

# How to use Post Falls Permit Reports

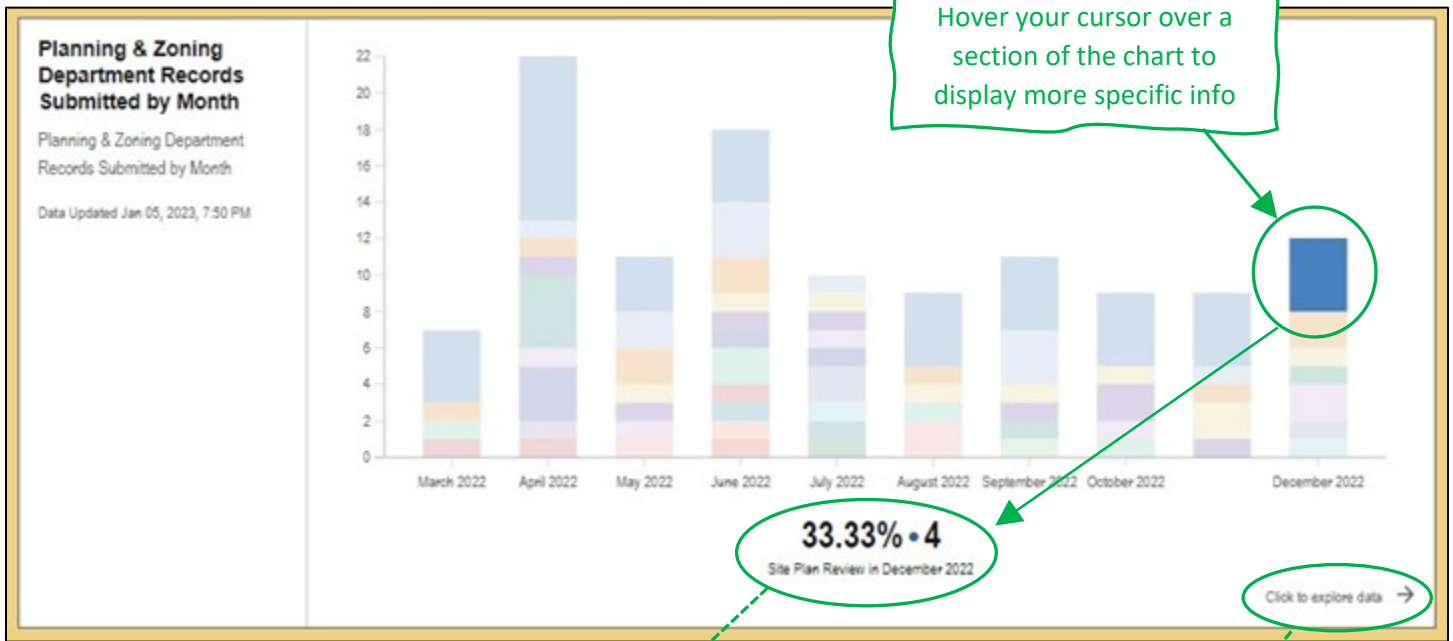
Click on the link in the Monthly Reports tab to open the report. It will open in another tab in your browser. Here is a sample of what you will see on the opening page.



Total number of records in the report month for this chart.

In this sample, there were 12 records (applications) submitted to the Planning & Zoning Department in December 2022.

# How to view the info



This is the information highlighted by your cursor.

In this example, the highlighted section represents 4 Site Plan Reviews that were submitted in December 2022.

33.33% of the Planning and Zoning records submitted in December were Site Plan Reviews.

Click this link to explore the report data that was used to produce this chart or table. You can view more details, filter data, and export info into a .csv file.

This will open a new tab in your browser.

