



Generating Reports on Building Permits

The *DallasNow* Citizen Portal allows you to generate reports on building permits by council district based on whether the permits are issued, submitted, or active (in progress).

You can generate reports for the following types of building permits:

- Commercial alteration and addition permits (includes additions and/or remodels).
- Commercial new construction permits.
- Residential alteration and addition permits (includes additions and/or remodels).
- Residential new construction permits.

Refer to sections in this document to learn how to generate and work with these reports.

Generating the Building Report

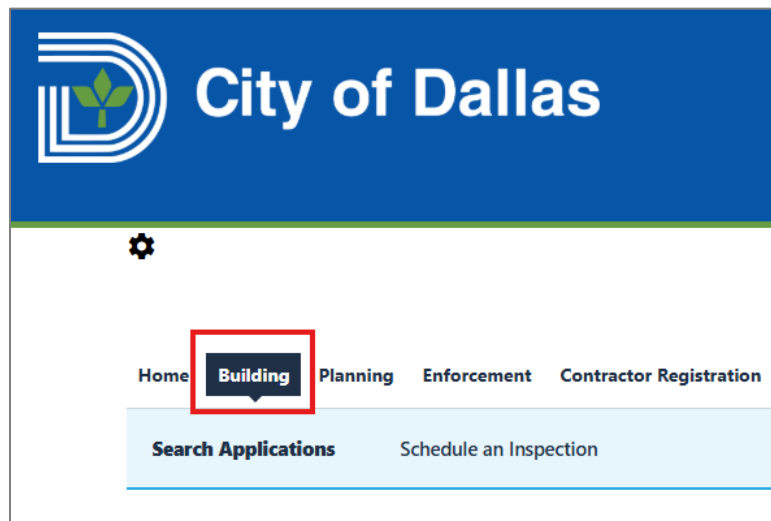
To generate a report on building permits (no sign-in required):

1. Go to www.dallas.gov/dallasnow and select *DallasNow*.



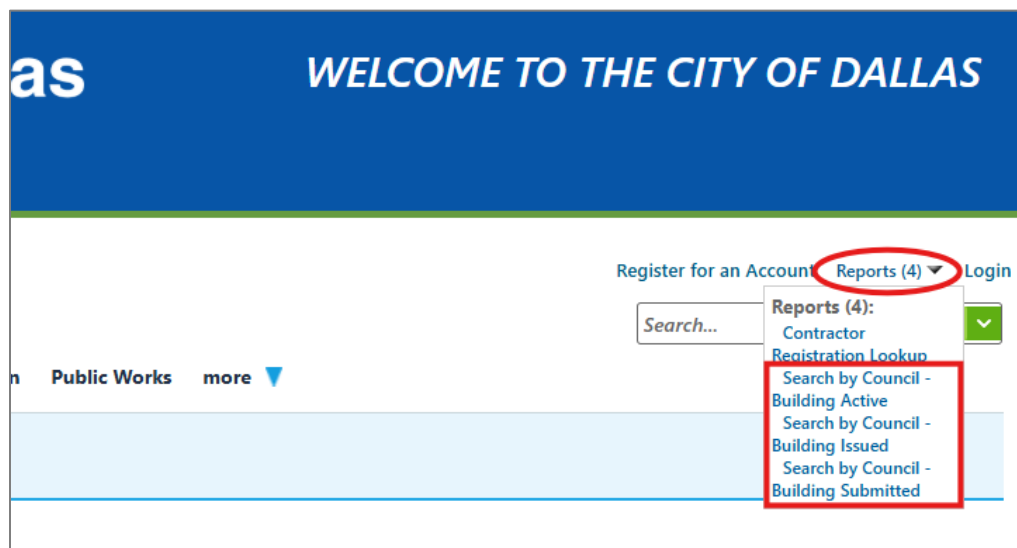


2. Select Building on the navigation bar as the type of record with which you want to work.



3. Select Reports and then select the type of report you want to generate:

For this type of report	Select this report...
All active building permits in progress	Search by Council - Building Active
Permits issued during a time frame	Search by Council – Building Issued
Permit submitted during a time frame	Search by Council – Building Submitted





- If you are generating a report on issued or submitted permits, enter a Start Date and End Date to specify the time frame in which the building permit must have been issued or submitted for it to appear in the report (not available for active building permits).

Note: Larger date ranges might extend the time it takes to generate the report.

Please input report parameter(s):

* Start Date:
06/01/2026

* End Date:
06/30/2026

* Council District:
--Select--

Submit Cancel

- Select the council district for which you want the building permits or select All to include all council districts in the report.

