Post Falls Building Permits Instructions

If you need to re-build a Permit Report from scratch, use the following Columns and Filters to ensure consistency in the data export and import tools.

# Building Permits 2023

*Note: Change name and date filter each month*

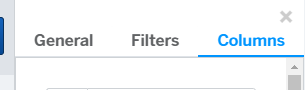
## Report Name:

Building Permits 2023 - Month 1

## General

* + Department: Building Department
  + Record Type: All Department Records
    - Note: Will bring in things we don’t need, we can filter out in Power Query

## Filters

* + Permit/License Issued Date
    - Custom Range: first to last of month.
    - Ex: is in between 01/01/2023 and 01/31/2023
  + Custom Range: first to last of month.
    - Ex: 01/01/2023 to 01/31/2023

## Columns

* + Use the following (below)

### Available Columns:

Applicant Email

Applicant Name

Applicant PhoneNo

Archived

Building Type

Change Request Sent Date

City

Country

Date Draft Started

Date Last Re-submitted

Date Submitted

Department

Expiration Date

Full Address

Historical Permit No

Is Historical

Is Renewal

Last Record Activity

Latitude

Location

Location Flags

Location ID

Longitude

Lot Area

MAT ID

Mbl

Number of Locations

Number of Versions

Occupancy Type

Owner City

Owner Country

Owner Email

Owner Name

Owner Phone No

Owner Postal Code

Owner State

Owner Street Name

Owner Street No

Owner Unit

Permit/License Issued Date

Postal Code

Project Label

Project Name

Property Use

Record #

Record Status

Record Status Bar

Record Type

Renewal #

Renewal Submitted

Segment End Address

Segment End Point Latitude

Segment End Point Longitude

Segment Length (miles)

Segment Start Address

Segment Start Point Latitude

Segment Start Point Longitude

Sewage

State

Street Name

Street No

Submitted Online

Total Paid

Unit

User Flags

Waiting on Changes

Water

Year Built

Zoning

**See next section**

**Department Form Fields**

Type of Work

Building Type

Valuation

Proposed Description

Owner Name

Contractor Name

# of Units

Historical Issue Date

Historical Permit Type

Historical Work Class

ADU

Square Footage

Historic Valuation

Historical Square Feet

Historic Finaled Date

Historical Description

KCFR Sq Ft

Historical Issue Date2

Historical Inspection End Date

New Single Family Includes Solar

CEA Project Name

CEA Description