

# Navigating SDL | PORTAL for Toms River Township!

After you log in to the SDL Portal, you will be brought to the home page shown below.

33  
Toms River Township  
Municipal  
Building

Hello Megan and welcome back.

✓ Check a Status Check a Building Permit status

Find a Property Locate a property

Permit #, Control #  Go

Street Name and Number, Owner, Block/Lot  Go

Online Requests

- Property Registration
- Complaint
- Building Inspection

Recently Updated Properties

Location	Block-Lot	Updated
12 Blue Heron Drive West	235.02-6	04/12/2019
51 Blue Heron Drive South	235.04-1	04/12/2019

Toms River Data

Last Update: 04/12/2019 10:19 AM

80 permits

Help

The toolbar along the top of the screen contains buttons that will take you to the different tools of the SDL Portal. You will find Search, Requests, Maps, Alerts, Township Website and Account.

On the main page, you will find a shortcut to check the status of a Building Permit, search for a Property page or submit online requests. You will also see a list of recently updated properties.

Clicking the town name and seal found at the top left of the screen will bring you back to this homepage at any point.

## Search

The search tool allows you to search for property pages or permit pages.

Properties can be found using full or partial address, block and lot or owner information. You can also search for all properties on a specific road.

This is a screenshot of the "Search Properties" form. At the top, it says "Search" with a magnifying glass icon. Below that are two radio buttons: "Search Properties" (selected) and "Search Permits". The main search area has a text input field labeled "Address, Block Lot, Owner" with a search icon. Below this is a "Need help" link and an "Advanced" search link. There are two more search fields: "Block" and "All Properties on Road". At the bottom is a dark red button labeled "Search Properties".

Permits can be found using the permit number, control number, project number, owner name or address. You can also filter by Permit Status, Keyword, Time Frame of the Permit and Proposed Use Group.

This is a screenshot of the "Search Permits" form. At the top, it says "Search" with a magnifying glass icon. Below that are two radio buttons: "Search Properties" and "Search Permits" (selected). The main search area has a text input field labeled "Permit #, Control #, Project #, Owner, Address" with a search icon. Below this is a "Need help" link and an "Advanced" search link. There are several filter options: "Permit Status" (a dropdown menu with "Any Permit Status" selected), "Keyword" (a text input field), "Permit Issued Time Frame" (a dropdown menu), "Permits Issued On or After" (a text input field), "Permits Issued On or Before" (a text input field), and "Proposed Use Group" (a dropdown menu). There is also a checkbox labeled "Include Use Groups in Results". At the bottom is a dark red button labeled "Search Permits".

## Property Page

A property page shows all details of the property, including location, owner information and any permits, licenses or applications associated with it.

The screenshot shows the Toms River website interface. At the top, there is a navigation bar with the Toms River logo, search, requests, maps, and alerts icons, and a user account section for 'Hello, Megan'. The main header displays 'Toms River | 1130 HOOPER AVENUE' and '581 1 - Commercial'. Below this, a red banner contains a 'C' icon, the address '1130 Hooper Avenue', 'Block: 581 Lot: 1', and 'Commercial'. A 'Favorite' button is visible. A 'Section Summary' dropdown is present. The main content area is split into two columns: a map on the left showing the property location on Hooper Avenue, and an 'Images' section on the right showing a photograph of the building. Below the map and images are three tables: 'Location', 'Details', and 'GeoAreas'. A 'Help' button is located at the bottom right.

Location		Details		GeoAreas	
Street	1130 Hooper Avenue	Building	2F 19764	Ward	
City		Land	2.44AC	Zoning	
Zip		Acreage	2.440 acres <sup>2</sup>	DPW District	
Block	581	Property Class	4A-Commercial	Historic	
Lot	1	Last Sale Price	\$225000	Census	

## Permit Page

A permit page displays the current status of the permit, along with all location information, contact information and permit details.

The screenshot shows the Toms River website interface for a permit. The navigation bar is identical to the property page. The main header displays 'Toms River | Construction Permit' and '16-00337 - Ca And Close Date Issued'. Below this, a red banner contains a 'CA' icon, the address '1130 Hooper Avenue', 'Work Type: Alteration', and 'Status: CA and Close Date Issued'. A 'Watch' button is visible. A progress bar shows five steps: 'Under Review', 'Pick Up', 'Issued/Processing', 'Ready for Certificate', and 'Complete', all marked with green checkmarks. Below the progress bar are four tables: 'Submitted', 'Issued', 'Closed', and 'Last Updated'. The 'Submitted' table shows '01/19/2016 03:03 PM'. The 'Issued' table shows '02/01/2016'. The 'Closed' table shows '02/24/2016 12:00 AM'. The 'Last Updated' table shows '02/24/2016 10:40 AM'. Below these tables are two sections: 'Alteration | 16-00337' and 'Location: 1130 Hooper Avenue'. The 'Alteration' section contains a table with permit details. The 'Location' section contains a map showing the property location. A 'Details' button and an 'Images' button are visible at the bottom. A 'Help' button is located at the bottom right.

