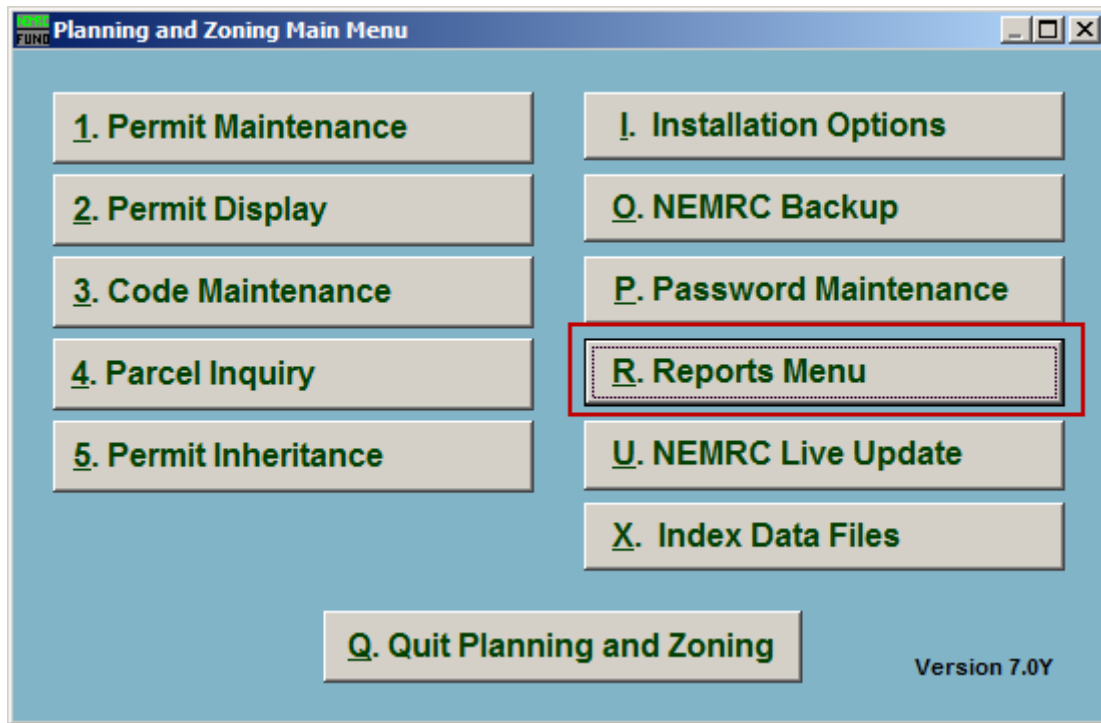


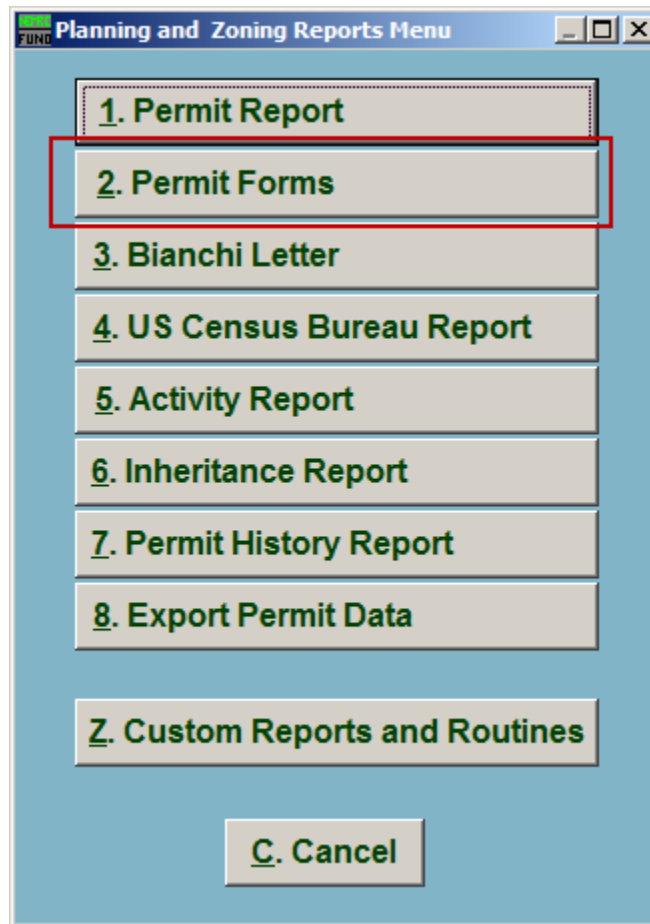
## Planning/Zoning

### R. Reports Menu: 2. Permit Forms



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

## Planning/Zoning



Click on “2. Permit Forms” from the Reports Menu and the following window will appear:

# Planning/Zoning

## Permit Forms

1. **Blank form:** Click to select this option to print a blank Permit Form.
2. **Selected permit:** Click to select this option to print a predefined Permit Form.
3. **Cancel:** Click “Cancel” to cancel and return to the Reports Menu.

## Planning/Zoning

### Blank Permit Form

1. The button that appears in blue is the selected Permit type.
2. **Name of custom permit:** If you selected “Custom Permit” from item 1, then this field becomes available. Enter the name for this Custom Permit.
3. **Allow two inch space for letterhead:** Click to check this box to have two inches of space at the top of the Permit.
4. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
5. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

## Planning/Zoning

### Selected Permit Form

**Print standard permit form**

Select a blank permit form or a particular permit to be printed

☐ Blank form ☒ Selected permit

**No permit selected**

**1** Parcel number  -  Find

Owner  Find

Permit number  Find

Name of custom permit

**2** ☐ Allow two inch space for letterhead

**3** Print **4** Cancel

- 1.** Select the permit to be printed via one of the following methods:  
Parcel number – enter the parcel number or click the find button to look up by parcel number.  
Owner – enter the owners name or part of the name and click the find button to select a permit.  
Permit number – type in the permit number or click the find button to look up by permit number.
- 2. Allow two inch space for letterhead:** Click to check this box to have two inches of space at the top of the Permit.
- 3. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 4. Cancel:** Click “Cancel” to cancel and return to the previous screen.