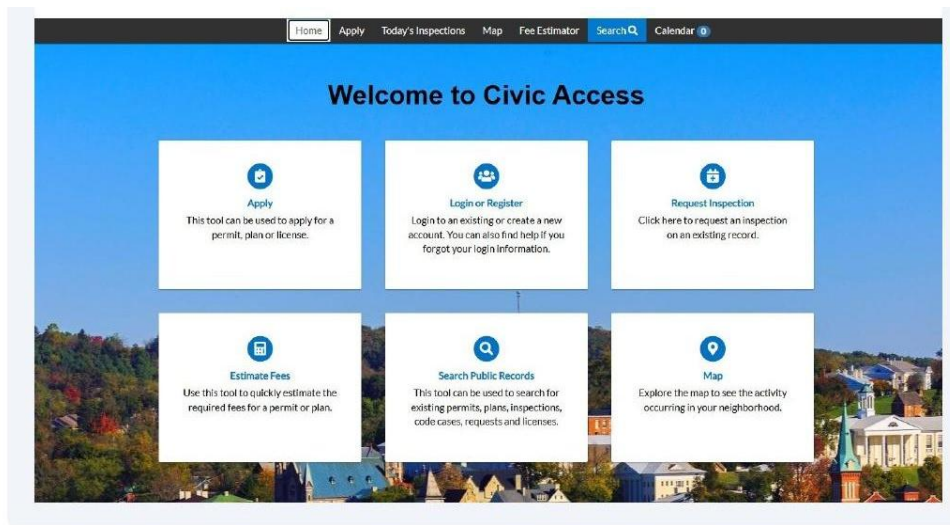


How to Export Monthly Issued Permits

Staunton Community Development Department | City Hall, 3rd Floor | 540.332.3862

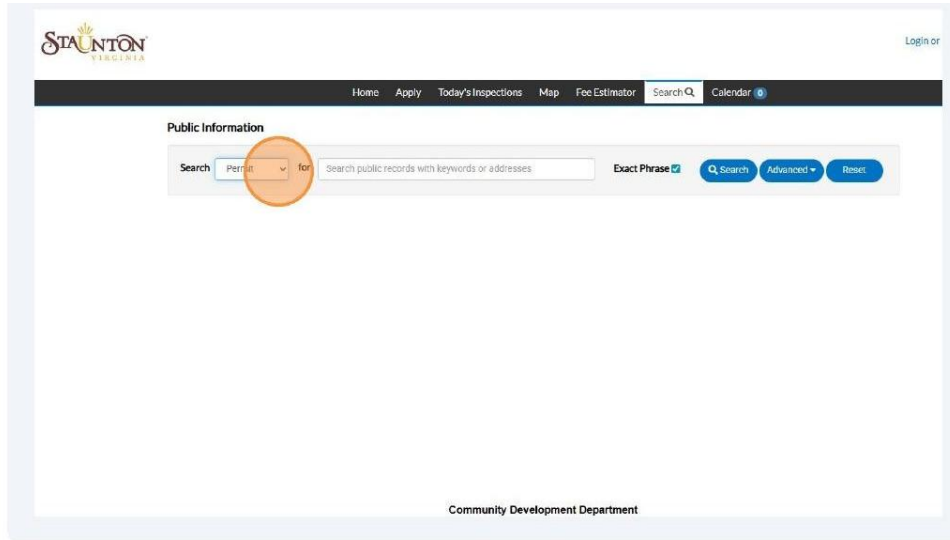
Step 1: Navigate to Staunton's Civic Access Site



Step 2: Click "Search"

