Pull and send Sarasota County Permit Report for BSA -**Pull this on every month on the 14th**

3. Permit Table

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Filter-Sarasota Appraiser Filter

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Manage Filters

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Date Issued-Change Date to the Last Day of Month

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Click Close

Would you like to save your changes to filter ‘Sarasota Property Appraiser Filter’? **Yes**

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Go to Excel

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Title

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Click Export

In the Excel Document remove (delete) the 1st three rows

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Save as LBKReports

Send e-mail to Sarasota Country Property Appraiser

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