

Getting Information from CivicData

Tacoma uses a system called CivicData (civicdata.com) to store our permit data that is publicly viewable. To get information about our permits, follow the instructions below:

FINDING TACOMA

CivicData services many jurisdictions by hosting their permit data. From the CivicData homepage, you can click on the **Find Data** button, and search our name, Tacoma.

The direct link to our page is civicdata.com/organization/tacoma-ed21d4b6-552d.

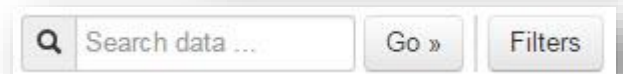
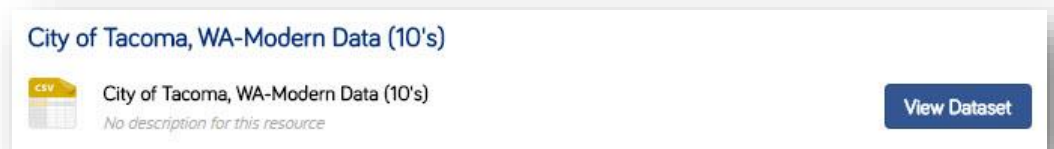
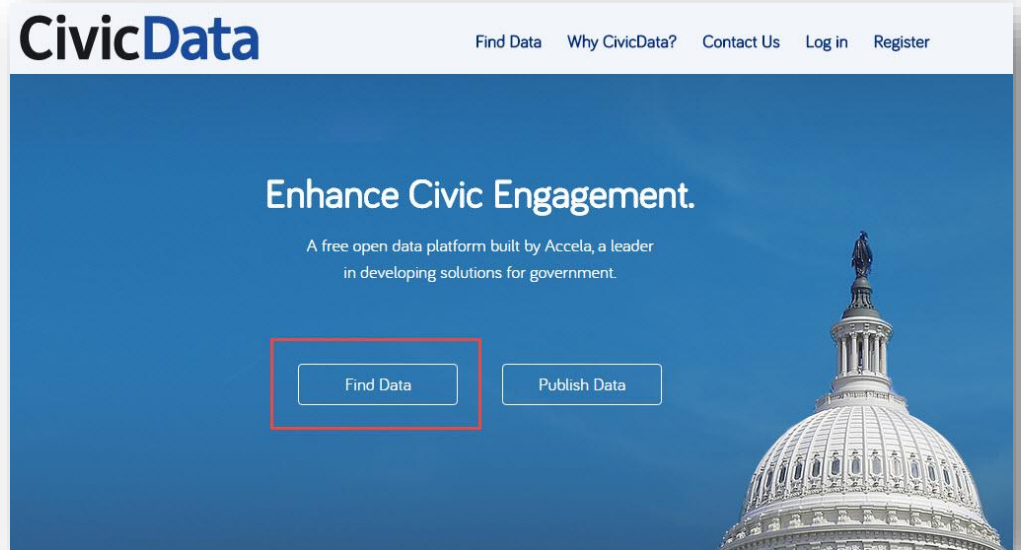
CHOOSING A DATASET

Every jurisdiction has options for multiple sets of data. The majority of our active permits are in the dataset labelled **Modern Data (10's)** (though these instructions work with any dataset). Click the **View Dataset** button and you'll see the data included with that report.

NAVIGATING THE REPORT

By default, the dataset will show 100 results at a time. You can go to the next set of 100 by clicking the right arrows, back by clicking the left arrows, or enter a custom range with the number boxes in the middle.

To search all fields, click into the search box, type your search, and click the **Go** button.



Note: This Tip Sheet does not substitute for codes and regulations.

The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

More information: City of Tacoma, Planning and Development Services | www.tacomapermits.org (253) 591-5030

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.

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USING FILTERS

You can also filter the data by clicking on the **Filters** button.

- Drop down the Field selection.
- Choose the first field by which you would like to filter.
- Based on the field chosen, choose a filter type. Examples:
 - Date range: choose a start and end date for the data to go between
 - Contains: the text in the field chosen contains the text you enter
 - Equal: exact match, case sensitive search for the field
- Click the **Add Filter** button.
- Repeat for additional filters.
- In the second area, fill out your chosen filters. This step will offer a calendar to select dates when searching date fields.
- Click the **Filter** button.

DOWNLOADING DATA

In the top-right corner of the dataset, there is a blue **Download** button which will provide two options: CSV and JSON. CSV will work as a standard spreadsheet that works in Excel, Numbers, or any other spreadsheet application. JSON will download a JSON file for programming. Unless you are familiar with how to use this file type, use CSV.

NOTE: Filtering the data **does not** affect the download files. These files will include all data in the dataset.

FILTERS

Add Filter

Field
Permit_Number

Filter Type
Equal

Add Filter

Filters

Permit_Number x

Equal

Filter



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