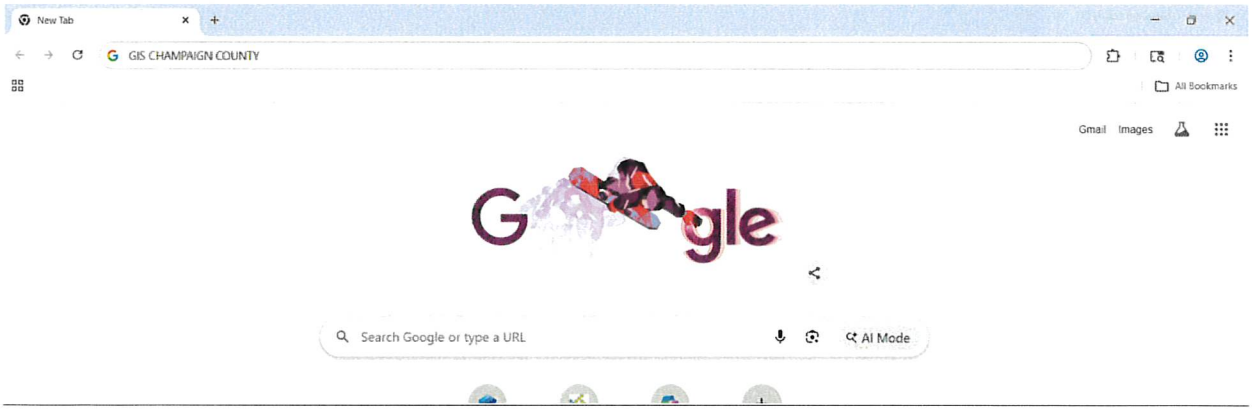
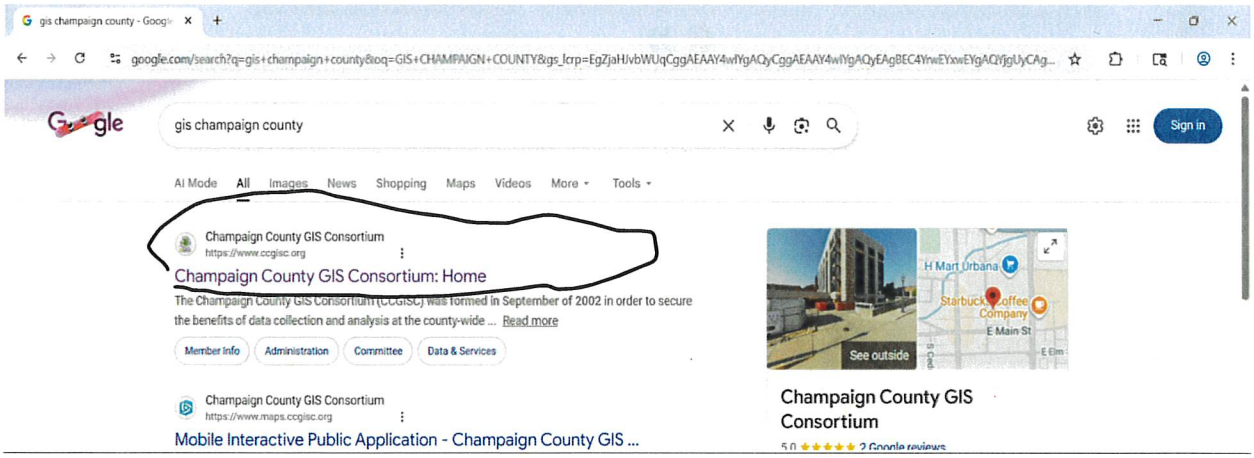
Troubleshooting: Finding and entering property parcel number in lieu of address

If you are having trouble entering your property's address during your application, entering its parcel number instead may correct the issue. Consult the following instructions to do so:

