PUBLIC SEARCH FUNCTION IN OPENGOV
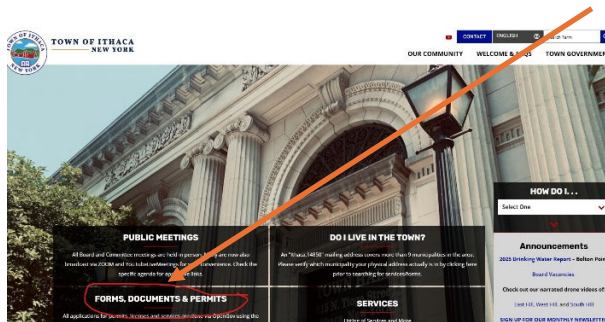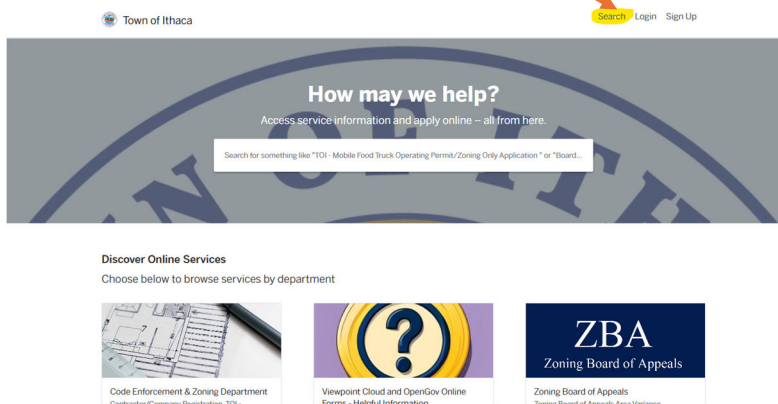
The public search is a pilot program we are launching in Opengov. This allows anyone from the public that does not have an Opengov/Viewpoint account to look up certain permits and documents that are both active and closed on any town property. This search is limited to specific types of permits and only permits/documents issued from the Code Enforcement and Zoning department.
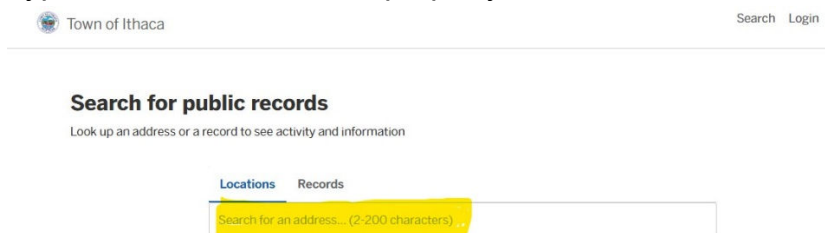
To access the search function, go to townithacany.gov website, choose *"Forms, Documents and Permits"* on the home page:
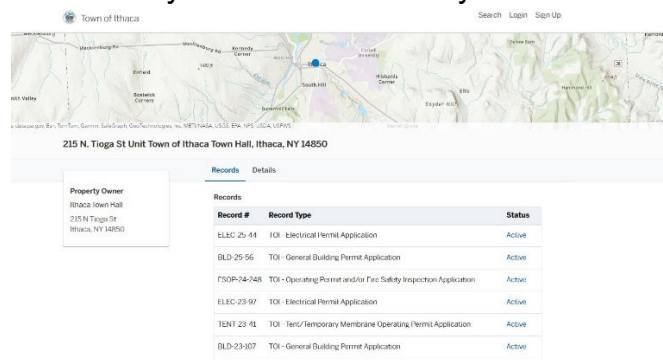

Choose the *"Search"* function on the top right

Type in the address of the property
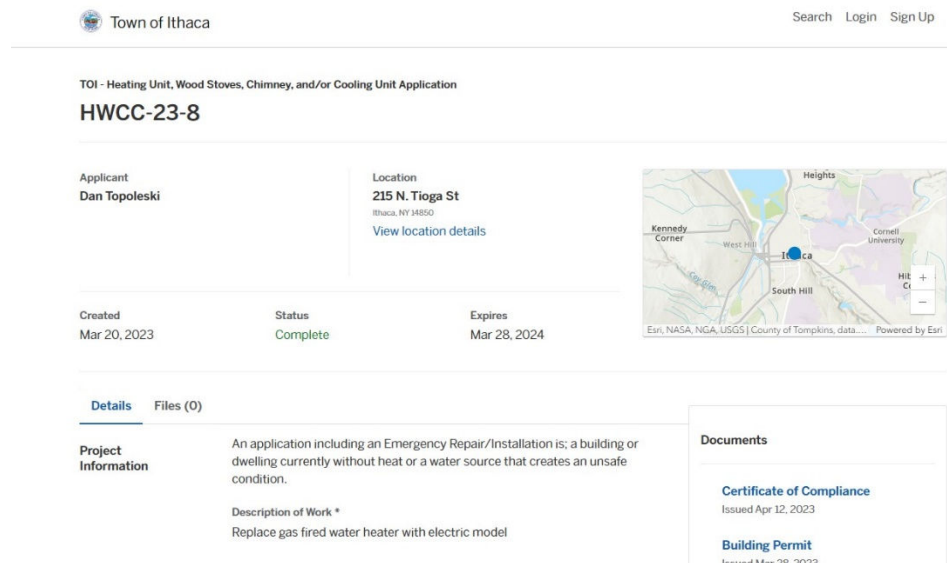
Choose any of the records that you would like to view:

When choosing a Permit Record from the list, there is some basic information about the project. In the documents section (bottom right), you will only see certain documents, the Certificate Of Occupancy/Completion and the Building Permit (if it was issued in the Opengov system).

Older records prior to 2022 will not have any documents. To view all the documents on a record or the property, this can be done by completing a FOIL request with the Town Clerk's office. This does require that you have an account with Opengov.