Please input report parameter(s):

* Start Date:
06/01/2026

* End Date:
06/30/2026

* Council District:
--Select--

Cancel

ALL
1
2
3
4
5
6
7
8
9
10
11
12
13
14



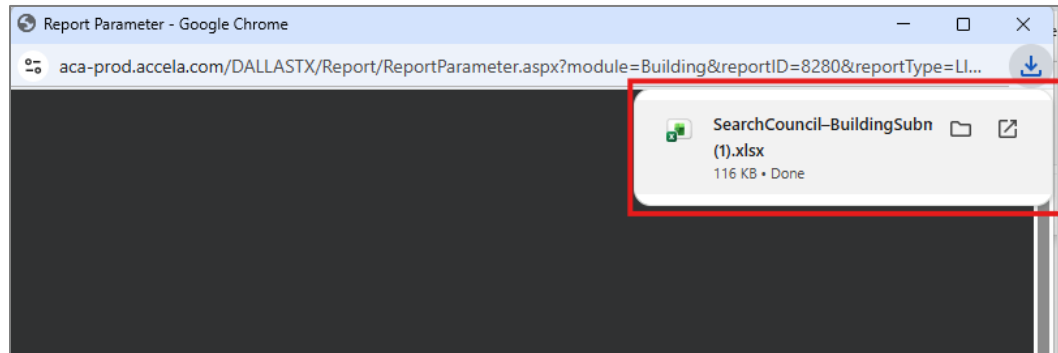
6. Select Submit.

The *DallasNow* Citizen Portal generates the report as a spreadsheet and saves it to the Downloads folder on your device, unless you have set your browser to download files to another folder.

7. Select the name of the report from the download panel to open it.



If the download panel is not visible, select Downloads (shown left) to display it and then select the report.

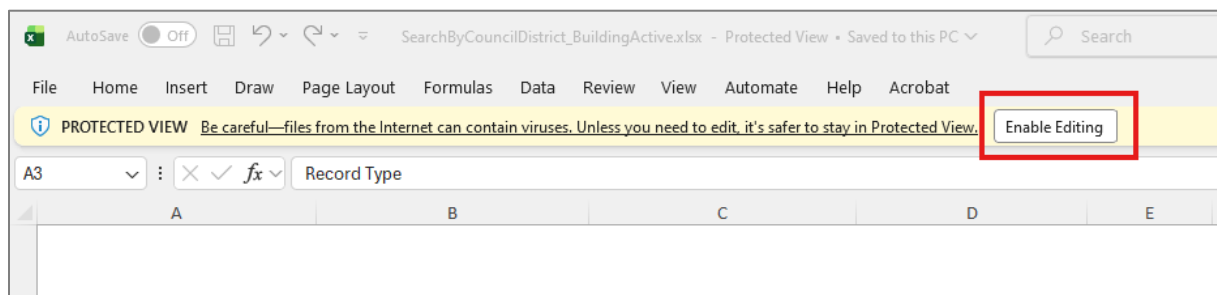


Working With the Reports

The *DallasNow* Citizen Portal generates and downloads reports as Excel spreadsheets. You can use any of Excel's features to view and work with data in the report. The following sections explain how to filter and find data in the report.

Enable Editing

If your device opens the report in Protected View as shown in the following figure, you cannot use Excel's commands to work with the report data unless you select Enable Editing.



Using Filters to Specify the Type of Data You Want to View

Filters allow you to temporarily hide rows of data, so you can focus on only the information you need. For example, you can filter a building report by its record type to view only information about commercial new construction permits. Or you could filter the report by its record status to view only permits that are ready to issue. You can even combine filters to

