

Searching Public Records in STREAM

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What work will I find in STREAM?

All applications applied for *or* migrated to our current STREAM permitting and licensing system are searchable in STREAM along with their corresponding subrecords and inspections.

Please note that applications applied to via our past system, Trakit, as well as historical archives, are not stored in the STREAM site but can still be found online. Instructions can be found at <https://www.a2gov.org/departments/build-rent-inspect/building/Pages/archived-project-lookup.aspx>

- STREAM was launched in 2021 for Clerks Office applications, 2022 for all other applications. Please allow for some overlap time when determining which system to search for work, and some applications may need to be searched for in both places to be found.

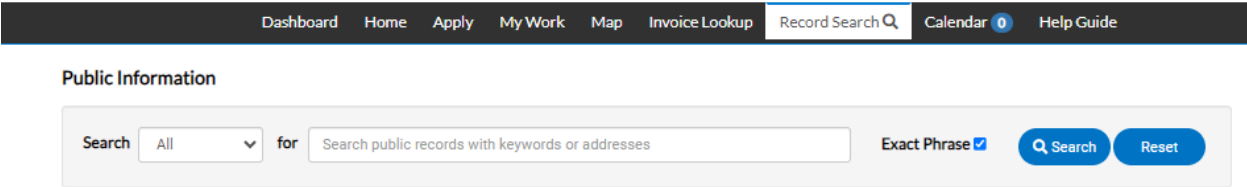
If you are a contact on the case, you will be able to find it within your work and your dashboard and can conduct various business to manage your application as it progresses.

If you are not a contact on the case, you will be able to search for public records but cannot take action on records you are not a contact on with the exception of paying invoices.

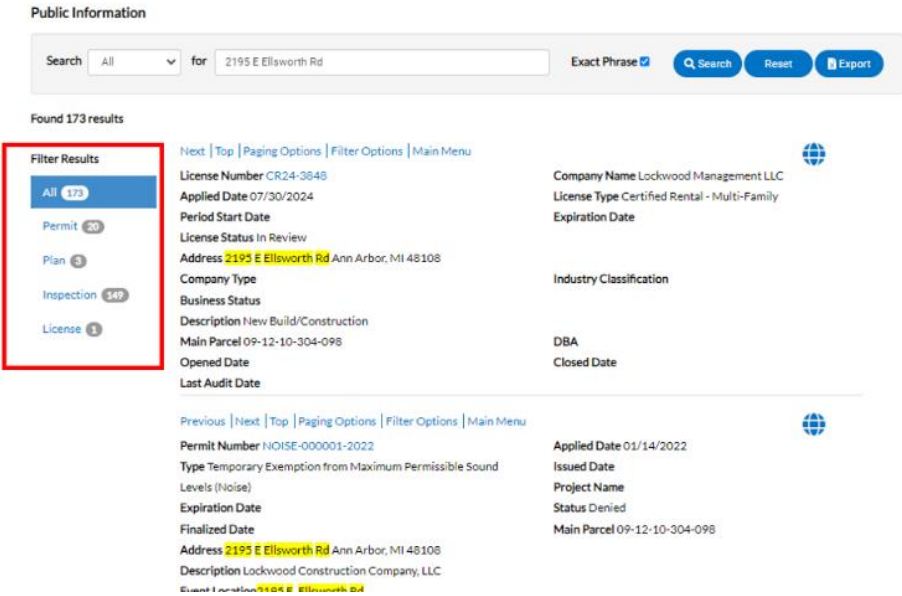
Using Record Search to find Public Records

Whether or not you are a contact on a case or logged into the system, you can use the Record Search screen to search for individual records or bulk records to export. (However, if you are a case contact wanting to locate and manage a case of your own, please read the Monitor and Manage Your Work help guide for more streamlined methods for you to find your own work.)

