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

3. Permit Table



Filter-Sarasota Appraiser Filter



Manage Filters



Date Issued-Change Date to the Last Day of Month



Click Close

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



Go to Excel



Title



Click Export

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



Save as LBKReports

Send e-mail to Sarasota Country Property Appraiser