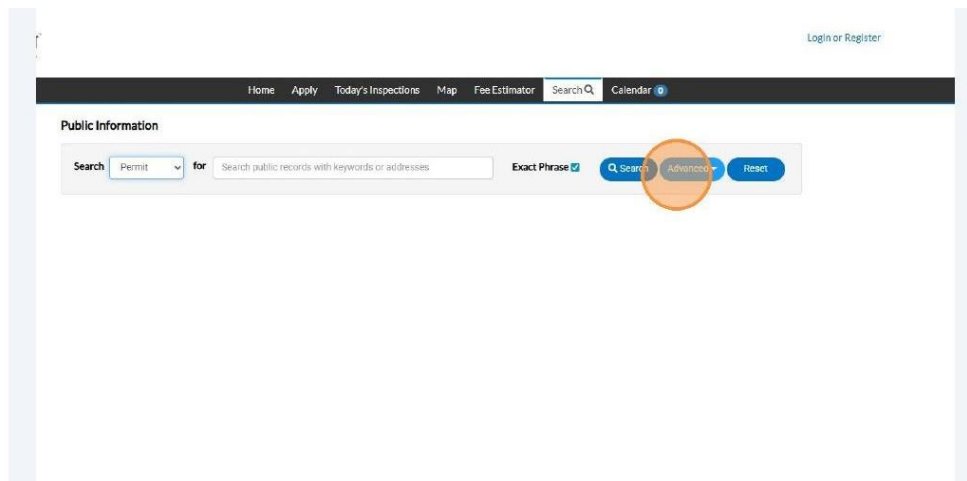


Step 3: Select the "Permit" option.



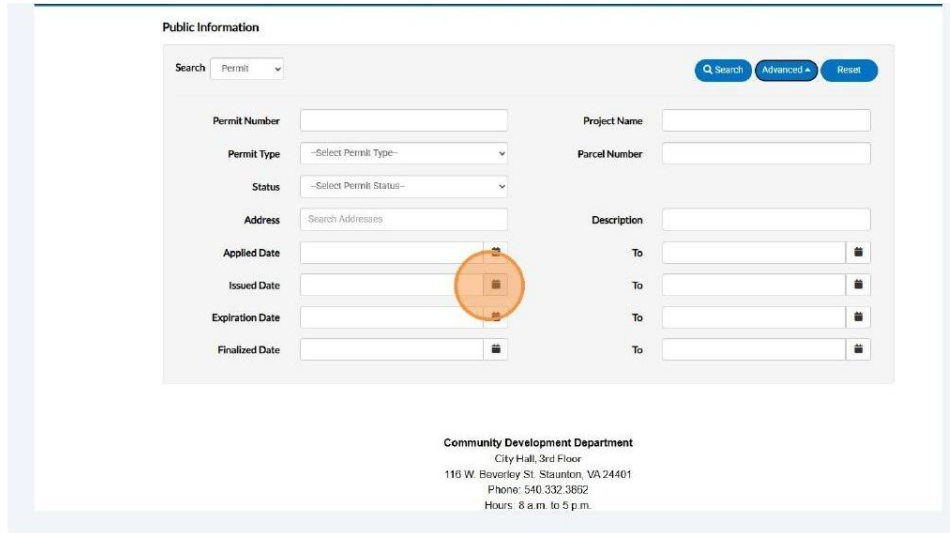
The screenshot shows the Staunton Virginia website's 'Public Information' search page. The navigation bar includes links for Home, Apply, Today's Inspections, Map, Fee Estimator, Search, and Calendar. The 'Search' dropdown menu is open, and the 'Permit' option is selected, highlighted with an orange circle. The search bar contains the text 'Search public records with keywords or addresses'. The 'Exact Phrase' checkbox is checked. The search buttons are 'Search', 'Advanced', and 'Reset'. The footer text reads 'Community Development Department'.

Step 4: Click "Advanced"



The screenshot shows the Staunton Virginia website's 'Public Information' search page. The navigation bar includes links for Home, Apply, Today's Inspections, Map, Fee Estimator, Search, and Calendar. The 'Search' dropdown menu is open, and the 'Permit' option is selected. The search bar contains the text 'Search public records with keywords or addresses'. The 'Exact Phrase' checkbox is checked. The search buttons are 'Search', 'Advanced', and 'Reset'. The 'Advanced' button is highlighted with an orange circle. The footer text reads 'Community Development Department'.

Step 5: Click this button (open the Issued Date calendar).