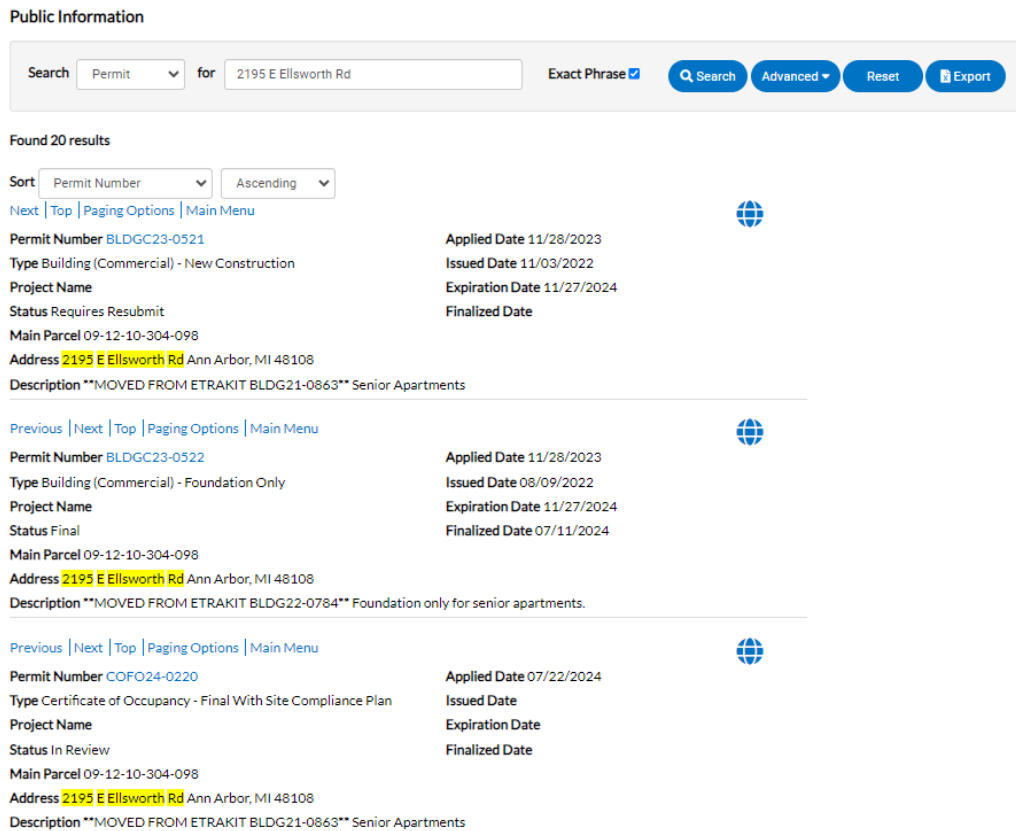
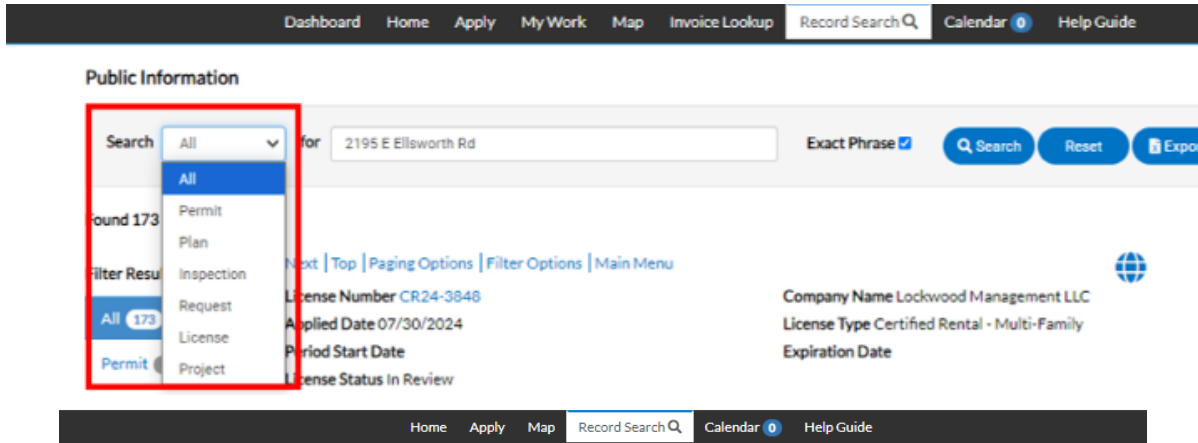
1. Access the STREAM website by going to stream.a2gov.org
2. Proceed to the **Record Search** tab
3. The Record Search tool defaults to the most basic setup, which is to search all records based on the keyword or address you enter in the search bar.
 - a. You can enter a case number, address, case type name, description you might be looking for, etc
 - b. If you begin to type an address into the search bar, our GIS will populate suggestions for you to select the correct address