Submitted		Issued		Closed		Last Updated	
01/19/2016 03:03 PM		02/01/2016		02/24/2016 12:00 AM		02/24/2016 10:40 AM	

Alteration   16-00337	
Permit Number	93053094, 16-00337
Location	1130 HOOPER AVENUE
Property (Block/Lot)	581 - 1
Work Type	Alteration
Status	CA and Close Date Issued
Plan Review Status	Building: Pass Electrical: Pass Plumbing: Pass
Prior Approvals	

Location: 1130 Hooper Avenue	
Block: 581 Lot: 1 Qualifier: None	

## Requests

The Requests page is where you can submit all online applications, including requests for a Building Inspection, Fire/Smoke Detector Inspection, Zoning Application or a Complaint.

**Toms River | Online Requests**

The request types displayed below are available online. Use the keyword search or the filter to help locate the action you would like to take. You may need to contact a town official directly if you do not see the option you are looking for.

Keyword Search Show All

### Code Enforcement Department

- Property Registration** Register a Property  
Register a property as vacant, abandoned or other.
- Responsible Agent Registration** Register as a Responsible Agent  
Register your account as a responsible agent.
- Property Claim** Claim a Property  
Claim a property with your account for the ability to manage property features, buildings and rental information.
- Certificate Registration** Register for a Certificate License  
Register for a certificate of occupancy or related application online.

### Construction Department

- Building Inspection** Request a Building Inspection

[Help](#)

Simply click the button to the right of the request and follow the prompts step-by-step to complete it.

## Maps

The Maps page contains different map layers custom to Toms River, including Road Closings, Issues and Applications.

Users can filter by location and timeframe, and can apply terrain or satellite layers as well.

**Toms River** Search Requests Maps Alerts Hello, Megan Account

**Issues** 85 items for 04/01/2019 - 04/30/2019 Add Item

Today Week Month Quarter Year

04/01/2019 to 04/30/2019

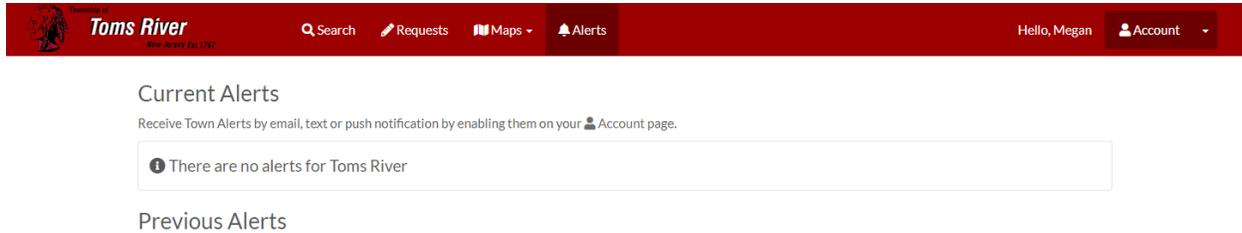
**Legend**

- CEBRIS/RUBBISH
- FENCE
- GENERAL PROPERTY CLEANUP
- LEAVED
- New Complaint Type
- OTHER
- POOL
- RENTING WITHOUT C/O
- VACANT PROPERTY
- VEHICLE (UNREGISTERED OR INOPERABLE)
- ZONING REQUEST
- ZONING SUSPECTED VIOLATION

[Map](#) [Satellite](#) [Help](#)

## Alerts

The Alerts section is where users will find any recent updates sent out by town officials.

