

Welcome
to the

Addison Online Permit Portal



Addison!

WE'RE GLAD YOU'RE HERE

Permit Printing Guide

In order to print out a permit, you must first open up the property information report, then locate the permit number and select view. The permit report will display and you will export into adobe reader and print. Please follow the steps below:

Step 1

Access the Town of Addison website via <https://epermits.addisontx.gov/webuserinterface> and log in.

Step 2

Select:

Online Services > Property Information Search

Step 3

Under **Make a Search By**, select **Permit Number** then click **Next Step**

Step 4

Enter the Permit Number . Permit numbers all begin with the letter P followed by 10 digits.

Example: P0120100125

Click **Search**

(Note: Permit number can be found on the email you received stating your permit has been processed and is awaiting payment.)

Step 5

Ensure the record is selected and click **To Continue**

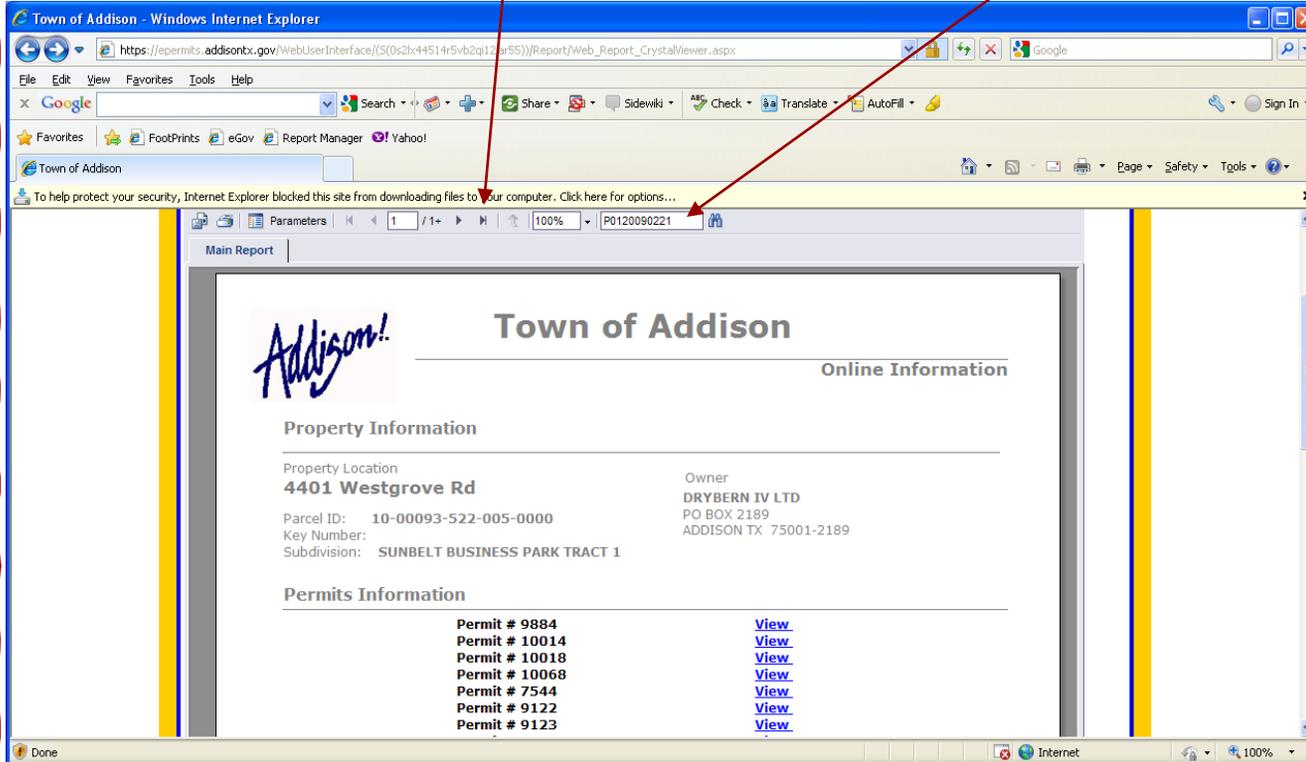
The Property Information Report will display.

The screenshot shows a web browser window displaying the 'Main Report' for a property. The report includes the following information:

Town of Addison	
Online Information	
Property Information	
Property Location	Owner
4401 Westgrove Rd	DRYBERN IV LTD
Parcel ID: 10-00093-522-005-0000	PO BOX 2189
Key Number:	ADDISON TX 75001-2189
Subdivision: SUNBELT BUSINESS PARK TRACT 1	
Permits Information	
Permit # 9884	View
Permit # 10014	View
Permit # 10018	View
Permit # 10068	View
Permit # 7544	View
Permit # 9122	View

Step 6

Using the report toolbar, select the *Go to Last Page* icon or enter the permit number in *Search for Text* box and click the binoculars.



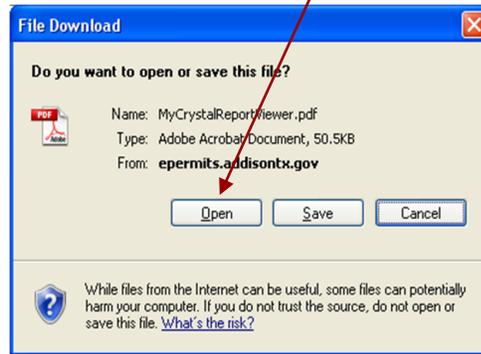
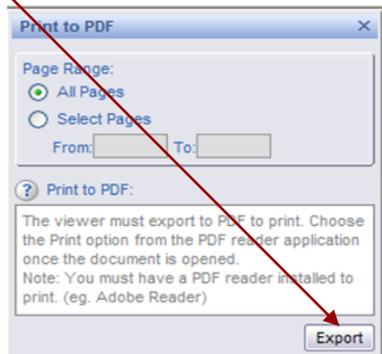
Step 7

Once you have located the permit number you want to print, click the **View** hyperlink.

Step 8

Using the report toolbar, select the printer icon to print this report.

The Print to PDF window will display. Click the Export button. File Download window will display. Click Open.



Adobe Reader will launch.

Click the printer icon or from the main toolbar select *File* and then select *Print*. Select your printer, then click *OK* to print.

Microsoft Security Warning

After clicking the Print to PDF export button, you might receive the following warning:

To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options.

To stop the information bar from blocking file and software downloads:

1. Open Internet Explorer
2. Click the *Tools* button; then click *Internet Options*.
3. Click the *Security* tab; then click *Custom level*.
4. Scroll to the *Downloads* section of the list and then under *Automatic prompting for file downloads*, click *Enable*.

Else,

If you receive the security message, **“To help protect your security, IE blocked this site from downloading files to your computer. Click here for options.”**, select **Download file**. Once again, click the printer icon from the report toolbar and select export. You will then be able to open the pdf file. Choose the print option from the pdf reader application once the document is opened.

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