



COUNTY OF SANTA BARBARA

Planning and Development

ONLINE DIGITAL ARCHIVE

USER GUIDE

Site address: <https://countyofsb.anacompvalise.com/public/search?hidetop=true>

Enter Search Criteria:

Search Type: APN-Permit System

Street Number

Street Direction

Street Name

APN Number

Permit Number

Search

Figure 1: General Search Screen

The first screen presented after selecting the Valise icon on the County of Santa Barbara web page is the general Search screen as shown above. This screen allows the user to narrow their search down to a specific address or APN or the user can make a more general search using partial information such as a street name without specifying a specific address. The search criteria can be entered in a single field such as street name, or as a combination of search fields such as street name and street address. The search engine will find all files that meet the search criteria and present this on the search results screen. As an example the screen below (Figure 2) shows the parameters a user would input to search for all addresses that begin with a “6” on “Abrego”. After typing the search parameters the user will press enter or click on the Search button at the bottom right of the screen. The results of the search are shown in Figure 3 below.

***Note:** Consider using a wild card symbol (%) when searching by permit number as some older permit numbers may have leading zeroes in front.



Enter Search Criteria:

Search Type:	APN-Permit System
Street Number:	6
Street Direction:	
Street Name:	Abrego
APN Number:	

Figure 2: Search Criteria Entered



Results for APN-Permit System

Found 41 Files

Refresh | Edit Search

	Street Number	Street Direction	Street Name	Street Suffix	APN Number	Permit Number
	6625		ABREGO	RD		
	6645		ABREGO	RD		
	6690		ABREGO	RD		
	6716		ABREGO	RD		
	6717		ABREGO	RD		
	6724		ABREGO	RD		
	6725		ABREGO	RD		
	6734		ABREGO	RD		
	6735		ABREGO	RD		
	6742		ABREGO	RD		
	6743		ABREGO	RD		
	6763		ABREGO	RD		
	6641		ABREGO	RD		
	6706		ABREGO	RD	075010011	
	6707		ABREGO	RD	075010012	
	6753		ABREGO	RD	075010015	
	6788		ABREGO	RD	075010029	
	6778		ABREGO	RD	075010030	

Figure 3: Search Results

As a result of the search there are 41 files that met the search criteria. Figure 3 above shows a partial page of the list of addresses returned from the search. The next step is to view the documents for the desired address. To do this, move the cursor over the “page” icon in front of the address and click. See Figure 4 below shows the selection of 6716 Abrego.



Results for APN-Permit System

Found 41 Files

Refresh | Edit Search

	Street Number	Street Direction	Street Name	Street Suffix	APN Number	Permit Number
	6625		ABREGO	RD		
	6645		ABREGO	RD		
	6690		ABREGO	RD		
	6716		ABREGO	RD		
	6717		ABREGO	RD		
	6724		ABREGO	RD		
	6725		ABREGO	RD		
	6734		ABREGO	RD		
	6735		ABREGO	RD		
	6742		ABREGO	RD		
	6743		ABREGO	RD		
	6763		ABREGO	RD		
	6641		ABREGO	RD		
	6706		ABREGO	RD	075010011	
	6707		ABREGO	RD	075010012	
	6753		ABREGO	RD	075010015	
	6788		ABREGO	RD	075010029	
	6778		ABREGO	RD	075010030	

Figure 4: Selecting and Address to View



Number Permit Number ADDRESS 6716 Abrego Road LOCATION Goleta Street Name Street Suffix

DESCRIPTION 75-010-11 & 12 EGO RD

ZONE 6-R-4 EGO RD

USE Multiple Dwellings EGO RD

PERMIT NO.	DATE	NAME
21312	8/9/62	Krim Builders

VARIANCES EGO RD

EXCEPTIONS EGO RD

CONDITIONAL PERMITS EGO RD

VIOLATIONS EGO RD

REMARKS EGO RD

10011 EGO RD

10011 00CNP-000 EGO RD

10011 01BDP-000 EGO RD

10011 01CNP-000 EGO RD

10011 04CNP-000 EGO RD

10011 99CRO-000 EGO RD

10011 99CR2-000 EGO RD

10011 99ELO-000 EGO RD

Download function

Figure 5: Page 1 of the document to View

Figure 5 above shows the results of displaying first page of the document set for 6716 Abrego. The documents are stored as PDF/A files and cannot be modified. If a document set has more than one page, the PDFs are multi-page and the next page can be viewed using the slider bar on the right of the screen.