[View Report](#)

Engineering Department Records Submitted YTD	
Record Type	2022
<b>Count</b>	
Development Infrastructure Project	5.00
Plat	20.00
Construction Improvement Agreement	15.00
Right of Way Permit	197.00
Subdivision Construction Plan Review	7.00
Mass Grading Permit	9.00
Frontage Improvement Waiver	6.00
<b>COUNT</b>	<b>259.00</b>

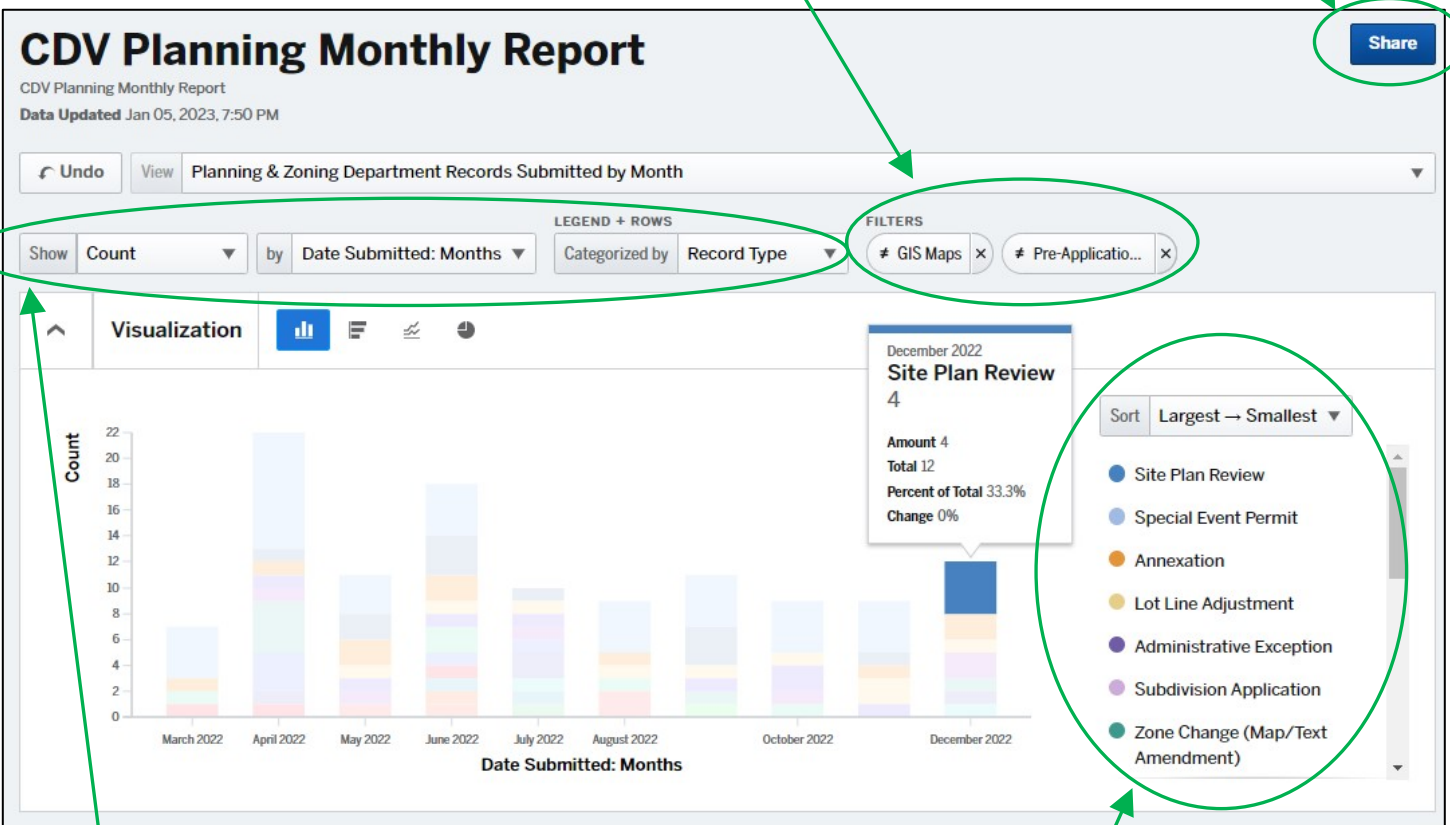
Data Updated Jan 05, 2023, 7:46 PM

# Report Data

Opens in a new tab when you click on the “Click to explore data” link at the bottom of a chart or click on the “View Report” link at the bottom of a table.

