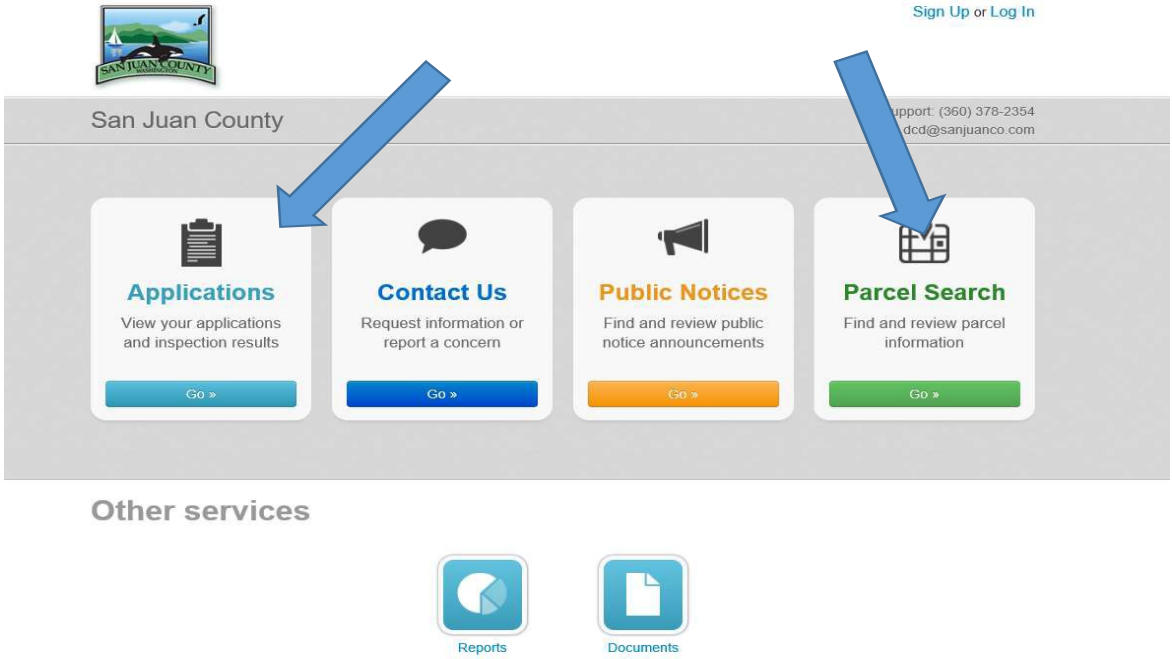
SMARTGOV PUBLIC PORTAL PERMIT SEARCH INSTRUCTIONS

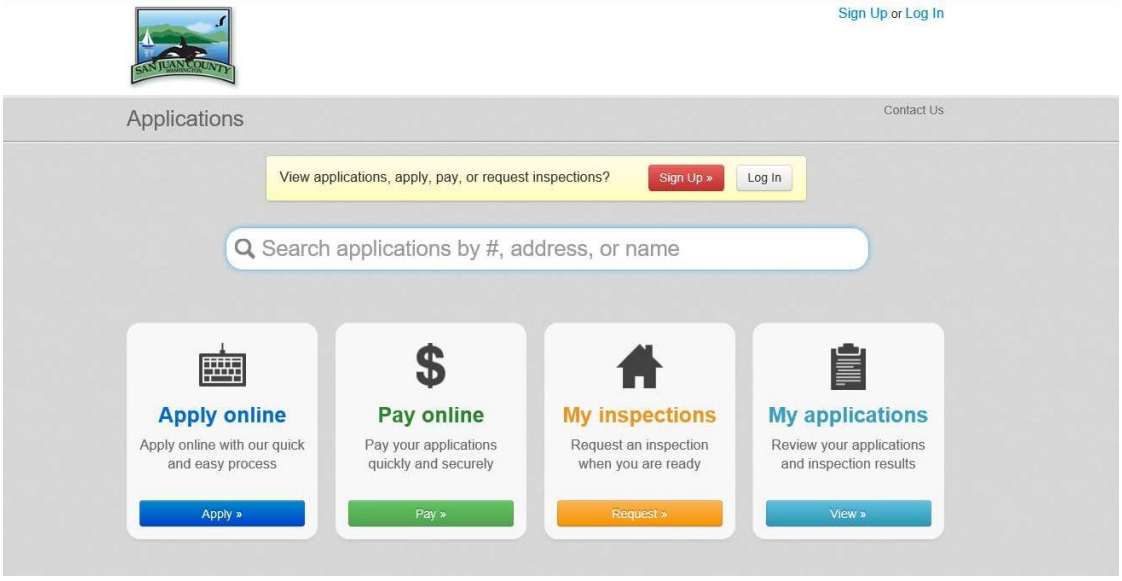
You do not have to have be signed in or have a user name to search for permit and permit information on the portal. From any screen, you can go back to the home screen by clicking the San Juan County logo.

