City of Noblesville

Citizen Permit Portal Civic Access Guide –
Searching Public Records

Citizens can perform detailed searches for permits, plans, inspections, code cases, and addresses through a centralized location in Civic Access. The homepage offers access to public information without requiring a login.
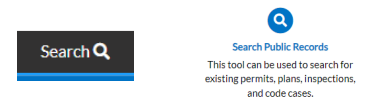
To perform a Global Search

1. Navigate to the *Citizen Permit Portal* home page (URL below)

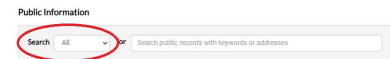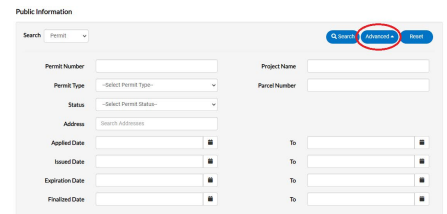   https://noblesville.in.gov/applications

2. Click Search on the main menu bar, or the Search Public Records box below

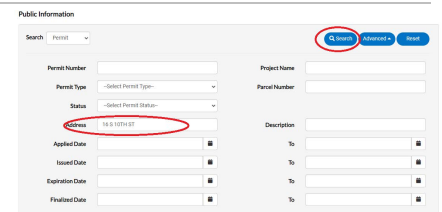3. Select the search type (if applicable)

4. Selecting another option in the Search drop down and clicking the Advanced button, will bring up additional fields with which to perform a search.

   * Note not all fields need to be utilized, and any combination can be used.

5. Type at least part of the search criteria into any given field and click search.

   *For the most accurate results, try to be as detailed as possible.

   *Results can be sorted.

   *Results can be exported to Excel.

For further assistance with online services, please contact staff directly by calling: (317)776-6325

6. To locate the correct permit number:

   Pay attention to the applied date, type, status, address and description.

   Permit Number RESI-000462-2022
   Type Accessory Structure (Uncovered Decks, Detached Garages, Mini-Barns)
   Expiration Date 03/31/2024
   Finalized Date
   Address 16 S 10TH ST Noblesville IN 46060
   Description TEST PERMIT FOR TYLER ASSIST TESTING. AJA

   Applied Date 04/01/2022
   Issued Date 04/01/2022
   Project Name
   Status Void
   Main Parcel 11-07-31-17-04-002.000

7. To elect and open the permit
   Select the Permit Number, in blue.
   This will take you to the Permit Details.

   Permit Number RESI-000462-2022
   Type Accessory Structure (Uncovered Decks, Detached Garages, Mini-Barns)

   Applied Da
   Issued Dat
   Project Na

Permit Details

1. The permit details page has many features:

   *Check Inspection Workflow
   *View Inspection Reports
   *Locate Plans and other Files
   *View Contacts
   *Check Holds
   *See More Info for additional project details

   By clicking on the appropriate tab you can view various information concerning the inspections, attachments, and holds.

4. The Inspection Tab will provide information regarding each inspection such as requested, scheduled, and completed date/ time, the inspection status, and the inspection checklist/ worksheet.

   Select the appropriate inspection number based on the information you are seeking.

   The checklist and/or attachments tab will list all items that need to be addressed if an inspection failed.

6. The Attachments Tab allows you to view, save, and print permit documents and records.

   Select the appropriate document type based on the information you are seeking.

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