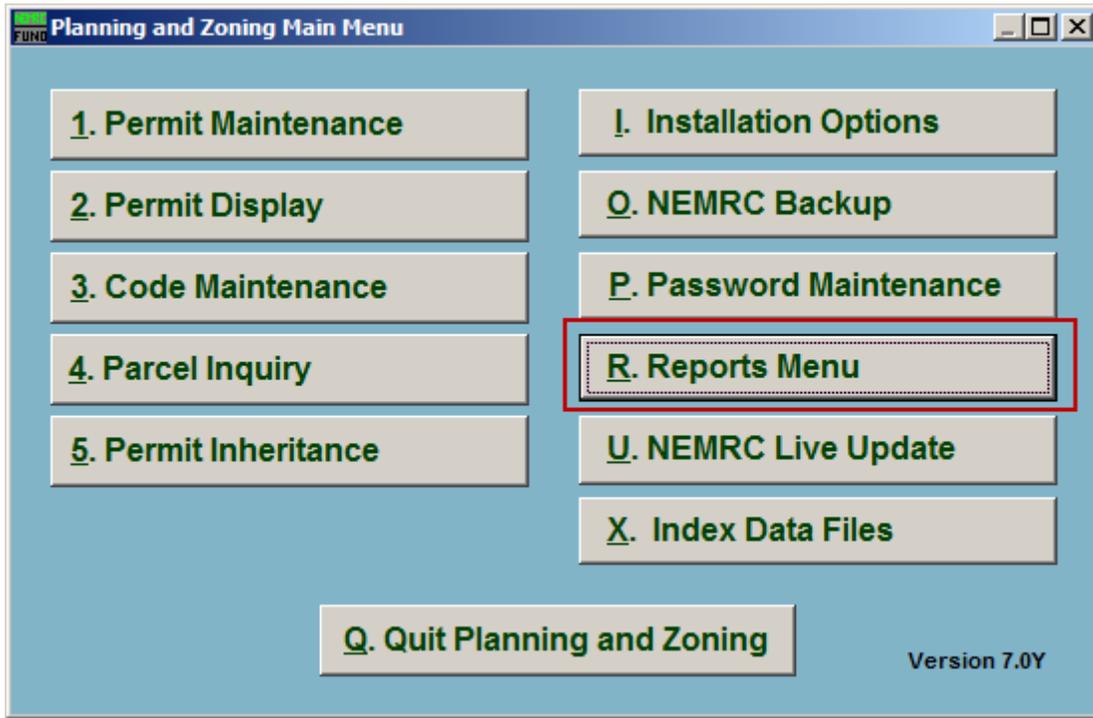


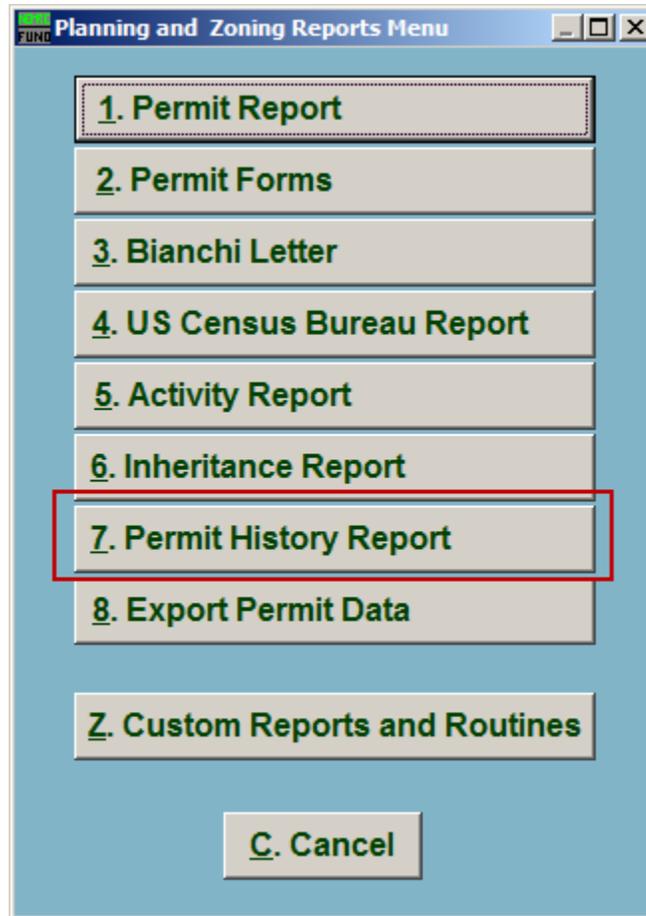
Planning/Zoning

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

- 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.