Public Information

Search Permit

Permit Number Project Name

Permit Type Parcel Number

Status

Address

Applied Date To

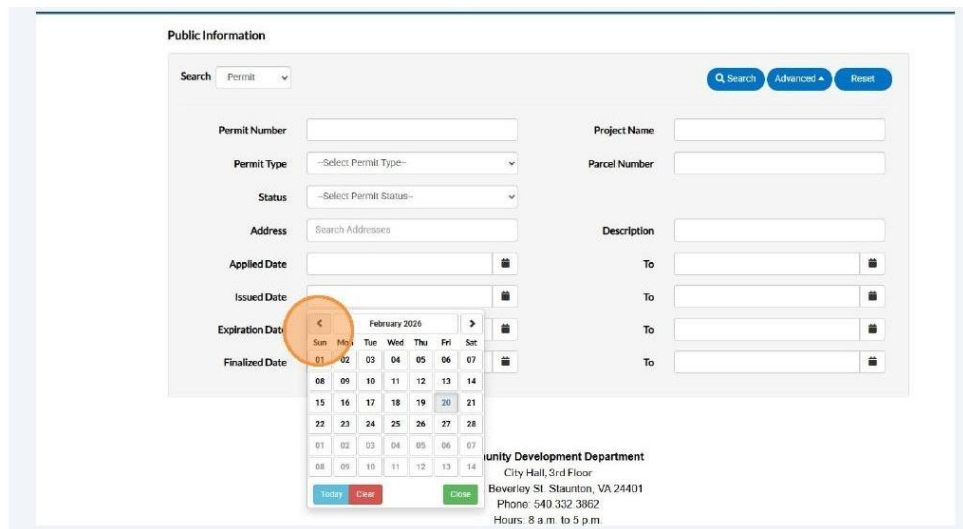
Issued Date To

Expiration Date To

Finalized Date To

Community Development Department
 City Hall, 3rd Floor
 116 W. Beverley St. Staunton, VA 24401
 Phone: 540.332.3862
 Hours: 8 a.m. to 5 p.m.

Step 6: Click the navigate month button (navigate to the Month you want to export).



Public Information

Search Permit

Permit Number Project Name

Permit Type Parcel Number

Status

Address

Applied Date To

Issued Date To

Expiration Date To

Finalized Date To

Community Development Department
 City Hall, 3rd Floor
 Beverley St. Staunton, VA 24401
 Phone: 540.332.3862
 Hours: 8 a.m. to 5 p.m.

Step 7: Click "01" to set the 1st day of the month you want to export.

The screenshot shows the 'Public Information' form with various search filters. A calendar for January 2024 is open, with the date '01' highlighted by an orange circle. The form includes fields for Permit Number, Permit Type, Status, Address, Applied Date, Issued Date, Expiration Date, and Finalized Date. There are also fields for Project Name, Parcel Number, and Description. At the bottom, contact information for the Community Development Department is provided.

Step 8: Click here (open the end date calendar).

The screenshot shows the 'Public Information' form with the 'Issued Date' field set to '01/01/2024'. An orange circle highlights the calendar icon next to the 'Issued Date' field. The form includes fields for Permit Number, Permit Type, Status, Address, Applied Date, Issued Date, Expiration Date, and Finalized Date. There are also fields for Project Name, Parcel Number, and Description. At the bottom, contact information for the Community Development Department is provided.

Step 9: Click here (navigate to the Month you want to export).

Public Information

Search: Q Search Advanced Reset

Permit Number:

Project Name:

Permit Type:

Parcel Number:

Status:

Description:

Address:

Applied Date:

To:

Issued Date:

To:

Expiration Date:

To:

Finalized Date:

To:

Community Development Department
 City Hall, 3rd Floor
 116 W. Beverley St. Staunton, VA 24401
 Phone: 540.332.3862
 Hours: 8 a.m. to 5 p.m.

February 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
01	02	03	04	05	06	07
08	09	10	11	12	13	14

Step 10: Click the last day of the month you want to export.

