

General Series

Multiple Civics on a Parcel

If you search an address and the search results return an address that is similar but not correct, the search is probably returning the Primary address, and you will need to complete an additional step to select the appropriate secondary (actual) address. This occurs because there are multiple addresses on the Parcel.

Multiple Addresses on a Parcel

1. From the search results select the address returned (even if not correct).
2. If there are multiple civics on the parcel, ne drop down list will appear in the location section.
3. Click the **Select Address** drop-down list and select the appropriate address from the list.

The screenshot shows the POSSE software interface for a permit application. The 'Location' section is active, and the 'Parcel Address' field is highlighted in yellow. A dropdown menu is open, showing three address options: '131 THORNHILL DR, DARTMOUTH, B3B1S2', '139 THORNHILL DR, DARTMOUTH, B3B1S2', and '141 THORNHILL DR, DARTMOUTH, B3B1S2'. The 'Select Address' dropdown is currently empty.

Example: A search for 139 Thornhill will return: 40-264-335 PID / 131 Thornhill Drive.

From the pull down you would select 139 Thornhill drive.

The parcel 40-264-335 contains multiple civics.

Multiple Civics on a Parcel