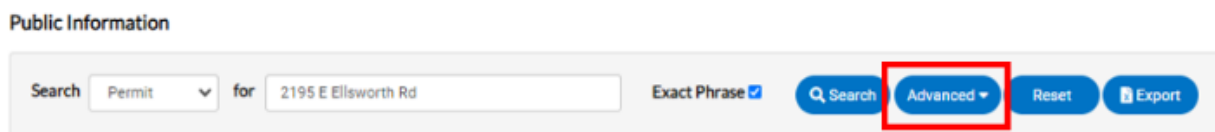
4. Once you have entered a search, the results will be listed below and filters will appear to the left so you can limit the results by case type if desired.



5. Alternatively, you can refine your search before you begin by using the search category drop-down before you start your search. This will ensure that only records that match that category will be returned.



6. Once you have made a selection in that drop-down menu other than "All," the Advanced Search option opens up as a selection as well:



7. If you expand the Advanced search option, many more fields will become available. These fields give you the ability to search by case type, status, or date range for any of the key dates that may exist on the record.

Public Information

Search Permit

Search Advanced Reset Export

Permit Number

Project Name

Permit Type --Select Permit Type--

Parcel Number

Status --Select Permit Status--

Address Search Addresses

Description

Applied Date To

Issued Date To

Expiration Date To

Finalized Date To

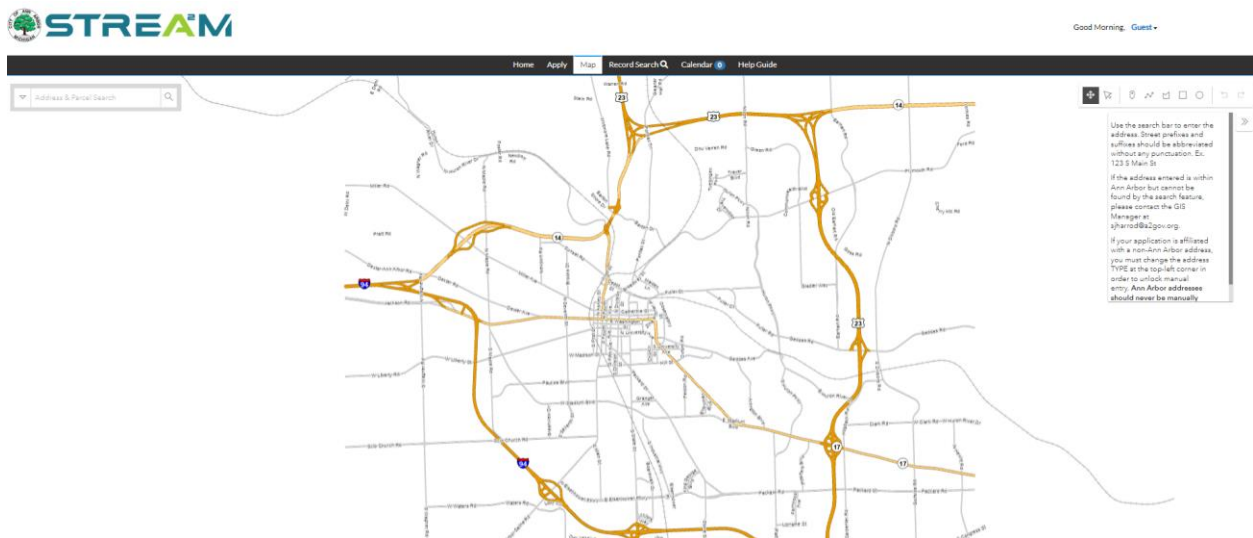
8. Once you have your search results, you can do the following actions:
 - a. Click on the case number to hyperlink into any individual case.
 - b. Click on the globe icon next to any case to jump to the map screen for that case – this will also allow you to inspect what other records exist on that parcel.
 - c. Click on the Export button at the top of the screen to export the search results to your computer.

