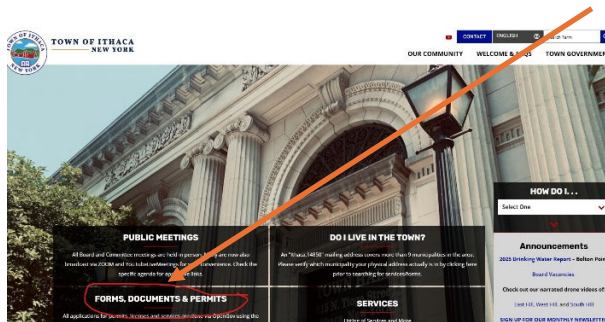


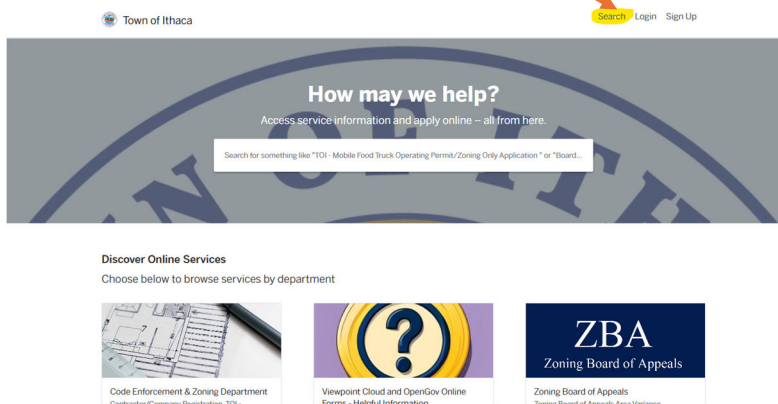
## PUBLIC SEARCH FUNCTION IN OPENGOV

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.

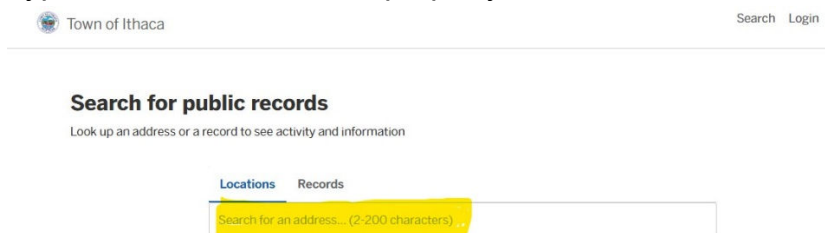
To access the search function, go to townithaca.gov website, choose **“Forms, Documents and Permits”** on the home page:



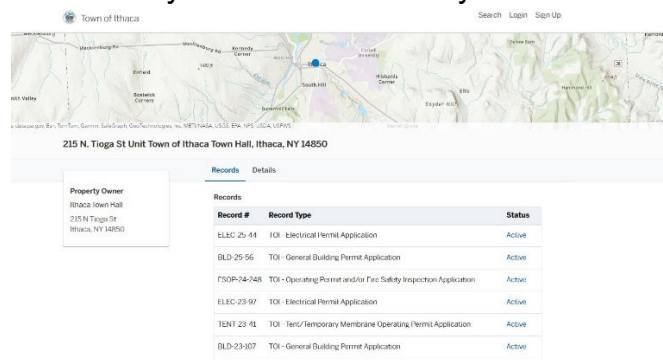
Choose the **“Search”** function on the top right



Type in the address of the property



Choose any of the records that you would like to view:

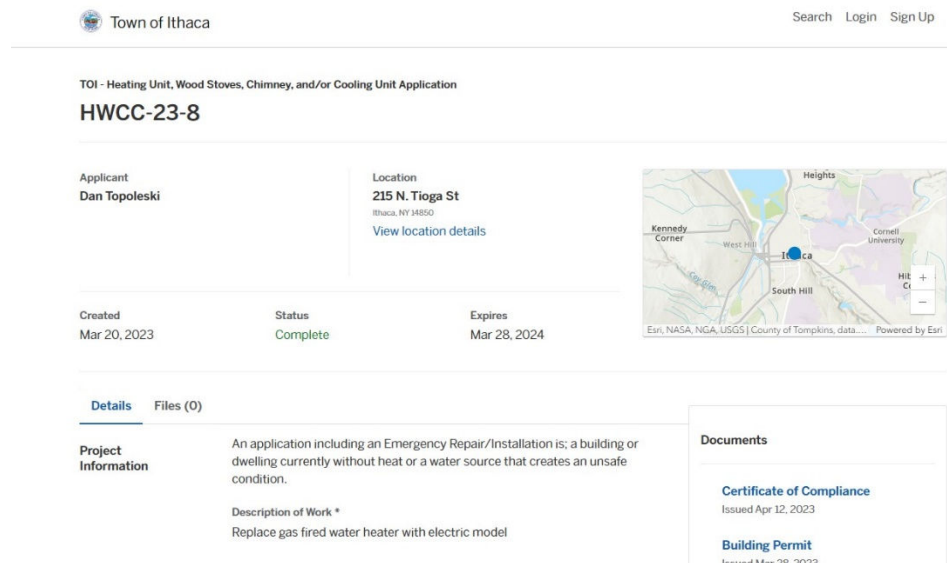


Town of Ithaca Search Login Sign Up

215 N. Tioga St Unit Town of Ithaca Town Hall, Ithaca, NY 14850

Record #	Record Type	Status
ELC-25-41	TOI - Electrical Permit Application	Active
BLD-25-56	TOI - General Building Permit Application	Active
FSOP-24-248	TOI - Operating Permit and/or Fire Safety Inspection Application	Active
ELC-23-97	TOI - Electrical Permit Application	Active
TENT-23-41	TOI - Tent/Temporary Membrane Operating Permit Application	Active
BLD-23-007	TOI - General Building Permit Application	Active

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).



Town of Ithaca Search Login Sign Up

TOI - Heating Unit, Wood Stoves, Chimney, and/or Cooling Unit Application  
HWCC-23-8

Applicant: Dan Topoleski

Location: 215 N. Tioga St, Ithaca, NY 14850  
[View location details](#)

Created: Mar 20, 2023 | Status: Complete | Expires: Mar 28, 2024

**Details** | Files (0)

**Project Information**  
An application including an Emergency Repair/Installation is; a building or dwelling currently without heat or a water source that creates an unsafe condition.  
Description of Work \*  
Replace gas fired water heater with electric model

**Documents**  
[Certificate of Compliance](#)  
Issued Apr 12, 2023  
[Building Permit](#)  
Issued Mar 28, 2023

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.