1. Go to the San Juan County Public Portal
   https://co-sanjuan-wa.smartgovcommunity.com/Public/Home?_conv=1

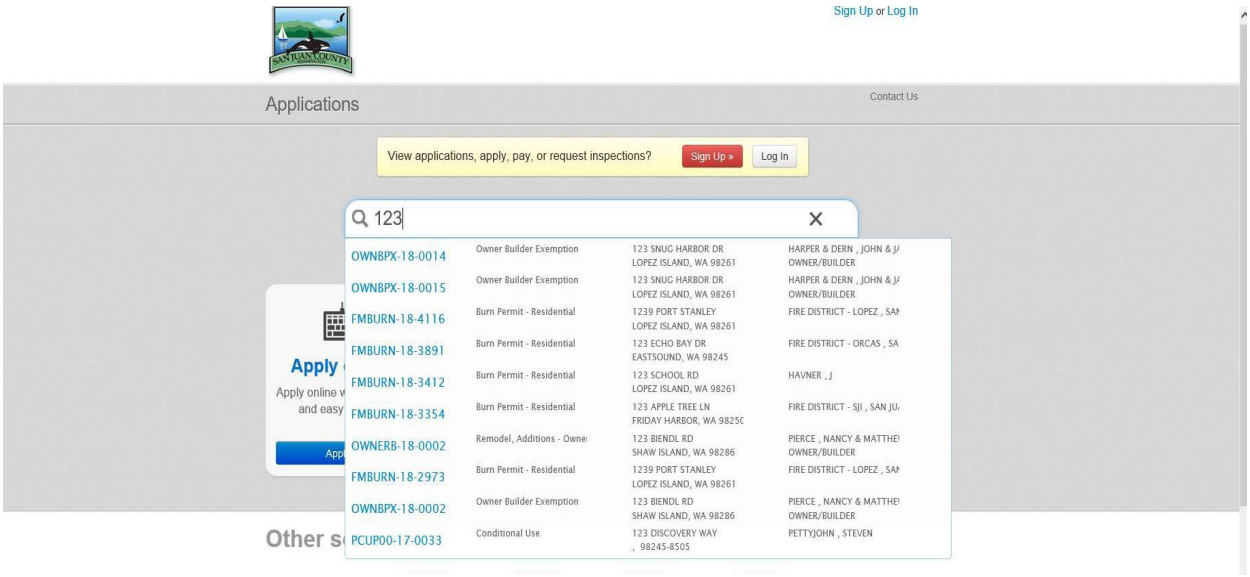
2. You can search using the Applications button or using the Parcel Search button.



