

Public Data Access Portal - Quick Start Guide

Use these tips to quickly find permitting, complaint, violation, and asbestos project information.

1. Choose the tab that matches what you are looking for

- **Permitted Facilities** - permit, inspection, and available document information.
- **Public Complaints** - complaint and response information.
- **Resolved Violations** - closed enforcement actions.
- **Asbestos Projects** - demolition and renovation project information.

2. Search by map or table

- Use the map when you know an address, want to see what is nearby, or need help identifying a facility.
- Use the tables when you know information such as a business name, organization number, facility ID, permit number, or other record information. You do not need to use the map.
- Table column headings are searchable. Address searches may work better using only the street number or main street name (for example, J ST instead of a full address).

3. Permitted Facilities

- Selecting a facility dot on the map populates the Permits and Inspections tables below the map. The map display shows up to the first 10 permits; use the tables for additional information.
- Use the caret in table headings to filter information, including by date range. Table data can also be exported to Excel.
- If you select a location on the map, the tables remain tied to that selection. Refresh the page before starting a new table-only search.

4. Other tabs

- **Public Complaints** - select a map dot to select the complaint in the table. Scroll the table horizontally to see additional information and findings.
- **Resolved Violations** - use the map or table to search resolved enforcement actions. Scroll the table horizontally to see additional information.
- **Asbestos Projects** - there is no map. Search by street number or street name, or use the calendar icon to select project start dates.

Helpful tip: A business may be listed under a different name or may have more than one facility. Multiple facilities can also be located at or near the same address, so zoom in when using the map.

Still cannot find what you are looking for? Return to the Public Data Access webpage to review the FAQs or submit a Public Records Act request.