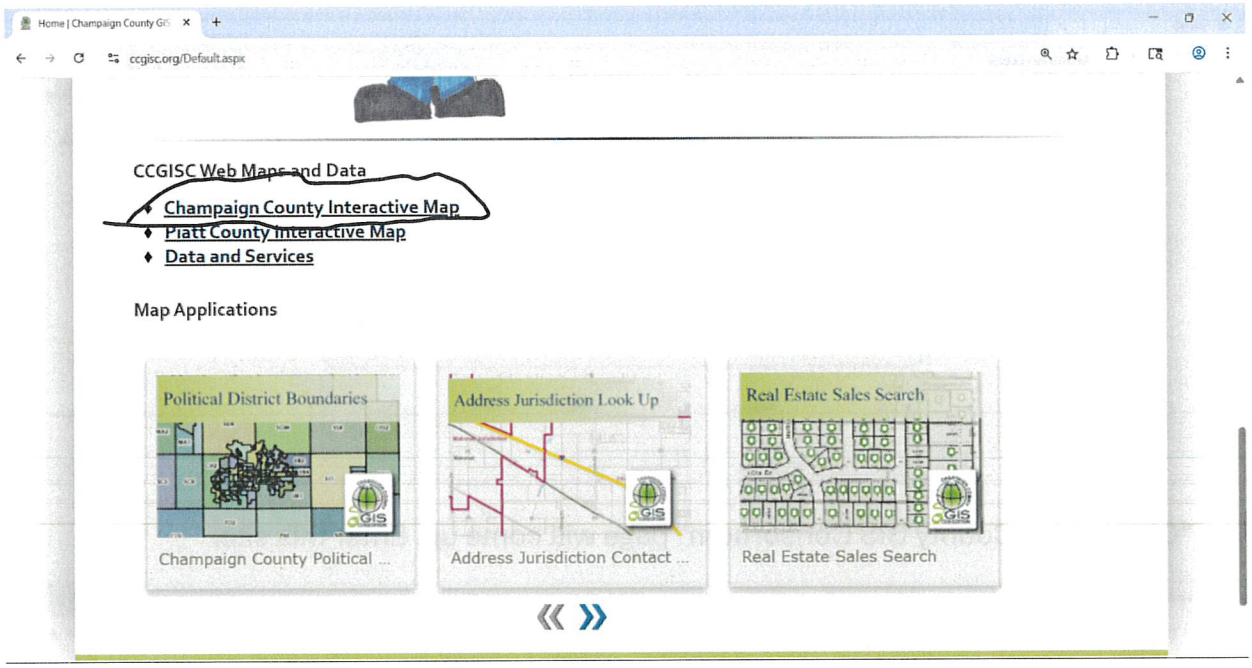
Use your preferred search browser, type in "GIS CHAMPAIGN COUNTY" or www.ccgisc.org in the search bar.



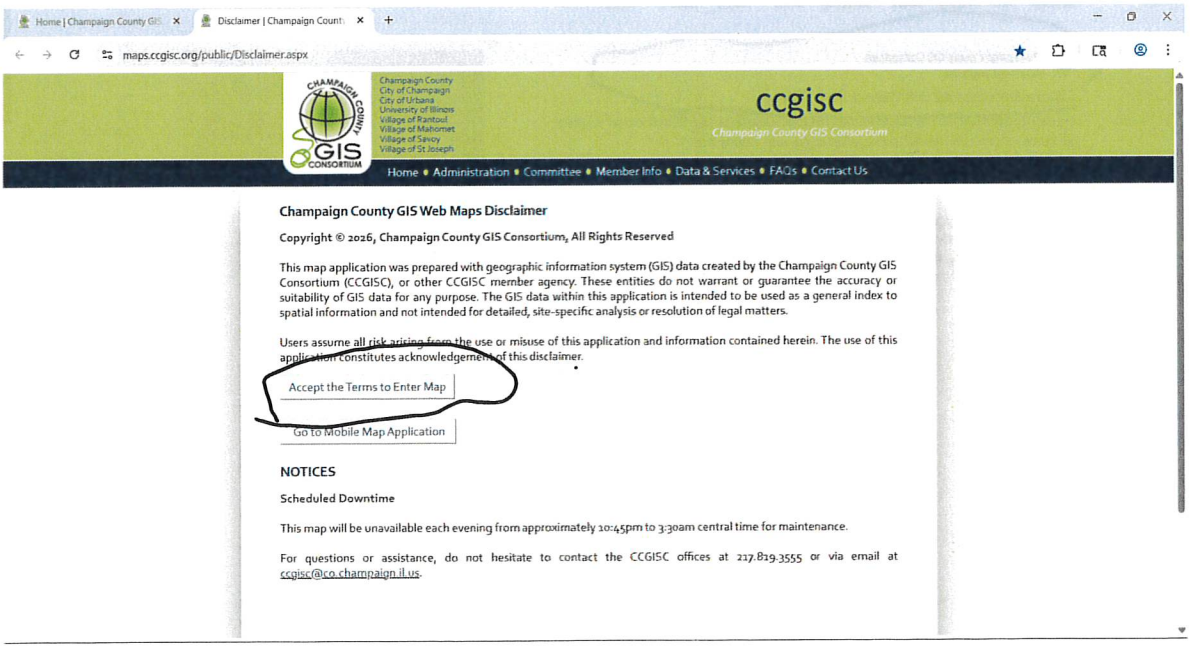
The "Champaign County GIS Consortium" page will come up. Enter this site.



