

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.

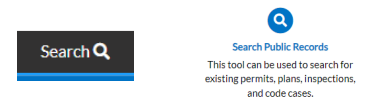
To perform a Global Search

1. Navigate to the [Citizen Permit Portal](https://noblesville.in.gov/applications) home page (URL below)

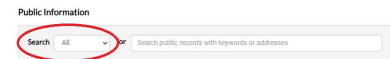
<https://noblesville.in.gov/applications>



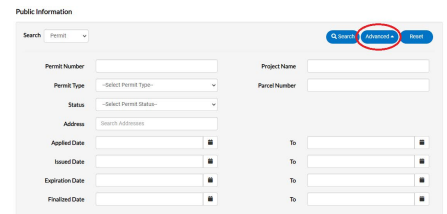
2. Click Search on the main menu bar, or the Search Public Records box below



3. Select the search type (if applicable)

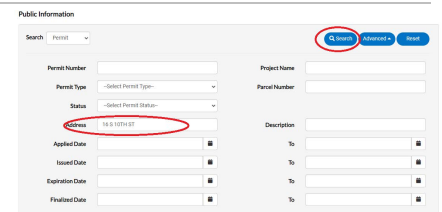


4. Selecting another option in the Search drop down and clicking the Advanced button, will bring up additional fields with which to perform a search.



** 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

- To locate the correct permit number:
Pay attention to the applied date, type, status, address and description.

[Previous](#) | [Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)
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

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

[Previous](#) | [Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)
Permit Number RESI-000462-2022
Type Accessory Structure (Uncovered Decks, Detached Garages, Mini-Barns)
Applied Date
Issued Date
Project Name

Permit Details

- 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

The screenshot shows the Permit Details page with the following sections:

- Summary** (selected)
- Locations**
- Fees**
- Reviews**
- Inspections** (circled in red)
- Attachments** (circled in red)
- Contacts** (circled in red)
- Sub-Records**
- Holds** (circled in red)
- More Info**

The **Progress** section shows a 64% completion rate with a donut chart. The **Workflow** section lists various steps with their status and dates. The **Available Actions** section shows 'No Actions'.

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

- 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.

The screenshot shows the Inspections tab with a table of existing inspections:

View Inspection	Description	Status	Requested Date	Scheduled Date	Inspector	Action
ENCF-0419-2024	ABE Final Inspection	Passed	07/24/2024	07/25/2024	Caroline Carter	
ENCF-0419-2024	Eng Final Inspection	Passed	07/24/2024	07/25/2024	Dider Reynaud	

Below the table, there is a detailed view for Inspection Number ENCF-0419-2024, including inspection type, status, dates, and a checklist.

**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.*

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

The screenshot shows the Attachments tab with a list of document files:

- Residential Permit Checklist
- Business Building 01 Unit 15
- Impervious Area 7512 units
- Site Plan Landscaping Building

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