Public Information

Search: Q Search Advanced Reset

Permit Number:

Project Name:

Permit Type:

Parcel Number:

Status:

Description:

Address:

Applied Date:

To:

Issued Date:

To:

Expiration Date:

To:

Finalized Date:

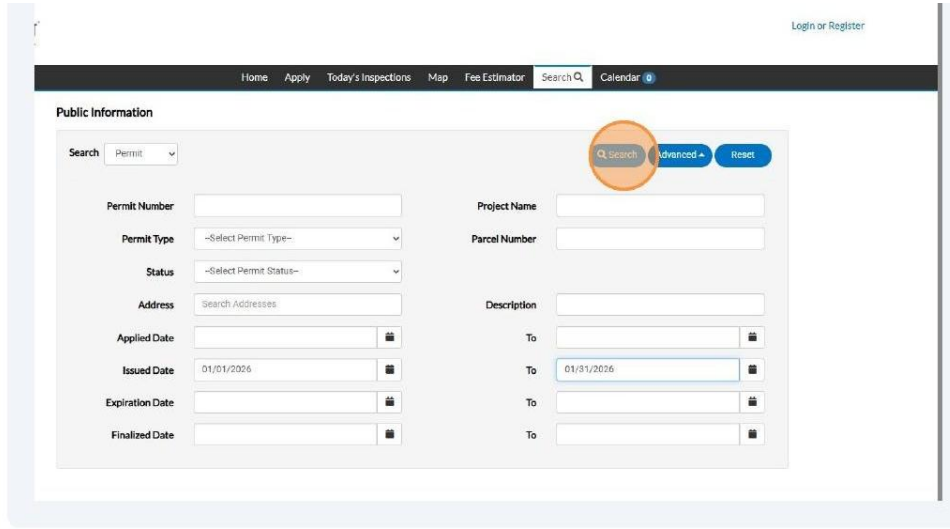
To:

Community Development Department
 City Hall, 3rd Floor
 116 W. Beverley St. Staunton, VA 24401
 Phone: 540.332.3862
 Hours: 8 a.m. to 5 p.m.

January 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

Step 11: Click "Search"



Public Information

Search

Permit Number

Project Name

Permit Type

Parcel Number

Status

Description

Address

Applied Date

To

Issued Date

To

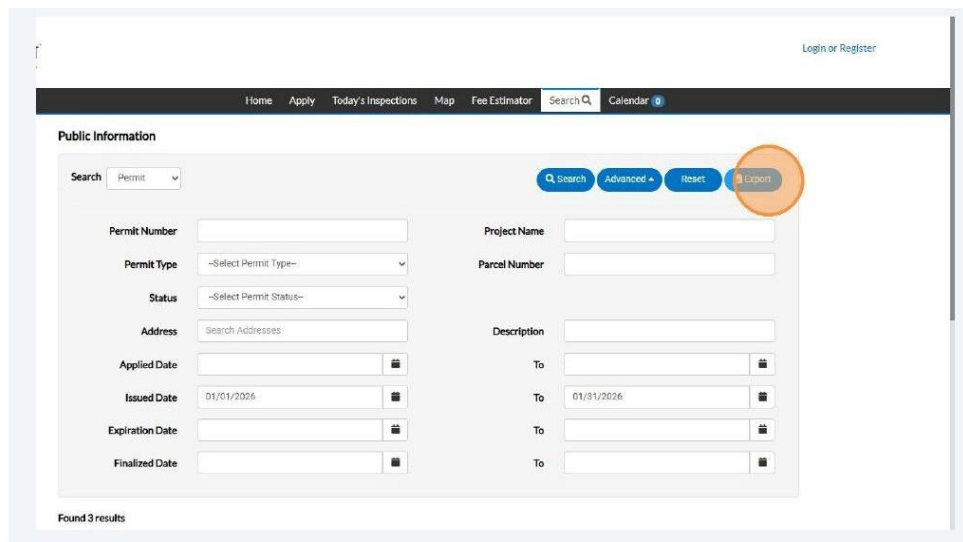
Expiration Date

To

Finalized Date

To

Step 12: Click "Export"