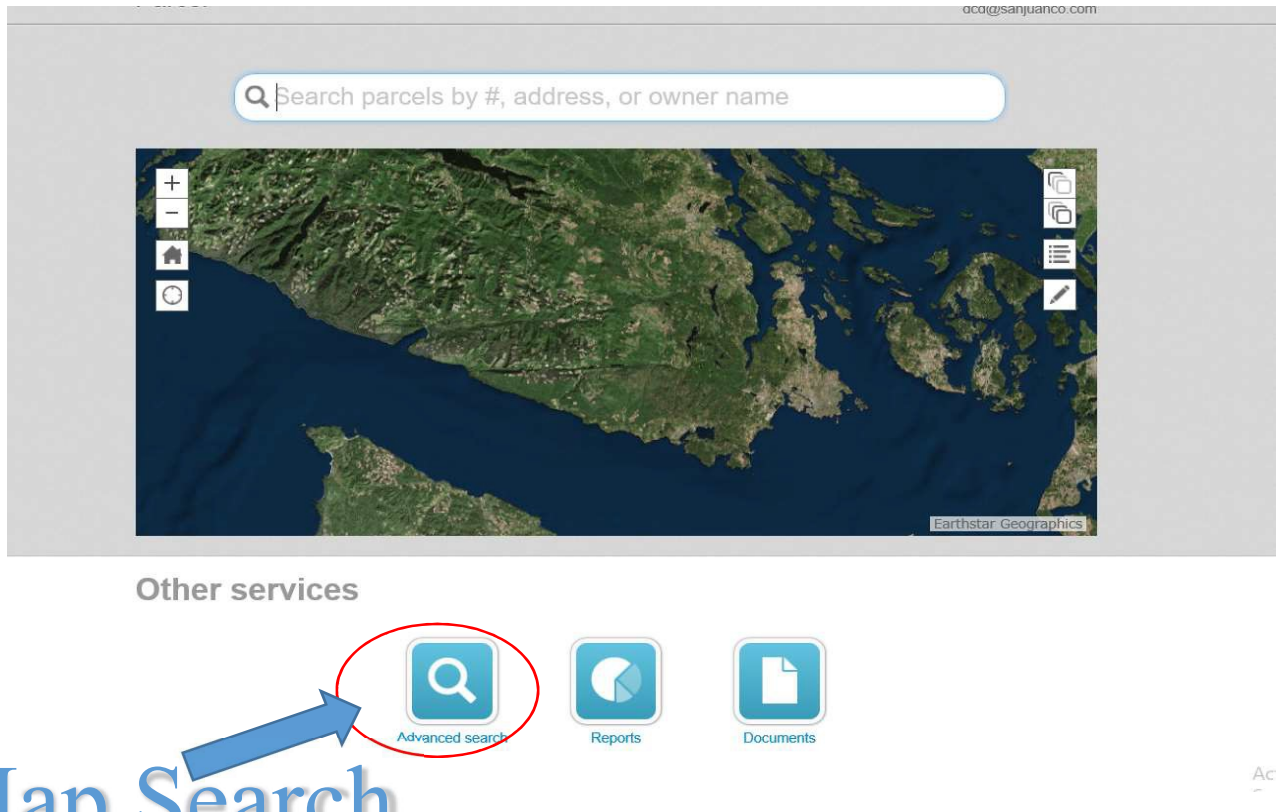
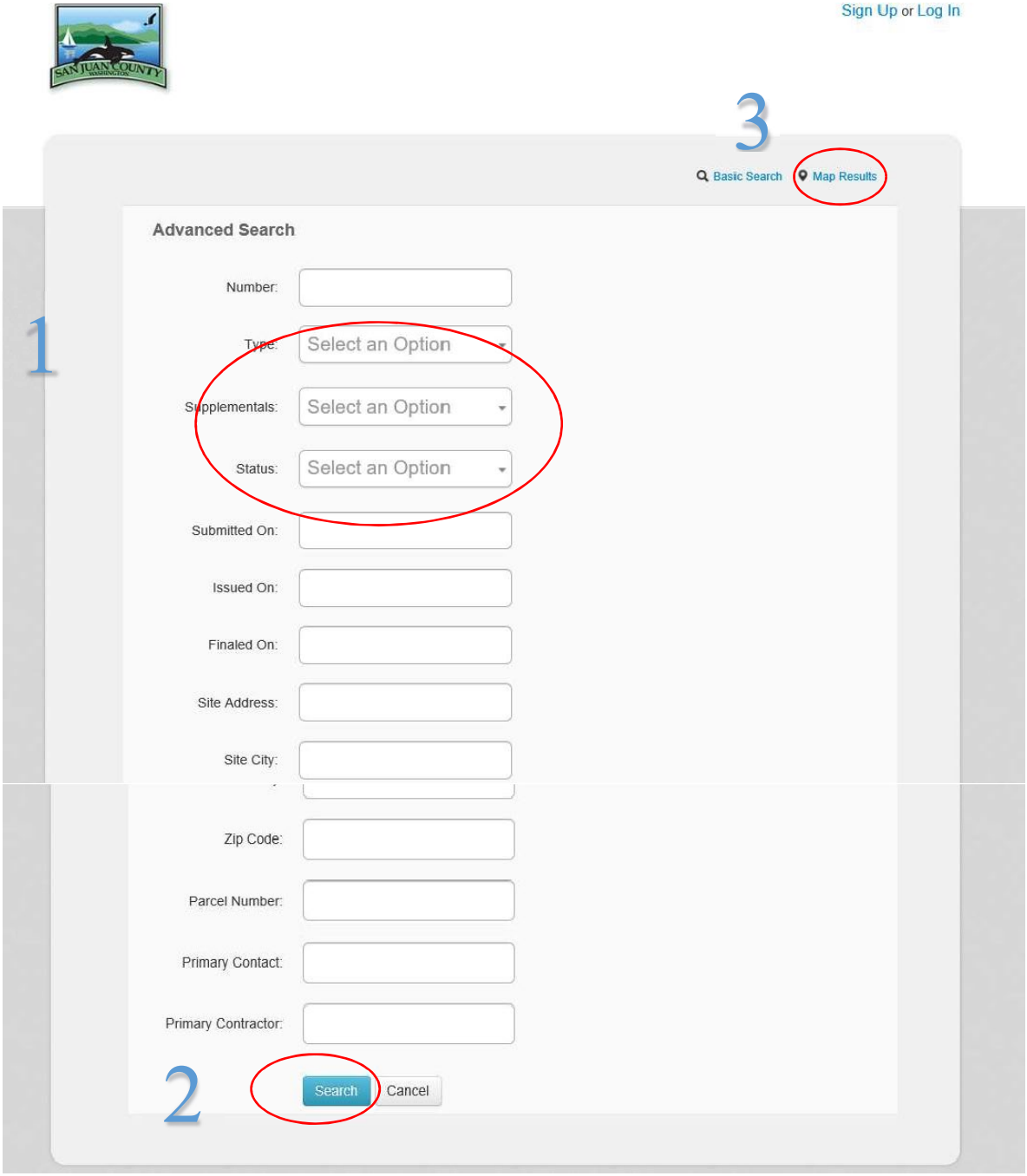
3. To search using the Application button, enter address, name or application number into the search bar and select the permit you are interested in. As soon as you start typing, options will start to show up and you will be able to select the permit you are interested in.



4. To search by parcel, click the “parcel search” button from the home page. You will need the address, or parcel number of the property that you want to find information for. Start typing any of these items in the search bar and it will generate a list to choose from. Select the parcel you are interested in.



5. If you do not know the parcel number, owner name or permit number, you can search by map. The map search function is reached from the parcel search page using the “advanced search” button.



6. Use the filters to narrow your results (1). You do not have to use any filters. Click the “Results” button (2) to create a list of permits. Toggle the “Map Results” button (3) in the upper right corner to map the search results. You can click on a flag or permit and it will take you to the permit details.