# Using the Search Menu

## Open Folders (All Types)

This list displays all open folders, including permits, code compliance, etc., in our database.

In the Search Menu, click "Open Folders." When that page opens, you will find two ways to view the info, either spreadsheet view or map view.

Click on the spreadsheet view picture to see the data in a spreadsheet. You will be able to sort and filter the data right on the page, or you may export it using the "Export to Excel" button. To filter the list, use the "Folder Types" buttons or "Council Districts" buttons. To sort the list, click on any of the column headers to change the order from ascending to descending.

The map view will display the data on an interactive map. Data is grouped by developments, permits, environmental and compliance. You can get more details by clicking the property on the map or the folder link in the spreadsheet.

## Organization or Person's Name

Search for by a person's name or organization.

You will need the name of the organization or the last name of the person. If you are not sure how to spell the name, simply enter what you do know and a list of possible names will be returned.

1.  In the Search Menu, click "Organization or Person's Name"
2.  Enter the organization or person's last name
3.  Click the submit button

If we have more than one match to the name, a list of the names will be shown so that you can pick one. If we have only one match to the name, a list of folders will be shown.

## Property

Search for records associated with a specific property.

You will need either the 12 digit parcel number or the address of the property. If you don't have the full address, enter what you know and we will return a list of possible addresses.

1.  In the Search Menu, click "Property"
2.  Enter the parcel number or address
3.  Click the submit button

If we have growth management records for the property, they will be listed. If the property is located within a municipality, we will list the municipality's contact information.

## Business Tax Receipt
Search for Business Tax Receipts

You may search for a specific tax receipt by its reference number or by the business name. You can search for a business name by entering just the part of the name you know into the search box. Just remember, the broader the search, the longer the search.

1. In the Search Menu, click "Business Tax Receipt"
2. Enter the reference number or business name
3. Click the submit button and details for that specific file will be displayed

You may also do broad searches. The number of records returned on any search is limited to 50,000.

1. Select application types from one or more of the drop-down lists
2. Enter a date range if you want to use one
3. Click the submit button

For additional information regarding Business Tax Receipts, please contact Treasury and Billing by emailing treasury@volusia.org or calling 386-943-7085.


## Compliance
Search for complaints, violations, code enforcement cases, and unsafe/dilapidated structure complaints as well as licensed and unlicensed contractor complaints

To search by a specific reference number:

1. In the Search Menu, click "Compliance"
2. Enter the reference number
3. Click the submit button and details for that specific file will be displayed

You may also do broad searches. The number of records returned on any search is limited to 50,000.

1. Select compliance types from one or more of the drop-down lists
2. Enter a date range if you want to use one
3. Click the submit button


## Contractors
Search for contractors registered with Volusia County Contractor Licensing

Search by the contractor's name, business name, type of contractor, VOL license number, and state license number. You may search for a contractor or business name by entering just the part of the name you know into the search box.

1. In the Search Menu, click "Contractors"
2. Enter the contractor's name, business name, VOL license number, or state license number
3. Click the submit button and details for that specific contractor will be displayed

You may also do broad searches. The number of records returned on any search is limited to 50,000.

1. Select type of contractor from the drop-down list
2. Click the submit button

## Developments

Search for commercial site plans, subdivisions, comp plan amendments, rezonings, variances and special exceptions

You may search by reference number or name. You may search for a development name by entering just the part of the name you know into the search box.

1. In the Search Menu, click "Developments"
2. Enter the reference number or name
3. Click the submit button and details for that specific file will be displayed

You may also do broad searches. The number of records returned on any search is limited to 1,000.

1. Select application types from one or more of the drop-down lists
2. Enter a date range if you want to use one
3. Click the submit button

## Environmental

Search for tree removal permits, wetland alteration permits, Class II permits, Ag exempt reviews, farm pond reviews and manatee protection plan reviews

Search by its reference number or name. You may use a "wild card" search for an application name by entering just the part of the name you know into the search box.

1. In the Search Menu, click "Environmental"
2. Enter the reference number or name
3. Click the submit button and details for that specific file will be displayed

You may also do broad searches. The number of records returned on any search is limited to 1,000.

1. Select application types from one or more of the drop-down lists
2. Enter a date range if you want to use one
3. Click the submit button

## Meetings

Search for growth management meetings such as Code Enforcement Board, Contractor Licensing & Code Administration Board, Development Review Committee and Planning & Development Regulatory Commission.

1. In the Search Menu, click "Meetings"

2. Select meeting type from the drop-down list
3. Enter the date of the meeting you want in both fields in the date range
4. Click the submit button

You may also do broad searches. The number of records returned on any search is limited to 50,000.

1. Select meeting type from the drop-down list
2. Enter a date range if you want to use one
3. Click the submit button

## Permits

Search for commercial/commercial accessory structure permits, residential/residential accessory structure permits and individual trade permits such as electrical, mechanical, plumbing, or roofing. You may search for a specific permit by its reference number.

To search by a specific reference number:

1. In the Search Menu, click "Permits"
2. Enter the reference number
3. Click the submit button and details for that specific permit will be displayed

You may also do broad searches. The number of records returned on any search is limited to 50,000.

1. Select application types from one or more of the drop-down lists
2. Enter a date range if you want to use one
3. Click the submit button