



## 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](http://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.

Public Information

Search  for  Exact Phrase

Example below of an advanced search.

Public Information

Search

Permit Number:

Project Name:

Permit Type:

Parcel Number:

Status:

Address:

**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.

Public Information

Search  for  Exact Phrase

Found 26 results

Filter Results

- All 26
- Permit 5
- Inspection 20
- Code Case 1

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Inspection Number **INSP-137715-2021**  
 Status Re-inspection required  
 Main Parcel 0904004493  
 Address **9340 CRYSTAL LN BEL ALTON, MD 20611**  
 Scheduled Date 11/29/2021

Type 19 - BI Final  
 Requested Date 11/22/2021



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Inspection Number **INSP-126319-2021**  
 Status Passed  
 Main Parcel 0904004493  
 Address **9340 CRYSTAL LN BEL ALTON, MD 20611**  
 Scheduled Date 09/02/2021

Type 10 - BI Preliminary  
 Requested Date 09/01/2021





# Charles County Department of Planning & Growth Management

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

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Permit Number [RESD-210819](#)



Applied Date 07/13/2021

Type Residential Alterations

Issued Date 08/16/2021

Project Name

Expiration Date 08/10/2022

Status Complete

Finalized Date 12/02/2021

Main Parcel 0904004493

Address 9340 CRYSTAL LN BEL ALTON, MD 20611

**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.

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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.

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

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**Attachments** Sort Needs Action ▾



Construction Plan

[Updated - Plan Set 1\\_v1.pdf](#) ←

Uploaded: 04/10/2024

Notes: APPROVED Plan Set

[History](#)