This method can be used by anyone on STREAM to locate records. However, if you are a case contact wanting to locate and manage a case of your own, please read the Monitor and Manage Your Work help guide for more streamlined methods for you to find your own work.

Using Map Search to find Public Records

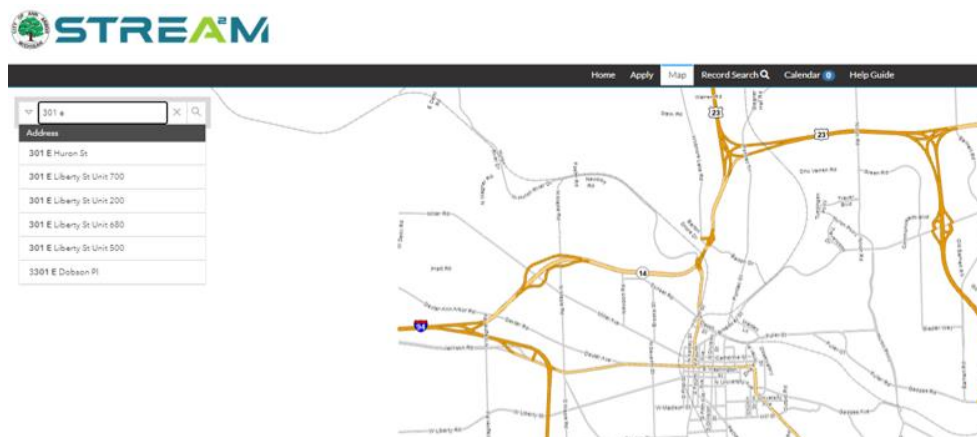
Whether or not you are a contact on a case or logged into the system, you can use the Map screen to search for records affiliated with an address or parcel (However, if you are a case contact wanting to locate and manage a case of your own, please the Monitor and Manage Your Work for more streamlined methods for you to find your own work.)

