” pane.
Step 2: Zoom in on the map to view property lines. You can click the plus and minus in the upper left corner, or you can use the scroll wheel.
Step 3: Click on a property. A pop-up with the Tax Parcel Number and address will appear. Click the Tax Parcel Number to open the parcel page.
The parcel page provides general information as well as links to all permit applications associated with the parcel.