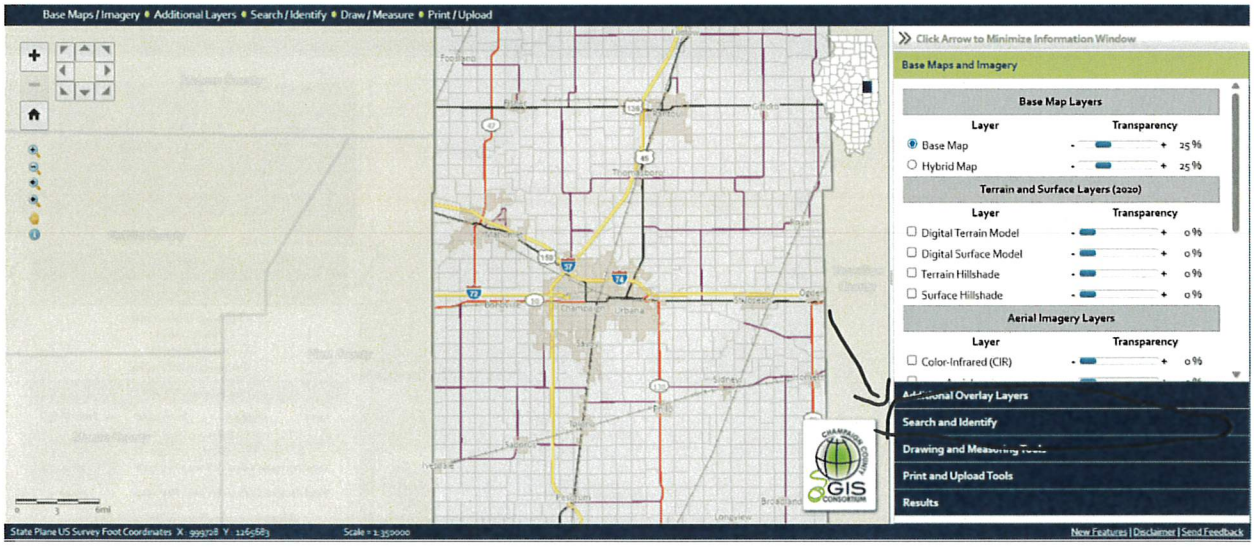
On the site, scroll down and select "Champaign County Interactive Map"



Accept the Terms to Enter Map

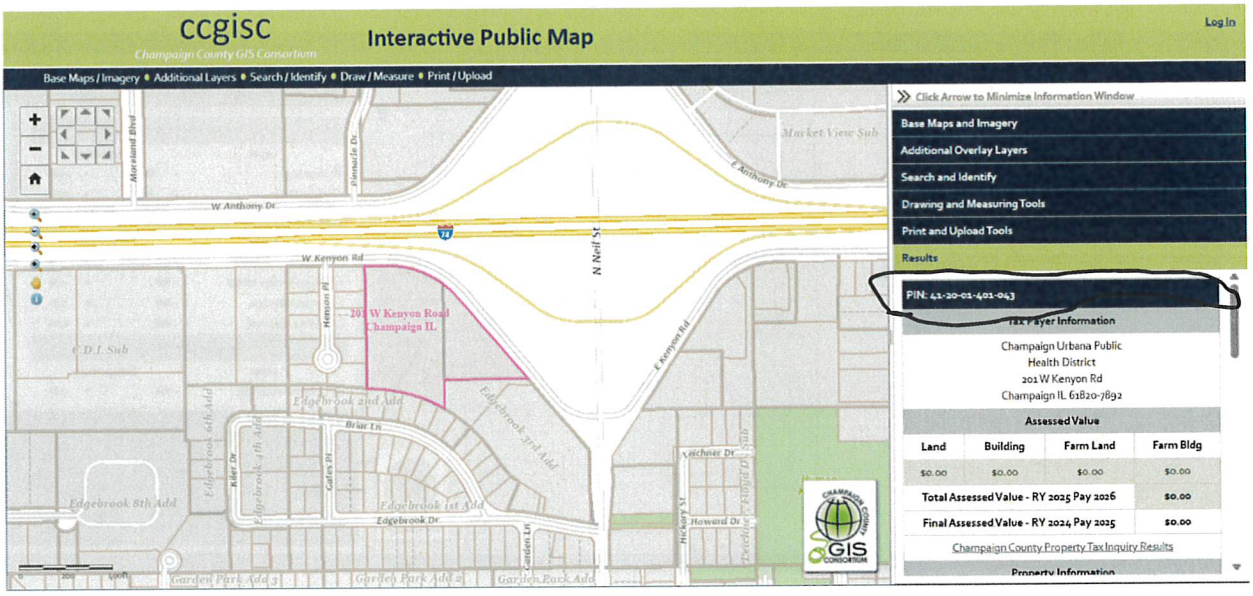


Once in the map, click on “Search and Identify” and enter the desired address.