Filters applied to this data, you can remove filters here, but can only add filters from the Details tab (see next page).

Send someone a link to this specific report. They will have all the same options as you have.



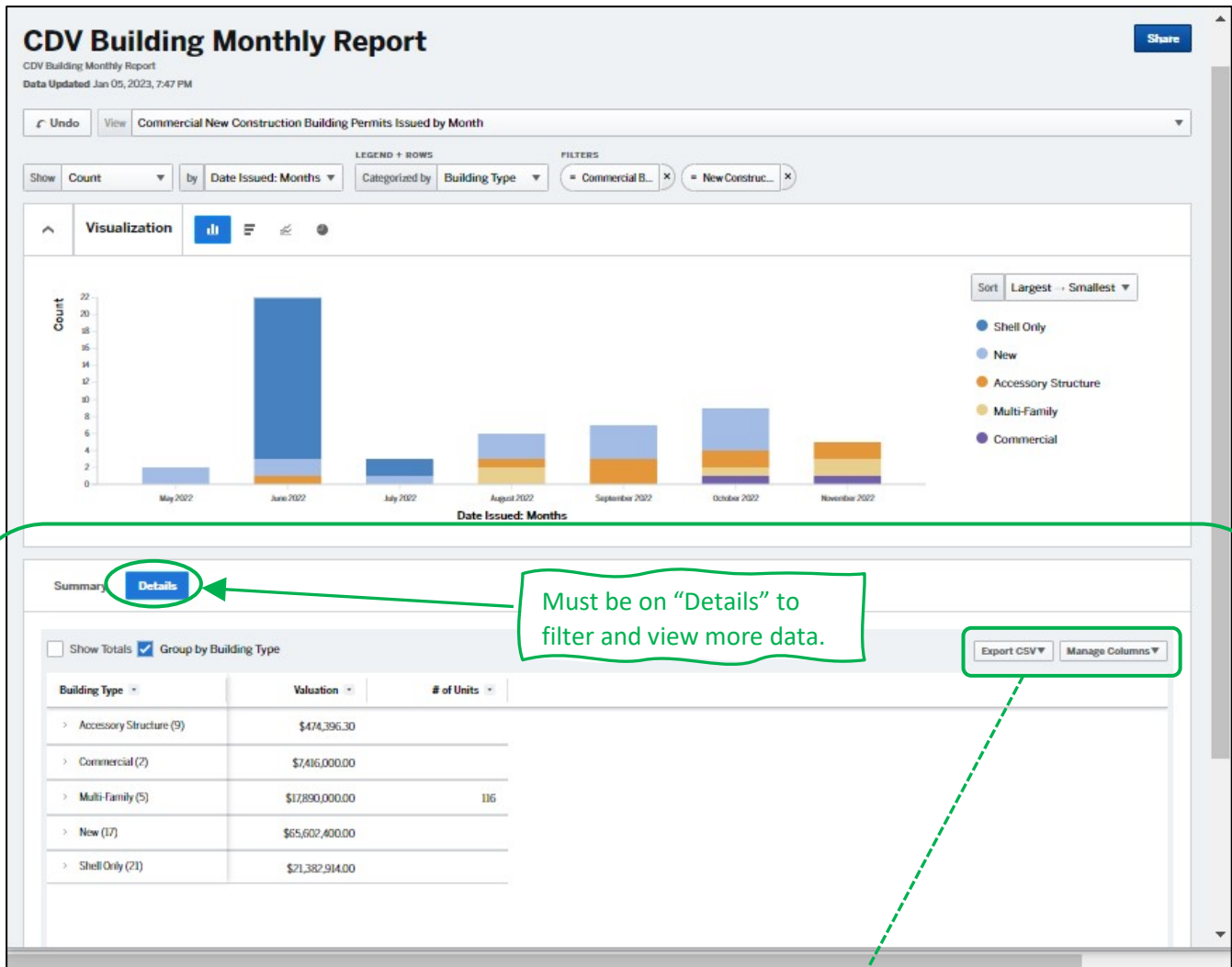
Change table properties to analyze the data in this report in different ways.