1. Access the STREAM website by going to stream.a2gov.org
2. Proceed to the **Map** tab

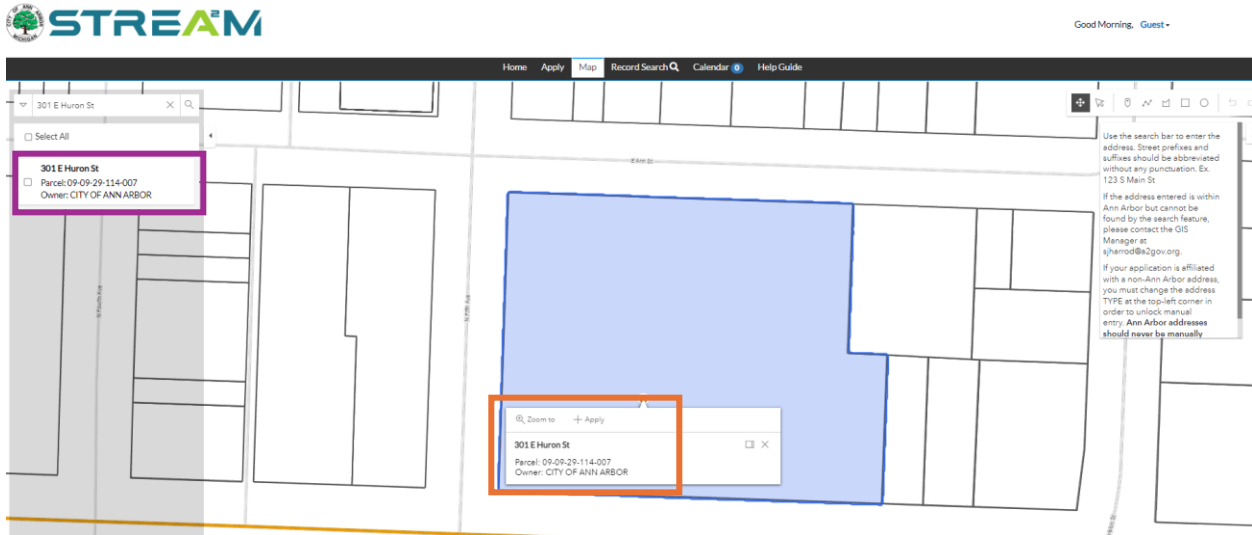


Searching by specific address or parcel

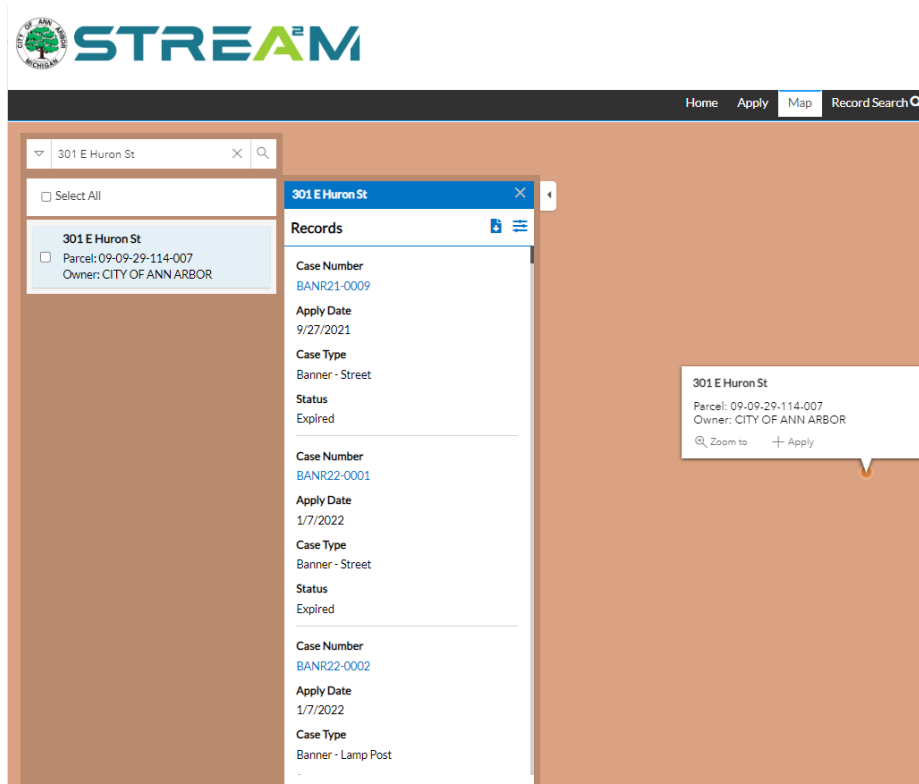
1. In the address and parcel search bar at the top, begin typing the address or parcel number you are interested in.
2. The system will automatically provide autofill suggestions from our GIS. Use your mouse or keyboard arrows to select the one you want from this list.




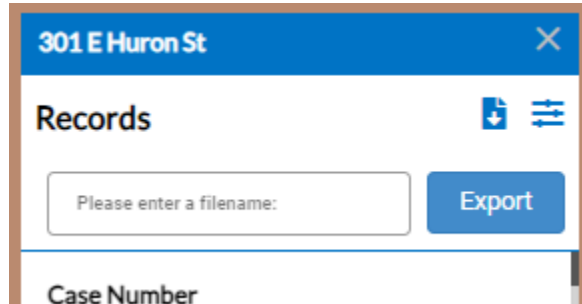
3. Once the search is entered, the map will zoom in on that address/parcel and information will populate in two places:
 - a. **A bubble pop-up** on the map itself over the parcel where you can click on 'Apply' to begin an application for this location.
 - b. **A list on the left side bar** of the resulting parcel, which you can select to see more information about that location.



