How to Perform a Public Records Search on the Citizen Self Service Portal for Violations, Permit History or to Access Public Documents

Following the steps listed below allows you to search our Public Records online via our Citizen Self Service Portal to locate the following:

- Permit History on a Property
- Any Open or Closed Zoning Violations, Building Code Violations or Nuisance Violations
- Access Public Documents for an Address (if Available)

Step 1: Visit www.charlescountymd.gov/CSS

Step 2: Click on Search Public Records in the top right corner.

Step 3: There are (2) types of searches you can perform to include a regular search or an advanced search.

- To perform a regular search, you will select *All* in the drop-down menu next to search. Searching this way will pull all records that exist for a property such as permits, plans, inspections, code cases, etc.
- To perform an advanced search, you will select the record type in the drop-down menu you wish to search for (permit, plan, inspection, code case, license, or project). Performing an advanced search on an address will specifically populate those records you search by based on the fields you complete.
- Do not include any street types in the search box (i.e., St, Rd, Pl) otherwise the system will indicate No Results Found.

Step 3 (continued):

Example below of a regular search.

Example below of an advanced search.

Step 4: After clicking the search button, your results should populate in the format pictured below. All results relevant to your search will appear. If you do not see what you are looking for, try refining your search criteria or there is a potential no records exist for the property.

Step 5: To see if there are public documents available for a record, click on the blue hyperlink that displays the permit number.

Previous | Top | Paging Options | Filter Options | Main Menu

Permit Number RESD-210819 ⬅

Type Residential Alterations

Project Name

Status Complete

Main Parcel 0904004493

Address 9340 CRYSTAL LN BEL ALTON, MD 20611

Applied Date 07/13/2021

Issued Date 08/16/2021

Expiration Date 08/10/2022

Finalized Date 12/02/2021

Step 6: Click on the oval that reads *Attachments*. You will see a disclaimer (as seen below) which indicates you do not have access to the permit but if there are documents available online, you can still access them as they are public records.

Permit Number: RESD-210819

- Permit cannot be printed at this time. You do not have access to it.

Permit Details | Tab Elements | Main Menu

Type:	Residential Alterations	Status:	Complete	Project Name:
Applied Date:	07/13/2021	Issue Date:	08/16/2021	
District:	1	Expire Date:	08/10/2022	
Square Feet:	1,075.00	Valuation:	$100,000.00	Finalized Date: 12/02/2021
Description:	Demo existing roof trusses and interior finishes of existing structure. Install new engineered roof trusses on existing walls, new finishes, windows, bathrooms, etc.			

Summary | Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | More Info

Step 7: Any attachments that are available to the public will appear as below. You will click on the blue hyperlink to open and/or download the document.