Public Lookup for existing Commercial Buildings

If you have a follow up submittal such as an HVAC , Sprinkler, Alarm, Petition for Variance, ext. Using public lookup will make your application easier to fill out and properly link your current submittal with the parent submittal.

To use public lookup you will need the transaction ID number from the parent submittal to find the corresponding eSLA approval number.



Once on the public lookup page, use the drop-down menu to select Permits, select Commercial Buildings in the Program area, pick Conditionally Approved for the Status and then enter the previous transaction ID number in the Plan Review, Permit Serial or Object Number field.

Search: Permits	✓ Note: It is not necessary to complete all fields. Fields marked * are
* Program Area Commercial Buildings	Select Permit Type Check one or multiple boxes
Status Conditionally Approved	Plan Review, Permit, Serial or Object Number 3287658
Business Name	Doing Business As
Last Name	First Name

Street

Once those fields are populated hit the search button to bring up the results.

Street	City
Site Id	Locked and Vacant?
SEARCH DOWNLOAD	

After the search click on the View Details button.

	1										
Account Name	 Plan Review or PTO# 	Serial #	External ID #	Status	Expiration Date	Location	Street	City	County		7
NORTHSIDE ELEVATOR INC	CB-022077246-PRB		PR_3287658	Conditionally Approved	2/11/2022		NW DAVEL DR & BEAVER ST	LOYAL		View Details	
Showing 1 to 1 of 1 entries									_	Proviour 1 No	

Then copy down the PTO/Plan Review number. You will use this number when filling out your current application.



WI

Insert that number in this location on your application. Then hit search.

Plan Review Search

You can search for an existing building review. To do so, search using one of the criteria listed below. Once you have found the Commercial Building, click Begin Application or Submit Test to proceed.





If you don't have a plan review number/eSLA Number, please press Continue to move to stand alone application



After hitting search, a popup screen will appear that will list all of the buildings that were associated with the parent submittal. Use the check boxes on the left-hand side to choose what buildings this current application is for and then hit the Start Application button.

Building I	Name	Project Name	Site Id	Building Previous Tenant	
NORTHSI	IDE ELEVATOR FERTILIZER 2	NORTHSIDE ELEVATOR INC	773225	undefined	
nowing 1 to 1 of 1 er	ntries				1 Next
					-
		START APPLICATION			7