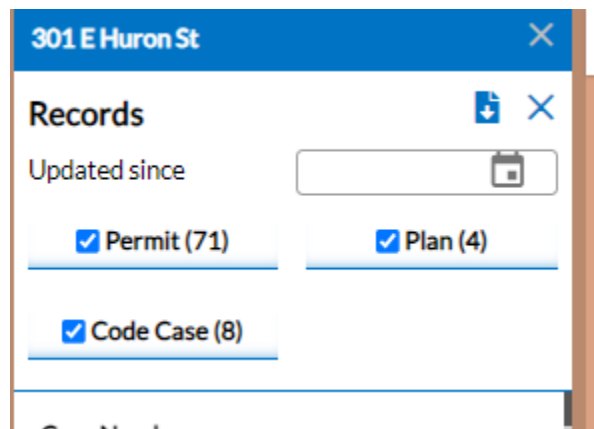
4. Clicking on the parcel in the left sidebar menu will expand a Records window that displays all records associated with that parcel.



5. From here, you can click on the  **Export Records** icon to download these records to your computer, or the  **Filter** icon to filter the results.
- Export will prompt you to provide a file name before exporting.

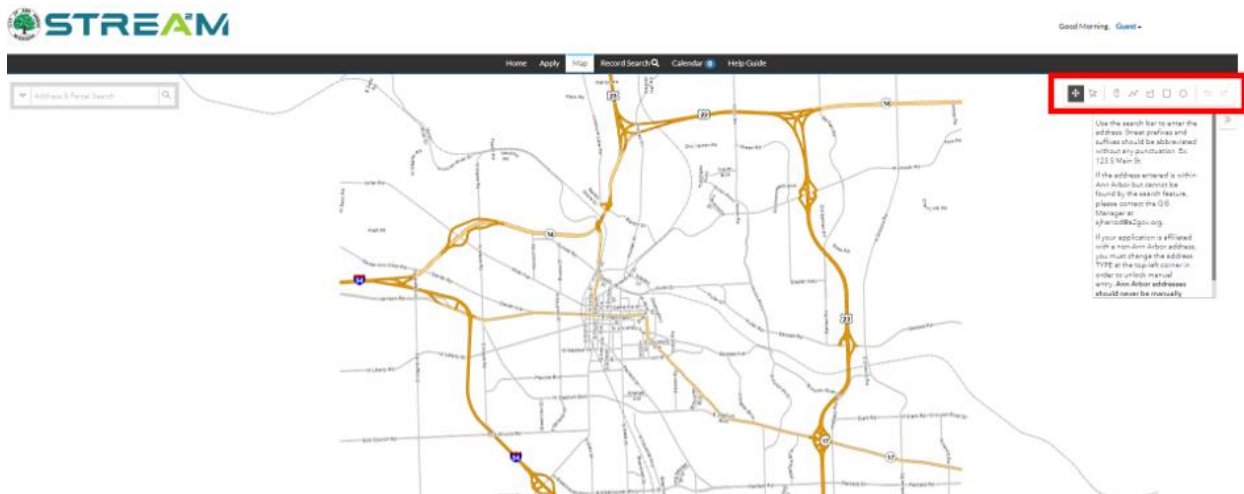


- Filter will open up the options to filter by Updated Since date, or by case module type.

