

CHECK YOUR NEW HOUSE PERMIT STATUS ONLINE!

www.cityofnorthport.com

1. Top bar → Online Services → Online Permitting
2. On the left-hand side click “Select Permit”
3. Select “parcel number” as the search type (the parcel number is a 10 digit number)
 - a. The first 4 digits will go in the box that says “Page”
 - b. The next 2 digits will go in the box that says “Block”
 - c. The final 4 digits will go in the box that says “Lot”
4. Enter in the search criteria and click continue (If no results populate, your new house permit has most likely not been assigned a permit number yet)
*** If you’re looking for the permit number, it will be in **BLUE** underneath the “Application Number” heading ***
5. Click on the **BLUE** application number
6. On the left-hand side click “Plan Tracking Status”
7. Under the “Type” heading:
 - a. AP – approved (no further information needed)
 - b. IP – conditionally approved (additional information or revisions needed)
 - c. HLD – on hold (additional information or revisions needed)
 - d. RE – returned for revisions (additional information or revisions needed)
8. Click on the **BLUE** links under the “Agency Descriptions” heading if the type is “RE”, “IP” or “HLD”
9. Click the **BLUE** link under the “Action Description” heading to view the comments and find out what further information is needed

If you have further questions, please contact the Building Division at (941) 429-7044 or bldginfo@cityofnorthport.com