## Legend

If you click on one type of record it will filter out just that one type of record. To remove the filter, go to filters just above and remove that filter to return it back to the previous view.

## How to filter data and export to .csv

To change the filters, view more details, and export the data to a .csv file, you will need to be in the table section of the report and click on “Details”.



Export the current data, with applied filters, to a .csv file.

Show or hide columns. (See next page)

# Manage Columns

Depending on the data, you may need to check or uncheck these boxes for it to display how you want.

Summary **Details**

Show Totals  Group by Type of Work Export CSV **Manage Columns**

Record #	Record Type	Date Issued	Type of Work	Building Type		
BLDC-22-550	Commercial Building Per...	06/07/2022	New Construction	New		
BLDC-22-552	Commercial Building Per...	07/29/2022	New Construction	New		
BLDC-22-553	Commercial Building Per...	03/23/2022	Tenant Improvement			
BLDC-22-554	Commercial Building Per...	03/09/2022	Alteration			
BLDC-22-555	Commercial Building Per...	09/19/2022	New Construction	New		
BLDC-22-556	Commercial Building Per...	09/13/2022	New Construction	New		
BLDC-22-557	Commercial Building Per...	03/30/2022	Tenant Improvement			
BLDC-22-558	Commercial Building Per...	03/16/2022	Re-Roof			
BLDC-22-559	Commercial Building Per...	09/13/2022	New Construction	New	\$13,000,000.00	
BLDC-22-560	Commercial Building Per...	03/25/2022	Re-Roof		\$88,878.00	
					<b>\$129,365,122.30</b>	<b>116</b>

< Previous **1** Next > Showing 1-119 of 119 Rows

There might be several pages of data.

To show or hide columns, check or uncheck the boxes.

# Filter Data

Click on the drop-down arrow at the top of the column with the data you want to filter. Each column has its own filters. You can apply many filters to several columns to achieve your desired result.

Summary **Details**

Show Totals  Group by Record Type Export CSV Manage Columns

Record #	Department	Record Type	Date Submitted	Description	Number of Locations
SPR-22-47	Planning Department	Pin	11/29/2022	construction of new sur...	1
SE-22-11	Planning Department	Pin Left	11/16/2022	Immaculate Conception ...	0
SPR-22-45	Planning Department	Pin Right	11/16/2022	21,000 SF Micro Hospital	1
ANNX-22-13	Planning Department	Move	11/15/2022	Bureau of Land Manage...	1
SPR-22-44	Planning Department	Move Left	11/14/2022	New commercial constr...	1
AE-22-9	Planning Department	Move Right	11/07/2022		1
LLA-22-8	Planning Department	Visibility	11/01/2022	Lot line adjustments, no ...	1
SPR-22-42	Planning Department	Hide Column	10/28/2022	Mixed use Building, 1 gro...	1
AE-22-8	Planning Department	Sort	10/20/2022		1
LLA-22-6	Planning Department	A → Z	10/20/2022	3 LOT BOUNDARY LINE ...	1
		Z → A			
		Filter			
		New			
		=			
		Added			
		IF			
		and			
		Clear Filters			
		Apply			

Showing 1-118 of 112

- = Equals
- ≠ Does not equal
- ⊆ Contains
- ⊈ Does not contain
- Is empty
- ▣ Is not empty
- Starts with
- ← Ends with

There are several different options on how you want to filter the data.

Choose "and" or "or" if choosing multiple record types to filter.

Current record types that are being filtered.

Be sure to click "Apply" to activate the filter(s).

Filter

- 60-Day Shot Clock A... 5
- 90/150-Day Shot Cl... 2
- Administrative Excep... 8
- Administrative Lot Li... 5
- Annexation 10
- Flood Plain 4

Done

Choose which record types you want to filter.

\*\*For questions please contact Post Falls City Permit Coordinator, Tisha Gallop at [tgallop@postfalls.gov](mailto:tgallop@postfalls.gov) \*\*