To download the image, click on the "Download" function on the upper right hand corner (see arrow).



In some instances the documents were stored as multiple PDF files because of the total size of the files if shown as one could take many minutes to open and display. Figure 6 below shows how a multiple PDF file display would be presented. The red arrow points to where you would find the multiple PDF files. To select a file simply place the cursor over it and right click.

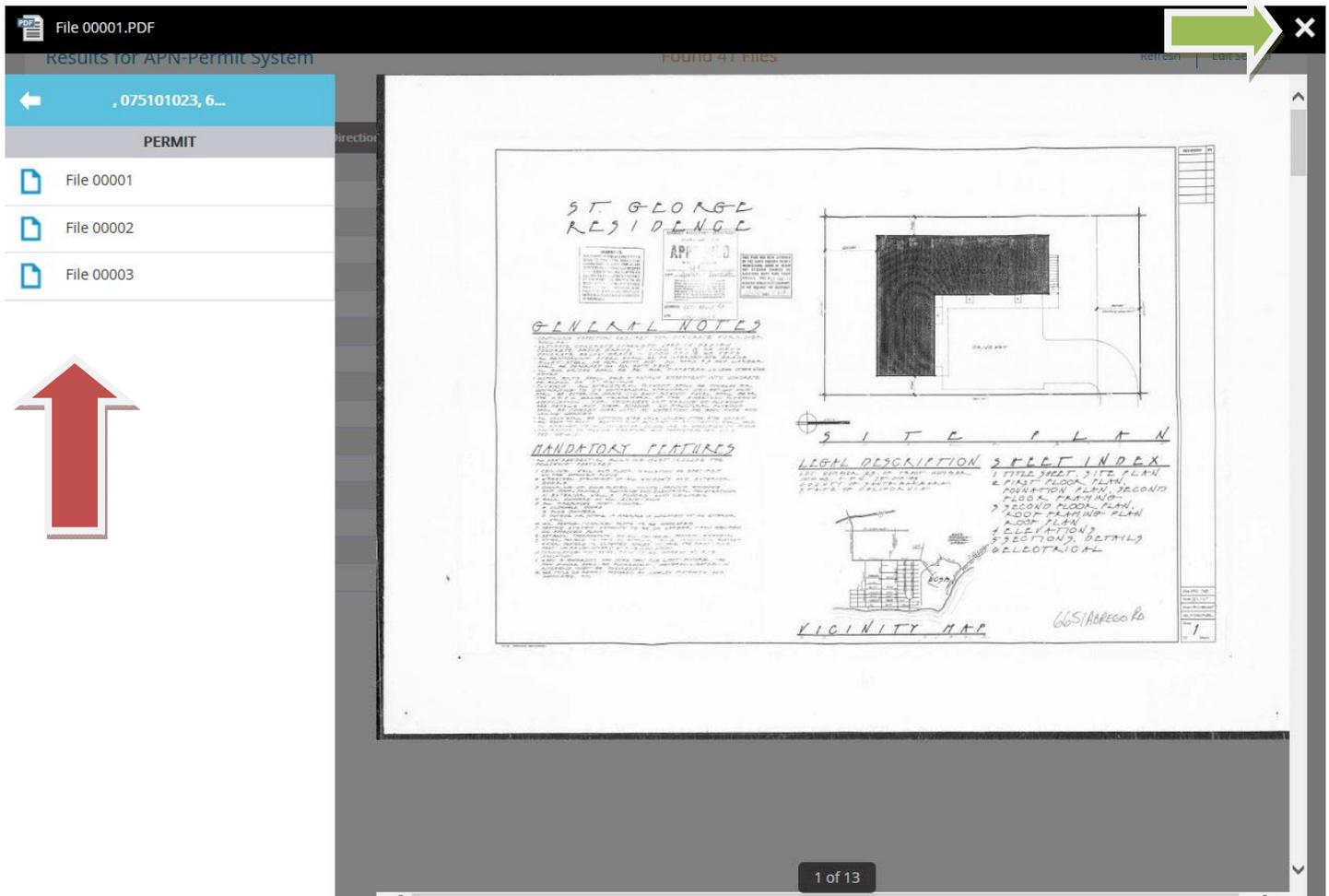


Figure 6: Multiple PDF Files

Once the user is finished looking at the document, close the viewer window by clicking on the X in the upper right section of the screen (see green arrow above in Figure 6). This will return the user back to the search results screen (Figure 4) where another address can be selected or a new search criteria can be input.



To enter new search criteria, click on the EDIT SEARCH option in the upper right corner (see Figure 7 – red arrow). A new search screen will be presented (see Figure 8). Enter the new search criteria and start the process again.

Results for APN-Permit System Found 41 Files  Edit Search

Street Number	Street Direction	Street Name	Street Suffix	APN Number	Permit Number
6632		ABREGO	RD	075051034	
6650		ABREGO	RD	075051037	
6691		ABREGO	RD	075052001	
6665		ABREGO	RD	075052003	
6643		ABREGO	RD	075052006	
6639		ABREGO	RD	075052007	
6621		ABREGO	RD	075052008	
6671		ABREGO	RD	075052017	
6679		ABREGO	RD	075052018	
6659		ABREGO	RD	075052021	
6657		ABREGO	RD	075052022	
6653		ABREGO	RD	075052023	
6655		ABREGO	RD	075052024	
6651		ABREGO	RD	075101023	
6649		ABREGO	RD	075101024	
6647		ABREGO	RD	075101025	

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Figure 7: Requesting New Search Screen



Results for APN-Permit System Found 41 Files Refresh

Street Number	Street Dir	Permit Number
6632		
6650		
6691		
6665		
6643		
6639		
6621		
6671		
6679		
6659		
6657		
6653		
6655		
6651		
6649	ABREGO RD	075101024
6647	ABREGO RD	075101025

Enter Search Criteria:

Search Type: APN-Permit System