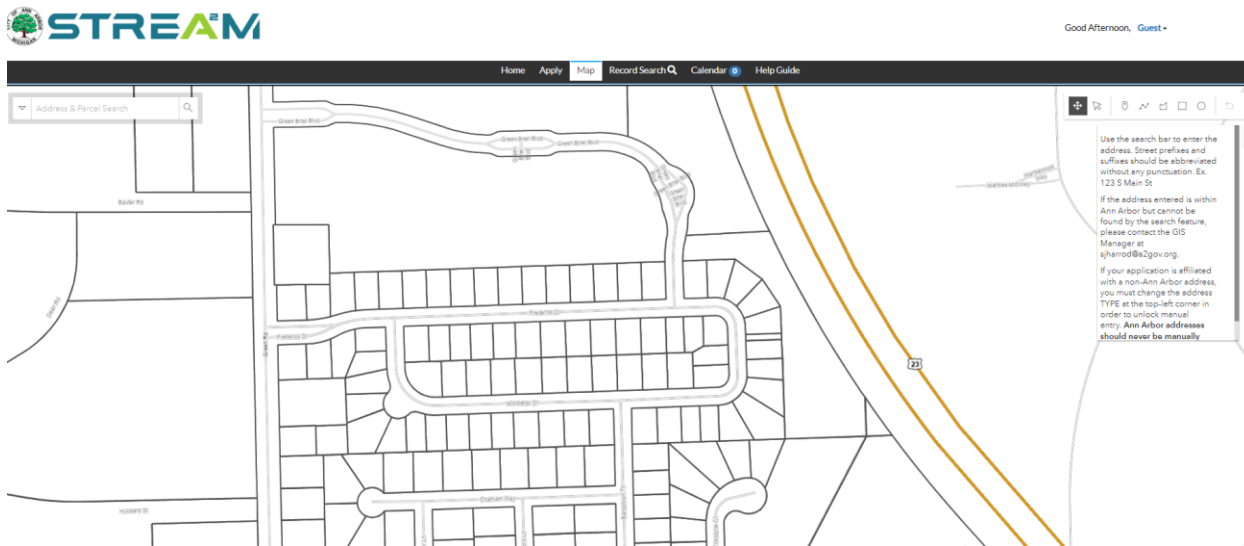


Searching by map selection or drawing

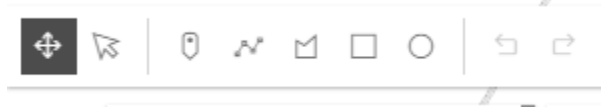
1. From the map, you can use the toolbar at the top right corner of the map to make a selection on the map of one or more addresses to find all related records for those parcels.



2. Start by zooming in and navigating to the area of the map where your selection is. You want to be zoomed in far enough so you can easily see the full area you want to select but far enough out so the entire area can fit in your screen.



3. On the toolbar, select the pint, line, polygon, square, or circle drawing tool, whichever you prefer.



Searching by a Point on the Map



The Point tool is best if you want to select a single property. Simply click on the tool to select it, then click once on the property. From here you can proceed to steps 3-5 in the “Searching by specific address or parcel” section, above.

Searching by a Line on the Map



The Line tool is best if you want to select a range of properties in a row. Simply click on the tool to select it, then click once on the start of your line, once for any angles/turns you need in your line, and double-click to end your line.

Once your line is drawn, all parcels intersecting with your line will highlight and the left side bar will populate with a list of all parcels. From here you can use the checkboxes to select any of these parcels you want to initiate an application with, or you can click on the “View Records” button to view all related records for all of these parcels at once.

Note that instructions for the View Records screen can be found in steps 4-5 of the “Searching by specific address or parcel” section, above.




Searching by a Shape Drawing on the Map



The Shape tools are best if you want to select a range of properties in a shape, such as all properties surrounding a specific intersection or block.

For the polygon tool, click on the tool to select it, then click once for each corner of your polygon and double-click to close the shape at the end.

For the square and circle tools, click on the tool to select it, then click once on the map to create the

shape. Next, click on the  Transform tool to select your shape and drag it to the shape and size you desire.

Once your shape is drawn, all parcels intersecting with your shape will highlight and the left side bar will populate with a list of all parcels. From here you can use the checkboxes to select any of these parcels you want to initiate an application with, or you can click on the “View Records” button to view all related records for all of these parcels at once.

Note that instructions for the View Records screen can be found in steps 4-5 of the “Searching by specific address or parcel” section, above.