Public Information

Search

Permit Number

Project Name

Permit Type

Parcel Number

Status

Description

Address

Applied Date

To

Issued Date

To

Expiration Date

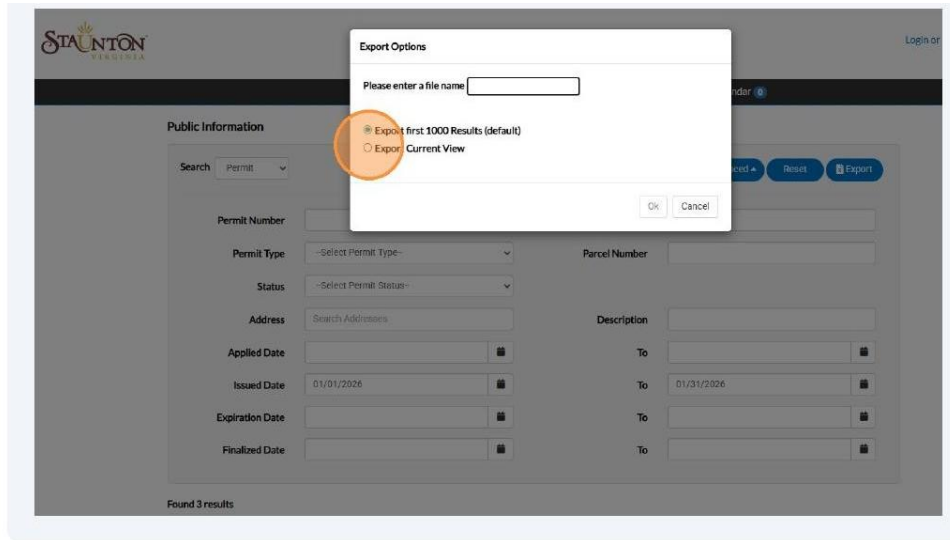
To

Finalized Date

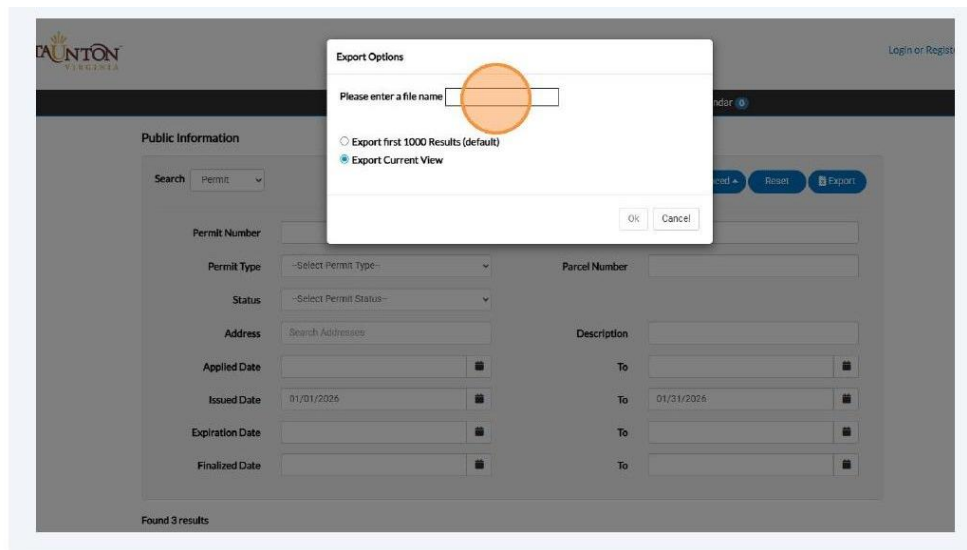
To

Found 3 results

Step 13: Click the "Export Current View" field.



Step 14: Click this text field (to enter the file name).



Step 15: Type "Monthly Issued Permits" (Or whatever file name you would like)

Step 16: Click "Ok"