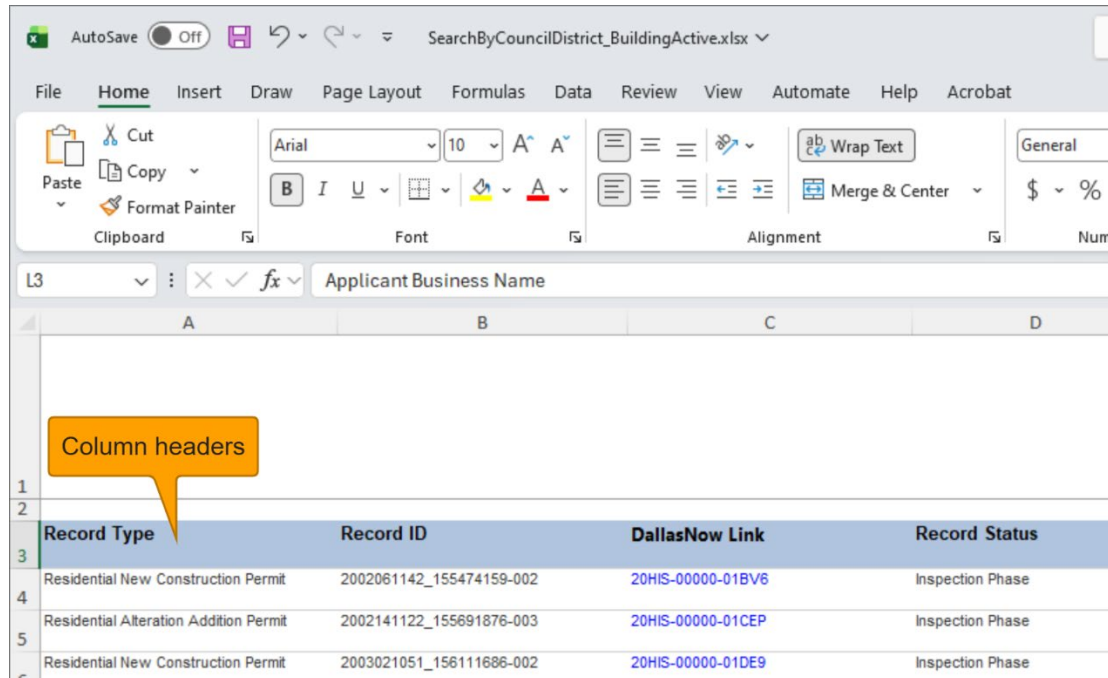


further customize and limit the data you see in the report. For example, you could filter the report by its record type and then its record status to view only commercial new construction permits that are ready to issue.

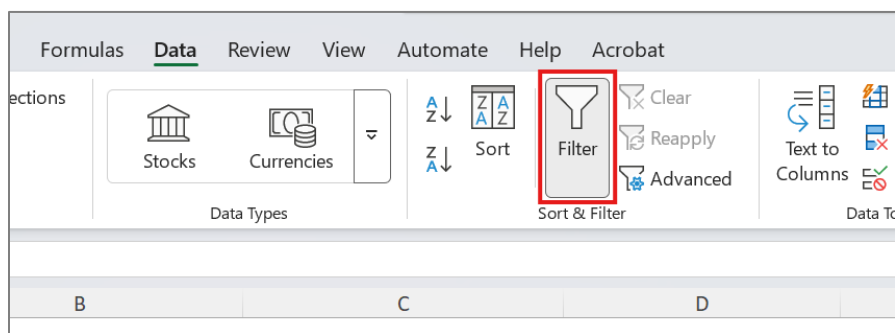
Turning Filters On and Off

To turn filters on and off in Excel,

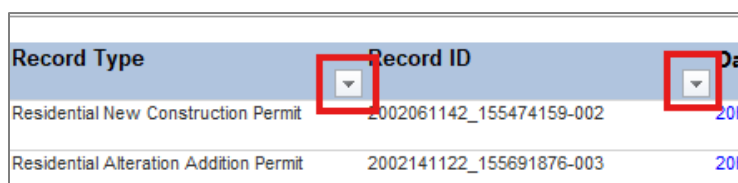
1. Select a cell in the row listing the column headers.



2. On the Data ribbon, select Filter in the Sort & Filter group to turn filters on and off.



When filters are on, Excel adds a filter option to each column header as shown in the following example.





Adding Filters

To add one or more filters to the report,

1. Select the filter option in the column by which you want to filter the report.

Excel displays options for adding a filter (Figure 1). At the bottom of these options are values in the selected column by which you can filter the report.

2. Select checkboxes for the data you want to use as filters; clear checkboxes you don't want to use as filters.

For example, you could clear all checkboxes shown in Figure 1 except Residential New Construction Permits to temporarily have the report show only rows that contain Residential New Construction Permits in the selected column.

You can type a value in the Search box to search for the value in the list of filters. Searching for a value is helpful if the column contains lots of filters.

3. Select OK.



Excel filters the report based on your selections and adds a filter symbol (shown left) to the filter option in the column header to show it is filtering by that column. Repeat these steps in another column to further filter the report if you want.

