

SEARCHING PUBLIC RECORDS WITHOUT LOGGING INTO CSS

The screenshot shows the APEX Alexandria Permitting & Land Use System home page. The top navigation bar includes links for Home, Apply, Map, Help, Document Library, and Search. A blue banner below the navigation bar states: "The cut off time to schedule next day inspections is 11 p.m. the day prior." The main content area features the APEX logo and six service tiles. The "Search Public Records" tile is highlighted with a red border. The tiles are:

- Login or Register:** Login to an existing or create a new account. You can also find help if you forgot your login information.
- Search Public Records:** This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Apply:** This tool can be used to apply for a permit, plan or license.
- Today's Inspections:** View scheduled inspections by date.
- Pay Invoice:** Use this tool to pay for individual invoices.
- Map:** Explore the map to see the activity occurring in your neighborhood.

On the CSS home page, users have access to public information without being logged in.

To perform a Global Search, the User can click the Search option on the main menu bar, or click on the Search Public Records Box. Leaving the dropdown as ALL will search through all APEX Records for the word(s) typed in the box.

Public Information

Search for Exact Phrase

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



Need Assistance? Call the Permit Center: 703.746.4200

Search Permits

Search

<div style="margin-bottom: 5px;">Permit Number <input style="width: 90%;" type="text"/></div> <div style="margin-bottom: 5px;">Permit Type <input style="width: 90%;" type="text" value="--Select Permit Type--"/></div> <div style="margin-bottom: 5px;">Status <input style="width: 90%;" type="text" value="--Select Permit Status--"/></div> <div style="margin-bottom: 5px;">Address <input style="width: 90%;" type="text" value="Search Addresses"/></div> <div style="margin-bottom: 5px;">Applied Date <input style="width: 90%;" type="text"/> <input style="width: 20px; height: 20px;" type="button" value="📅"/></div> <div style="margin-bottom: 5px;">Issued Date <input style="width: 90%;" type="text"/> <input style="width: 20px; height: 20px;" type="button" value="📅"/></div> <div style="margin-bottom: 5px;">Expiration Date <input style="width: 90%;" type="text"/> <input style="width: 20px; height: 20px;" type="button" value="📅"/></div> <div style="margin-bottom: 5px;">Finalized Date <input style="width: 90%;" type="text"/> <input style="width: 20px; height: 20px;" type="button" value="📅"/></div>	<div style="margin-bottom: 5px;">Project Name <input style="width: 90%;" type="text"/></div> <div style="margin-bottom: 5px;">Parcel Number <input style="width: 90%;" type="text"/></div> <div style="margin-bottom: 5px;">To <input style="width: 90%;" type="text"/> <input style="width: 20px; height: 20px;" type="button" value="📅"/></div> <div style="margin-bottom: 5px;">To <input style="width: 90%;" type="text"/> <input style="width: 20px; height: 20px;" type="button" value="📅"/></div> <div style="margin-bottom: 5px;">To <input style="width: 90%;" type="text"/> <input style="width: 20px; height: 20px;" type="button" value="📅"/></div> <div style="margin-bottom: 5px;">To <input style="width: 90%;" type="text"/> <input style="width: 20px; height: 20px;" type="button" value="📅"/></div>
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Not all fields need to be utilized, and any combination can be used.

1. Type at least part of the permit number to search for in the **Permit Number** field.
2. Type at least part of the name of the project associated to the permit to search for in the **Project Name** field.
3. Select the type of permit to search for from the **Permit Type** dropdown.
4. Select a **Status** from the dropdown for the Permit.
5. Type the parcel number or a part of the Parcel number associated to the Permit within the **Parcel Number** field.
6. Type at least part of the address associated to the permit to search within the **Address** field.
7. Type a range of permit application dates to search for permits within the **Application Date** and **To** fields, or click the calendar icons to select the dates.
8. Type a range of permit expiration dates to search for permits within the **Expire Date** and **To** fields, or click the calendar icons to select the dates.
9. Type a range of permit finalization dates to search for permits within the **Finalized Date** and **To** fields, or click the calendar icons to select the dates.
10. Click **Search** to display a list of results that meet the search criteria.
11. Click **Reset** to clear the entered search criteria.
12. Click **Advanced** to hide the search criteria.



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Search Plans

Search Plan 🔍 Search Advanced ▲ Reset

<p>Plan Number <input style="width: 90%;" type="text"/></p> <p>Plan Type --Select Plan Type-- ▼</p> <p>Status --Select Plan Status-- ▼</p> <p>Address <input style="width: 90%;" type="text" value="Search Addresses"/></p> <p>Applied Date <input style="width: 90%;" type="text"/> 📅</p> <p>Completion Date <input style="width: 90%;" type="text"/> 📅</p> <p>Expiration Date <input style="width: 90%;" type="text"/> 📅</p>	<p>Project Name <input style="width: 90%;" type="text"/></p> <p>Parcel Number <input style="width: 90%;" type="text"/></p> <p>To <input style="width: 90%;" type="text"/> 📅</p> <p>To <input style="width: 90%;" type="text"/> 📅</p> <p>To <input style="width: 90%;" type="text"/> 📅</p>
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Not all fields need to be utilized.

1. Type at least part of the plan number to search for in the **Plan Number** field.
2. Type at least part of the name of the project associated to the plan to search for in the **Project Name** field.
3. Select the type of plan to search for from the **Plan Type** dropdown.
4. Type the parcel number or a part of the Parcel number associated to the Plan within the **Parcel Number** field.
5. Select a **Status** from the dropdown for the Plan.
6. Type at least part of the address associated to the plan to search for in the **Address** field.
7. Type a range of plan application dates to search for plans within the **Applied Date** and **To** fields, or click the calendar icons to select the dates.
8. Type a range of plan application dates to search for plans within the **Completion Date** and **To** fields, or click the calendar icons to select the dates.
9. Type a range of plan application dates to search for plans within the **Expiration Date** and **To** fields, or click the calendar icons to select the dates.
10. Click **Search** to display a list of results that meet the search criteria.
11. Click **Reset** to clear the entered search criteria.
12. Click **Advanced** to hide the search criteria.



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Search Inspections

Search Inspection 🔍 Search Advanced ▲ Reset

<p>Inspection Number <input style="width: 90%;" type="text"/></p> <p>Status --Select Inspection Status-- ▼</p> <p>Address <input style="width: 90%;" type="text" value="Search Addresses"/></p> <p>Requested Date <input style="width: 90%;" type="text"/> 📅</p> <p>Scheduled Date <input style="width: 90%;" type="text"/> 📅</p>	<p>Parcel Number <input style="width: 90%;" type="text"/></p> <p>To <input style="width: 90%;" type="text"/> 📅</p> <p>To <input style="width: 90%;" type="text"/> 📅</p>
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Not all fields need to be utilized.

1. Type at least part of the inspection number to search for in the **Inspection Number** field.
2. Type the parcel number or a part of the Parcel number associated to the inspection within the **Parcel Number** field.
3. Select a **Status** from the dropdown for the inspection.
4. Type at least part of the address associated to the inspection to search for in the **Address** field.
5. Type a range of inspection request dates to search for plans within in the **Requested Date** and **To** fields, or click the calendar icons to select the dates.
6. Type a range of inspection schedule dates to search for plans within in the **Scheduled Date** and **To** fields, or click the calendar icons to select the dates.
7. Click **Search** to display a list of results that meet the search criteria.
8. Click **Advanced** to hide the search criteria.
9. Click **Reset** to clear the entered search criteria.



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