



## HOW TO PRINT PERMIT CARD OR NOTICE OF VIOLATION

1. Log in
2. Select the **FIRE** tab
3. Select the **blue hyperlink** for the record

The screenshot shows the PLUS web application interface. At the top right, it says "Logged in as: Michelle". Below this is a navigation bar with tabs: Home, Building, Enforcement, Environmental Health, **Fire**, Planning, and Site. Under the "Fire" tab, there are three main options: "Create an Application", "Search Applications", and "Schedule an Inspection". Below the navigation bar is a "Records" section with a "Show on Map" button. A table of records is displayed with columns: Submitted, Record Number, Record Type, Project Name, and Description. The first record is:  03/16/2022 FRQDCA-2022-00007 Required Documents. Red arrows point to the "Fire" tab, the "Search Applications" link, and the record number "FRQDCA-2022-00007".

4. Select the **RECORD INFO** dropdown
5. Select **ATTACHMENTS**

The screenshot shows the record details page for the record "FRQDCA-2022-00007". At the top, there is a "Record Info" dropdown menu with a red arrow pointing to it. Below the dropdown are several sections: "Record Details", "Processing Status", "Related Records", and "Attachments" with a red arrow pointing to it.

6. Select the document you would like to download and print