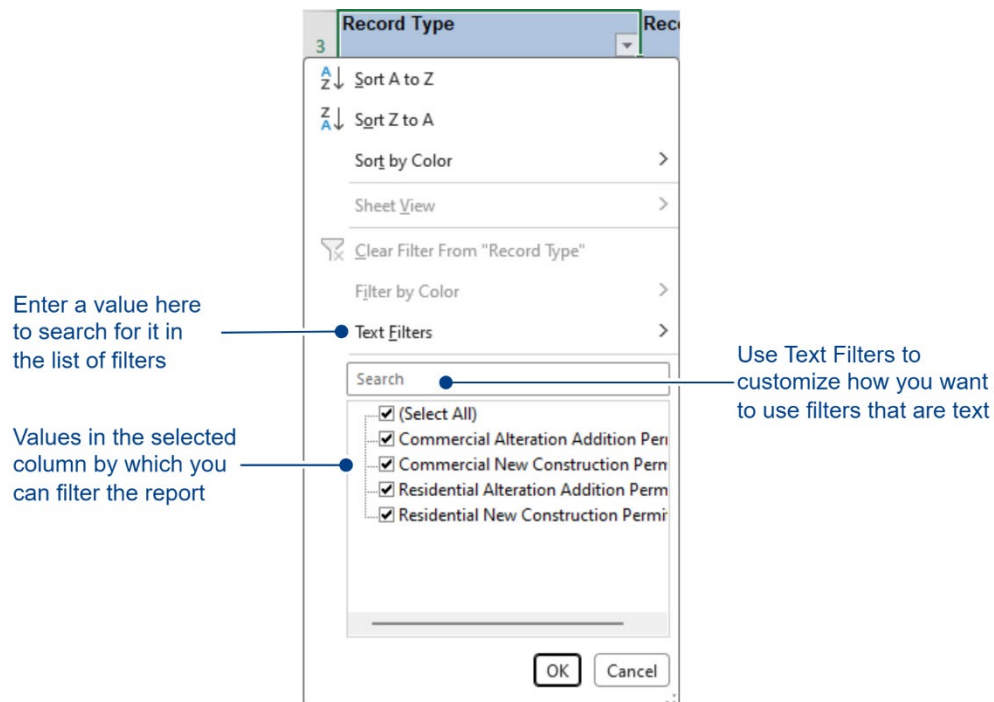


Figure 1: Options for Adding a Filter



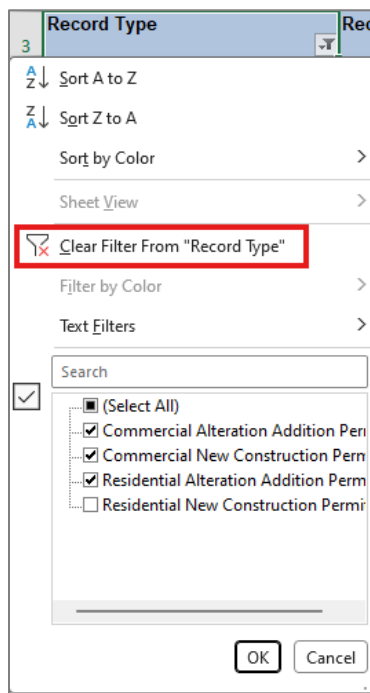
Clearing Filters

To clear a single filter,

1. Select the filter you want to clear.

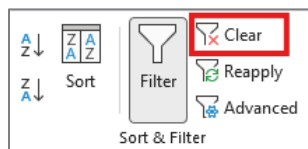
	Record Type	Record ID	DallasNow Link	Reco
3	Residential New Construction Permit	2002061142_155474159-002	20HIS-00000-01BV6	Inspect
4	Residential Alteration Addition Permit	2002141122_155691876-003	20HIS-00000-01CEP	Inspect
5	Residential New Construction Permit	2003021051_156111686-002	20HIS-00000-01DE9	Inspect
6				

2. Select the Clear Filter option.



To clear all applied filters at once,

- ▶ On the Data ribbon, select Clear in the Sort & Filter group.

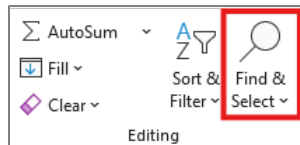




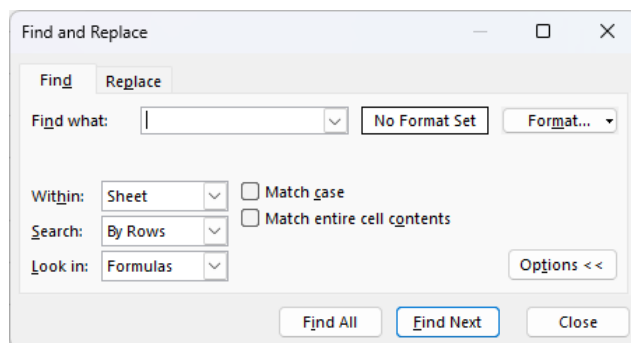
Finding Data in the Report

To find data in the report,

1. On the Home ribbon, select Find & Select in the Editing group and then select Find from the options that appear.



2. Use options on the Find tab to specify the value you want to find and how you want to look for it in the report.



3. Select Find Next to find the next instance of the value or select Find All to generate a list of every instance of the value in the report, which you can select from to go to that instance in the report.
4. Select Close when you're done.