

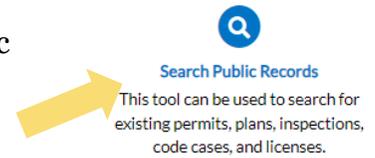


Guide to Citizen Self Service Portal (CSS)

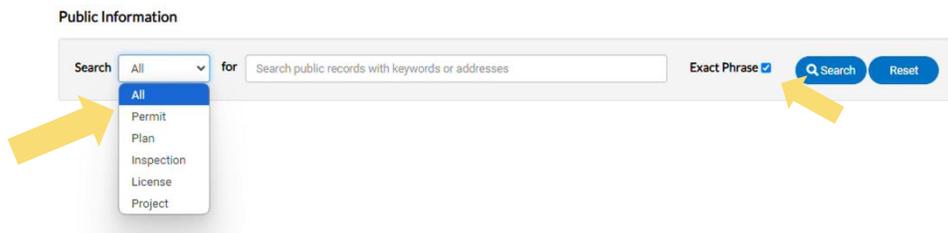
How to Search Public Records
Queen Anne's County Planning & Zoning Department

The Queen Anne’s County’s online Citizen Self Service Portal, CSS, will allow you to search for existing permits, plans, licenses, and inspections. In this guide, we will explain how to search for public records using CSS.

1. Navigate to the [CSS homepage](#) and click the “Search Public Records” tile located in the center of the page.



2. Choose the type of information you’re searching for from the Search drop down menu. You can then enter relevant keywords or addresses related to your search.
 - For useful search tips, refer to the last page of this document.



3. Once you locate the record you’re searching for, click the blue hyperlink (the plan, permit, or license number) to open the record’s dashboard.



3a. To view the premise of the record, click the  icon on the right-hand side.

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Permit Number **BR24-01-0001**

Type RESIDENTIAL DEMOLITION PERMIT

Project Name

Status ISSUED

Main Parcel 1801003496

Address

Description DEMOLISH EXISTING SHOP

Applied Date 01/02/2024

Issued Date 01/23/2024

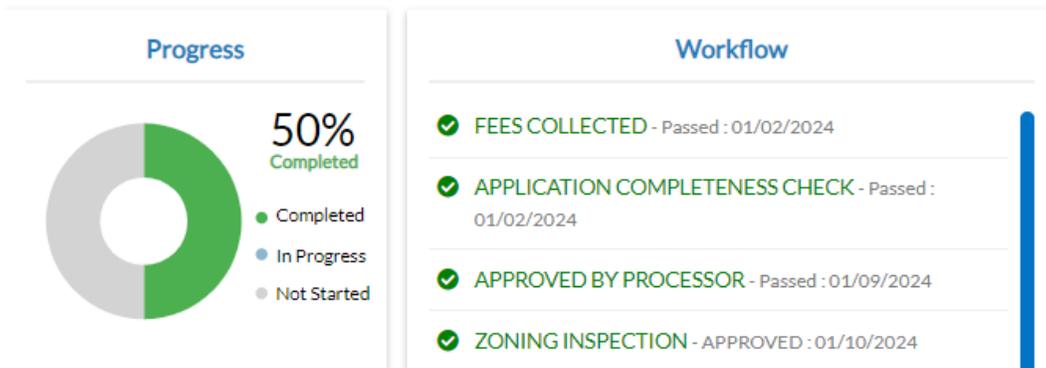
Expiration Date 07/22/2024

Finalized Date



4. The record provides a comprehensive overview that includes a summary, location, current status, and a progress summary.

Type:	RESIDENTIAL DEMOLITION PERMIT	Status:	ISSUED	Project Name:	
IVR Number:	116744	Applied Date:	01/02/2024	Issue Date:	01/23/2024
District:	ELECTION DISTRICT 1	Expire Date:	07/22/2024		
Finalized Date:					
Description:	DEMOLISH EXISTING SHOP				



Status Definitions listed in Public Records

Permit Status Definitions

- **Applied:** The permit has been applied for online and is awaiting review.
- **Board of Appeals:** The permit is awaiting Board of Appeals approval.
- **Closed:** The permit has successfully passed all necessary inspections and, if applicable, a Certificate of Occupancy has been issued.
- **Expired:** The permit (either submitted or issued) has been expired. Please call 410-758-4088 for additional details.
- **Hold:** The permit is temporarily on hold. Please call 410-758-4088 for additional details.
- **Incomplete Submittal:** A permit application was submitted, but the zoning department is waiting for additional documentation or information in order to process.
- **Issued:** The permit has been approved, signed, and the project can begin.
- **Submitted:** The permit application has been received by the permit technician and has moved forward to processing.
- **Void:** The permit has been voided due to a duplicate or unnecessary submission.
- **Withdrawn:** The applicant or property owner no longer wishes to move forward and has requested to withdraw the permit.

Plan Status Definitions

- **Approved:** The plan has been approved by the relevant boards (BOA and/or PC) and/or has been signed by relevant county departments and the Planning and Zoning Director.
- **Denied:** The plan was denied by the relevant county departments or boards (BOA or PC)
- **In Process:** The plan is under review by relevant departments or is awaiting a response from agents regarding a comment letter or request for additional information.
- **Inactive:** There has been no progress on the plan due to no response from the applicant or agent.
- **On Hold:** The plan is currently on hold. For more details, call 410-758-1255.
- **Recorded:** The approved plan and applicable legal documents have been recorded at the Clerk of Courts.
- **Submitted:** The initial application has been submitted for review
- **Withdrawn:** The applicant or property owner has chosen to discontinue and has formally withdrawn the plan.

Inspection Status Definitions

- **Approved:** Passed inspection
- **Cancelled:** No inspection needed
- **Denied:** Did not pass inspection
- **Fail:** An issue must be resolved to pass inspection
- **In Review:** Waiting for inspection
- **Partial Pass:** Additional work is required to pass inspection
- **Re-Inspection:** Additional work is required to pass inspection, and a new inspection has been scheduled
- **Reschedule:** Inspection needs to be rescheduled

License Status Definitions

- **Active:** License is approved and active
- **Denied:** License was denied
- **Expired:** License expired
- **In Review:** License is in review
- **Inactive:** License is inactive
- **Revoked:** License was revoked
- **Submitted:** Application was submitted and awaiting approval
- **Withdrawn:** Applicant withdrew license application

Helpful Hints When Searching for Public Records

To Search by Address

- When searching by address, select “Exact Phrase” and start typing the premise street number. A dropdown list will appear with all matching addresses in Queen Anne’s County.

To Search by Permit Number

- When searching by permit number, make sure to enter all digits, including letters and dashes.
- Examples
 - Z20-12-0486
 - BC-20-01-0002
 - S20-10-0512

To Search by Permit Number

- When searching by plan number, make sure to enter all digits, including letters and dashes.
- Examples
 - SWM-23-08-2543
 - ATE-24-03-0004
 - SP-18-08-0006

To Search by License Number

- When searching by license number, make sure to enter all digits, including letters and dashes.
- Examples
 - LIQA000177-02-2019
 - LIQB000061-01-2019
 - LIQC-000055-01-2019