Street Number:

Street Direction:

Street Name: Banner

APN Number:

Figure 8: New Search Screen



Partial Key Searches and Wild Card Searches

When entering search criteria it is not required to enter the exact value of the search field. All search fields default to begins-with when performing the search. For example, when searching for addresses on “Johnson” street the value “john” can be entered. This query will return all instances where the street name begins with “john”. Therefore the search results would return all addresses on “Johnson” but would also return any addresses on “Johnston” street. Typically the user would want to limit their search by being as precise as possible to limit the lines returned, but if no hits are made, opening up the search argument may allow the user to find the record they are looking for. For example the type of road (Street, Avenue, and Road) may not be indexed correctly, by leaving that field blank on the search criteria, all addresses for the street name will be returned regardless of the street type.

Another technique for searching is to use wild card searches. Examples of the wild card search options are shown in Table 1 below.

Character	Function	Description
%	Wildcard	This variable performs a wildcard search and retrieves all the files. It is useful for both alpha and numerical field values. When used at the beginning of the search criteria the index field will be searched for the entered criteria anywhere within the index field, not just at the beginning
~	Exact Search	This variable performs an exact search, when you place it at the end of the search string. For example "Brian~" retrieves all the records having the exact value "Brian". It is also useful for both alpha and numerical values.
!	Excludes	This variable excludes the search string from the search result, when you place it in the beginning. For example "!Brian" retrieves all the files that do not begin with "Brian".
	Or	This variable when placed between search criteria will allow Valise to perform an "OR" search.

Table 1: Wild Card Searches