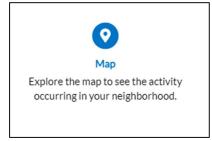
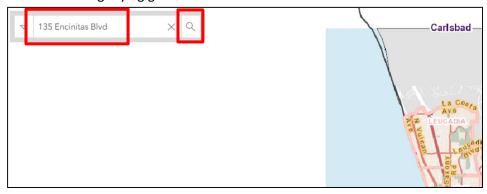


"Map" is an online tool available in the Customer Self Service (CSS) portal which allows the public to see activity related to an address or parcel in the City. Plans, permits, and other records related to the address or parcel can be viewed through this feature. It is open to the public and does not require registration on CSS.

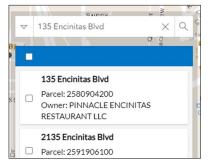
From the CSS home page (<u>https://portal.encinitasca.gov/CustomerSelfService#/home</u>), click on Map.



Enter an address (less text is better, to maximize potential matches). Click on the magnifying glass.



A list of potential matches will appear.

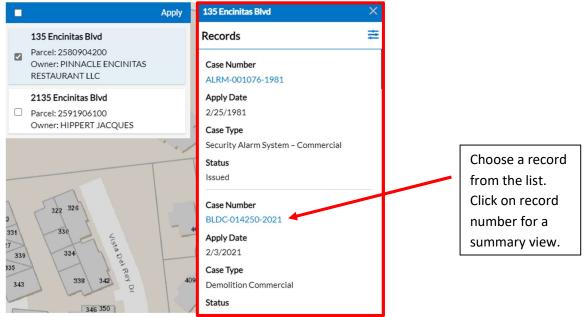


Choose one by checking the box. Hover over the address and it will turn blue. Click anywhere you see the blue color.



Side bar to the right shows a list of records available to view, both active and past. Scroll down to see the complete list.

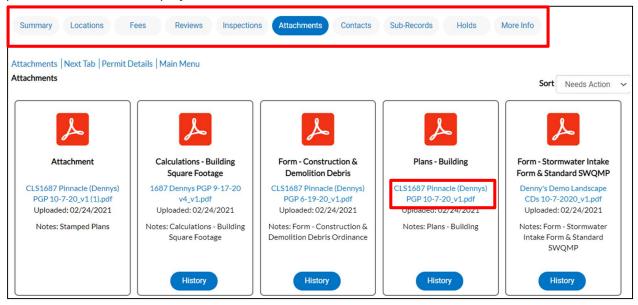
Note: we are in the process of importing historical records so the capabilities of this search will expand over time.



## View of permit summary.

Permit Number: BLDC-014250-2021						
Permit Details   Tab Elements   Main Menu						
						^
Туре:	Demolition Commercial	Status:	Issued	Project Name:		
Applied Date:	02/03/2021	Issue Date:	02/24/2021			
District:	Old Encinitas	Assigned To:	Hjalmarson, Sandy	Expire Date:	02/24/2022	
Square Feet:	2,800.00	Valuation:	\$35,000.00	Finalized Date:		
Description:	Demo of former Denny's building					

Tabs below allow you to see further details related to the record. In this example, you can see the attachments related to the permit. If you click on the link in the "Plans – Building" tile, it will open the plans associated with the project.



## Plans associated with the project.

