Planning/Zoning

R. Reports Menu: 7. Permit History Report



Click on "R. Reports Menu" from the Main Menu and the following window will appear:

Planning/Zoning



Click on "7. Permit History Report" from the Reports Menu and the following window will appear:

Planning/Zoning

Permit History Report

Permit History Report			
Select permit types 1			
	 Access ✓ Building Conditional use Custom/Local 	 Municipal sewer connection Municipal water connection On-site wastewater Sign Site plan approval 	 State Subdivision ✓ Variance Zoning
2 Select range of years		3 Obtailed report (by month) Summary report (by year)	
Print 4	Pre <u>V</u> iew 5	<u>C</u> ancel 6	

- **1. Select permit types:** Click to check the box next to the types of Permits to appear in this report.
- 2. Select range of years: Click the drop down arrows to select the range of years that will be reported on.
- **3. Detailed report OR Summary report:** Select whether this report shows the Permit history on a Monthly basis, or on a Yearly basis.
- 4. Print: Click this button to print. Refer to GENERAL PRINTING for more information.
- **5. PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 6. Cancel: Click "Cancel" to cancel and return to the Reports Menu.