

RegPermitting

Search Records

Basic Search by Application /Permit

Primary Use – To search for data within the RegPermitting Portal.



1. Select the **Search Records** tab to search records of applications and permits.
2. There are two different ways to search records, user can select **Search by Application** or **Search by Permit**
3. Within the search by application or search by permit, the user can perform **Basic Search** or an **Advanced Search**.



Help Instructions

- Enter a full or partial (3 character minimum) Application Number or Project Name.
- Results can be sorted and/or filtered by any column.
- Click on the Application No. link to view application file documents.
- Map information can be viewed in the Location Information section of the application file, or by performing a separate search.
- Permit Family Acronyms:
 - ERP = Environmental Resource Permit
 - WU = Water Use Permit
 - WC = Well Construction Permit

NOTE: View both the application file and permit file to see all documents related to a permitting action. For additional information, click on the Application No. link to view application file documents.

Application No Project Name **Advanced Search**

Note: The user can utilize the **Basic Search** function for an application or permit to view the record(s) on file. The user can also utilize the **Advanced Search** function for an application or permit if the user needs to find multiple records with specific criteria. In this case, the search requirement may exceed 500 records (download Excel spreadsheet function will return all results) or a download of the results is required.

RegPermitting

Basic Search by Application /Permit

RegPermitting

- [Home](#)
- [Create an Account](#)
- [Search Records](#)
- [Contact Us](#)

The **Search Records** menu is used to search for records by Application number, Permit number, or Project Name

1. Select the search by Application/ search by Permit tab.

Search by Application

Search by Permit

2. Enter the **Application No. and/or Project Name** (user can use a partial search with a minimum of 3 characters).

Application No Project Name [Search](#) [Advanced Search](#)

Permit No Project Name [Search](#) [Advanced Search](#)

3. Click **Search**. User can click on the Application/Permit No. (hyperlink) to view the record.

Application No Project Name [Search](#) [Advanced Search](#)

Application Search Results

Application No	Project Name	Permit No	County
250113-1326106	No Freeze Protection SC	56-525465-W	St Lucie

Permit No Project Name [Search](#) [Advanced Search](#)

Permit Search Results

Permit No	Project Name	Permit Family	Permit Type
06-00150-S	Willow Creek	ERP	Individual

RegPermitting

Basic Search by Application /Permit

- When using a partial search with minimum characters, more results will appear. User will need to navigate the view by using the page menu. (Note: The number of records visible on the screen is limited to 500. If a search is needed for data greater than 500 records, please use the **Advanced Search** download function.)

Application Search Results

Application No	Project Name	Permit No	County	Permit Family	Permit Type
250122-1334186	VC wu test con app		Palm Beach	WU	Individual
250122-1333883	Concurrency testing with Virg		Palm Beach	WU	Individual

Page 1 of 5

Use the page menu to move thru all the search results

Note: Filter/Sort Function

There is a **filter button** that can be used to filter/sort each column.

Application No	Project Name	Permit No	County	Permit Family	Permit Type
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When selecting the filter button as shown above, user can narrow down the list of data that displays. The user can type the criteria in the search text box to filter only the data required. Once the user selects the apply button, the table will update with the new results.

Application No: 250 Project Name: Search Advanced Search

Application Search Results

Application No	Project Name	Permit No	County	Permit Family
01250-A	teste	50-529303-W	Palm Beach	WU
01250-B	teste	50-529303-W	Palm Beach	WU
01250-C	Reclaimed30Day		Collier	WU
01250-D	MaxMonth		Collier	WU
01250-E	test 123		Hendry	ERP
03250-A-S	tesoro FPL Substation	56-527990-W	St Lucie	WU
	Golf Club Of The Everglades	11-01714-P	Collier	ERP
	tesoro FPL Substation	56-527990-W	St Lucie	WU

Clear Filter

- 01250-A
- 01250-B
- 01250-C
- 01250-D
- 01250-E
- 03250-A-S

Search Text: 03250-A-S

Apply Cancel

RegPermitting

Basic Search by Application /Permit

Columns with additional filters will be represented as shown below by a red upside-down triangle.

Application No Project Name Search Advanced Search

Application Search Results

Application No	Project Name	Permit No
01250-A	Mill Creek Mall	49-00111-5

To view the application or permit record, click on the hyperlink in the first column labeled **Application No/ Permit No** this will open the record.

Application No Project Name Search Advanced Search

Application Search Results

Application No	Project Name	Permit No	County	Permit Family	Permit Type
250210-1341357	teste	50-529303-W	Palm Beach	WU	Short Term Dewatering
250210-1341256	teste	50-529303-W	Palm Beach	WU	Short Term Dewatering

Permit No Project Name Search Advanced Search

Permit Search Results

Permit No	Project Name	Permit Family	Permit Type	County
06-00162-S-75	Dunkin Donuts Coral Springs	ERP	General Permit	Broward
06-01300-S	Dunkin Donuts	ERP	Exemption	Broward
11-00204-S-07	Lowes Home Center - Dunkin Donuts At Eagle Creek	ERP	Individual	Lee

The hyperlink will open the record as an overview.

Water Use Application (250122-1333883, Concurrency testing with Virg) Close

Overview

Application Overview

Application Number	250122-1333883	App Status	Pending-AdminReview
Permit Type	Individual	Application Type	New
Project Name	Concurrency testing with Virg	Land Uses	<ul style="list-style-type: none"> Land Use Type Commercial/Industrial

[>Location Information](#)
[>Action Dates](#)
[>Customer Association](#)
[>Application Associations](#)
[>All Attachments](#)

RegPermitting

Basic Search by Application /Permit

The overview contains a list of sections the user may view by clicking on the Header to expand or close the section.

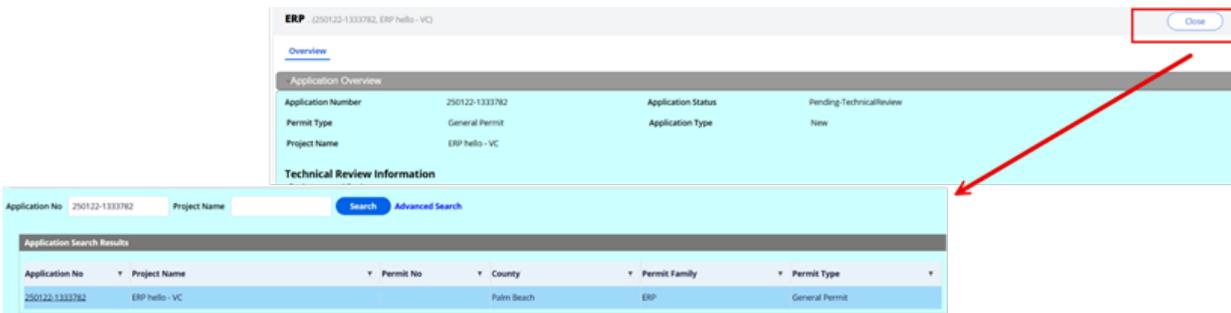
To view the **files** associated with this record, the user should select the **All Attachments** section. The user should click on the refresh button in the **All Attachments** section this will ensure the view contains the most recent updates made to the record. All documents will be sorted by the create date column.



There is a **filter button** that can be used to filter/sort each column of the attached files.



To return to view another record in the current search function, select the close button.



To start a new search, select search record from the main menu.