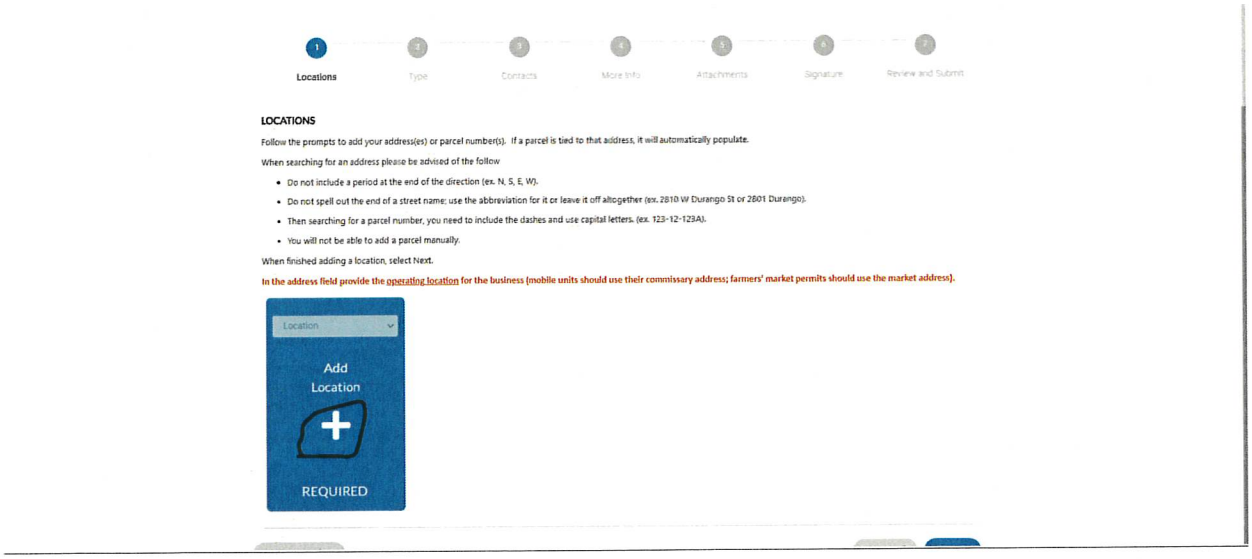


Ensure the address includes the town and cardinal direction- no zip code is needed. Once you have the correct address entered, click “Find Address”.

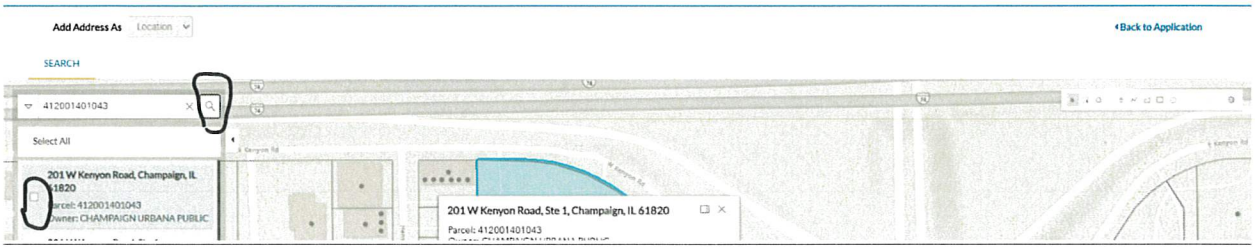
After pressing “find address” it will take you to the following screen (as long as the address is typed correctly). Click on “Results”. The PIN number listed is the property’s parcel.



Return to Civic Access and reenter the “Add Location” section. Click the plus sign to input the desired parcel.



Type the parcel number into the search bar. **Do not enter the dashes (-). Ensure that only the numbers are input.** Click the magnifying glass to search. If the parcel number is valid, the desired property will populate. Click the box to highlight the property. After the box is clicked, click "Add" to select the property for the application. Then, click "Next" to continue with the application.



If the property is still not being found after typing in the parcel number, please contact an employee of Environmental Health for assistance.