CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

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How to Find Electronic Records for Specific Properties

TO FIND BUILDING PERMIT RECORDS

1. Go to www.mercerisland.gov
2. In the Find it Quickly drop down on the left-hand side, select "Map Portal"
3. On tool bar in the upper left, click "Search for an Address" or "Search Parcels by ID", enter address or parcel number, click "Search." The map will zoom to that location
4. Click on the property/parcel. There will be a pop-up window in the upper left hand corner of the map with the parcel number. Click "Click for Property Documents"
5. Click on the document to open it
6. If you cannot find the documents you're looking for, you can put in a public records request through NextRequest at https://mercerisland.nextrequest.com

TO FIND LAND USE RECORDS

1. Go to www.mercerisland.gov
2. In the Find it Quickly drop down on the left-hand side, select "Map Portal"
3. On tool bar in the upper left, click "Search for an Address" or "Search Parcels by ID", enter address or parcel number, click "Search." The map will zoom to that location
4. In the lower left-hand corner, click "Layers." This will open the layers options
5. Click the plus (+) symbol next to "Operational Layers"
6. Click the plus (+) symbol next to "Property"
7. Check the box next to "Land Use"
8. Click "Point Identify" on the tool bar. Click on the subject property. It will load results on the left side of the screen (Identify Results)
9. Click the Land Use results to expand the land use projects for that property
10. Find the land use project you want and click "Land Use Documents"
11. Click on the document to open it
12. If you cannot find the documents you're looking for, you can put in a public records request through NextRequest at https://mercerisland.nextrequest.com