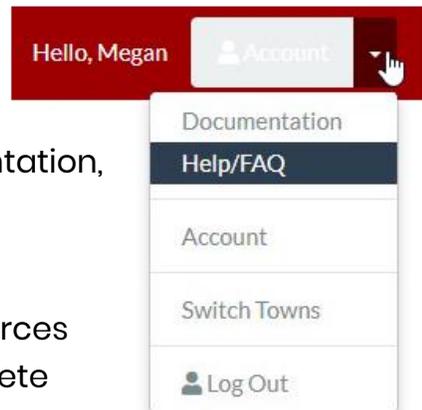


## Account

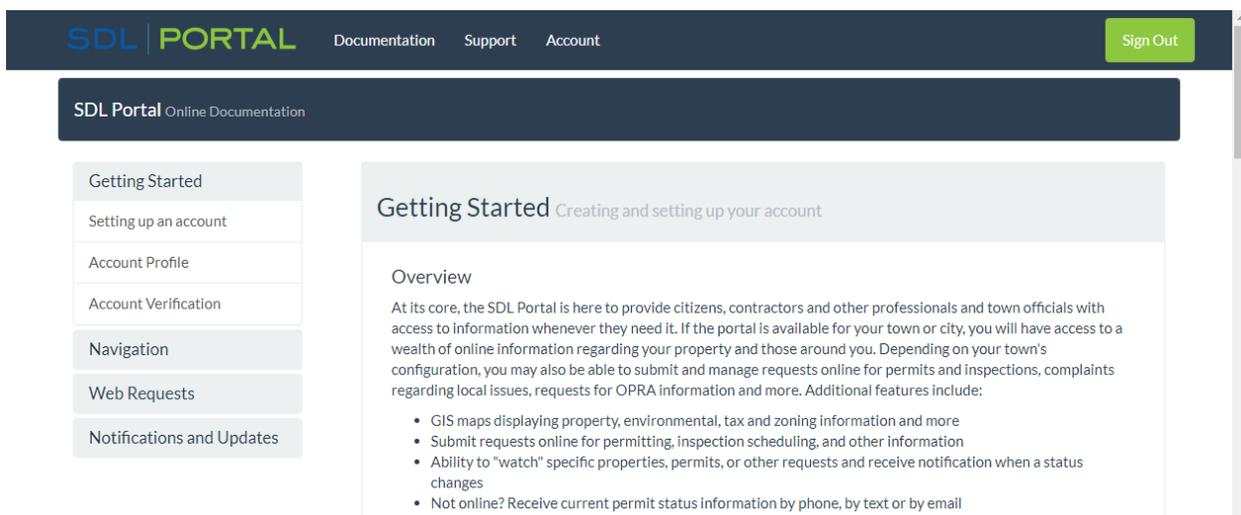
The account button contains links titled Documentation, Help/FAQ, Account, Switch Towns and Log Out.

### Documentation

Documentation provides users with several resources and user guides with instruction on how to complete most of the functionality found on the SDL Portal.



You can find additional assistance on Getting Started, Setting up an Account, Account Profile, Account Verification, Navigation, Town Menu, Account Menu, Finding Information with Search and Maps, Web Requests, Request Types, Submitting a Request, Next Steps of the Request Process, Notifications and updates, Watches on Notifications, Status Updates and Notifications.



## Help/FAQ

This page will bring you to the list of Frequently Asked Questions regarding Toms River Township's Portal Page.

### General

#### How do I contact a town with an issue?

You can submit an online request [here](#) by selecting the appropriate topic and completing the form. If you do not see the topic you are looking for you will need to contact your town directly.

#### I can't find my town to set up my account.

Type in the first few letters of a town and wait for the drop down list to appear before selecting a town. Not all towns allow public access so be sure they are a current active portal client [here](#).

#### How do I find the town I'm looking for?

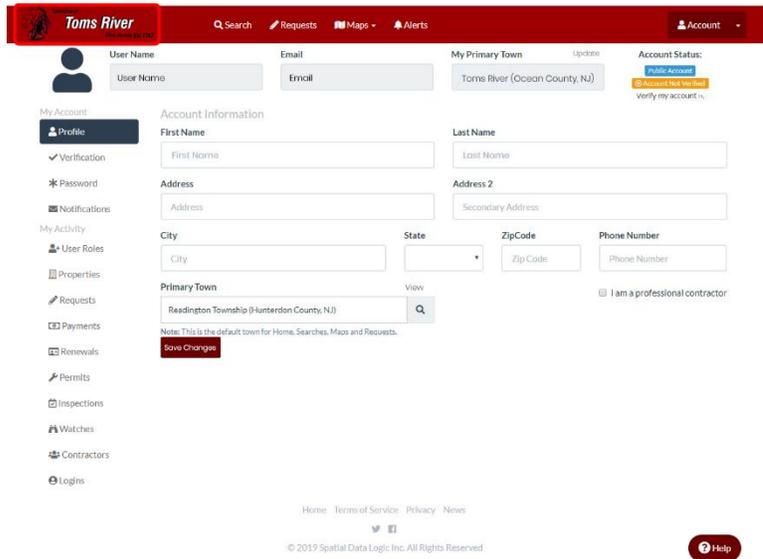
If you have an account, log in and your home page will be the Primary Town associated with your account.

To locate another town:

- Go to the 'Switch Towns' option under the  Account drop down.
- Type in the first few letters and select your town from the list - only towns with the green dot are active on the portal.
- If you don't have an account or do not see the town you are looking for please check our [client list](#). Hovering over a town there will indicate if they allow public access and if an account is required.

## Account

The Account button brings users back to their account page. Here, you can verify your account, change your password and update your account details. You can also view your account activity, which can include any properties, requests, payment history, past inspections, renewals and contractors.



## Switch Towns

If you need to access property information, submit a request or view any information within another town, you will need to select *Switch Towns*. As you type a town name, the Portal will suggest the New Jersey towns that fit that spelling. Click the town name to be brought to their Portal homepage.

