Detailed Example For Importing Permits Files to Microsoft Excel:

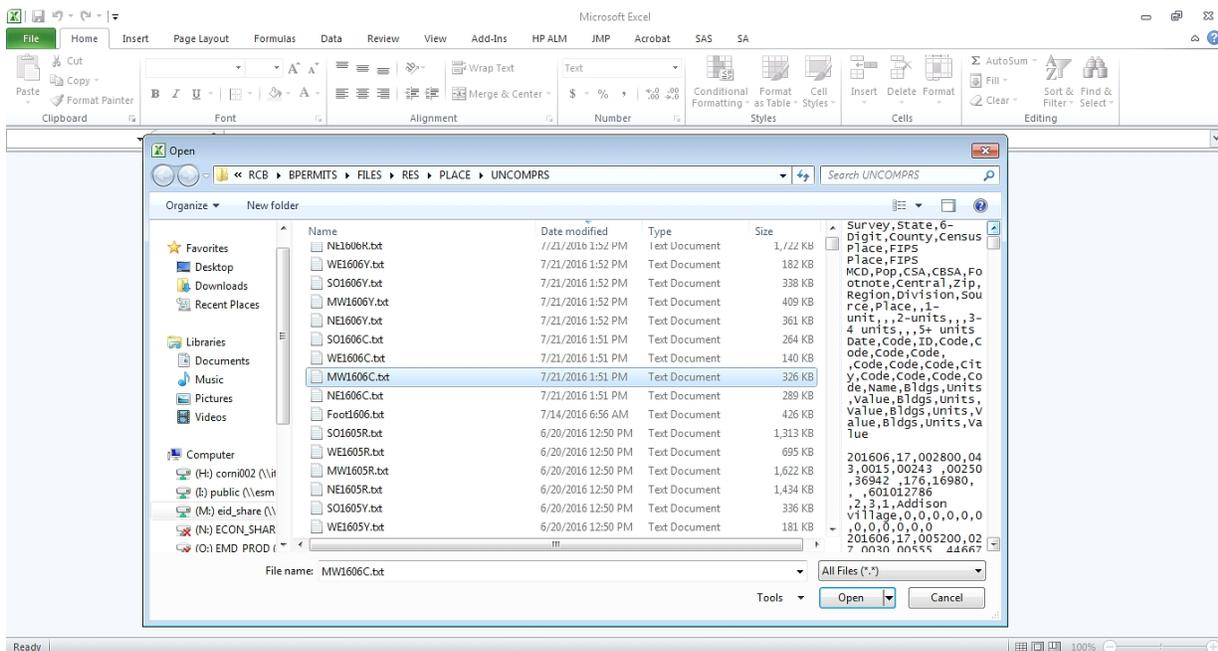Save the Building Permits files to either your desktop or your hard drive

Run Excel

Click File - Open

Under "Look in" go to the area where the Building Permits files were saved:
In this example the files are saved under:
M:\ADC Construction Indicator Programs\RCB\BPERMITS\FILES\RES\PLACE\UNCOMPRS

Click <Open>
On the next screen will be the Text Import Wizard
In Step 1of 3, Select 'Delimited' radio button

Click <Next>

In Step 2 of 3, Select 'Comma' as the delimiter – it's okay to leave 'Tab' selected.
In the Data Preview window, you can see that the data are now in columns.

In Step 3 of 3, Select columns from 'Survey Date' through 'Place Name' and mark them as Text; leaving the other columns as General

Click <Finish>

The Excel file is now created with headers and data in columns.

MW1606C.txt - Microsoft Excel

Survey Date	State Code	6-Digit ID	County Code	Census Place Code	FIPS Place Code	FIPS MCD Code	Pop	CSA Code	CBSA Code	Footnote Code	Central City	Zip Code	Region Code	Division Code	Source Code	Place Name	1-unit Bldgs	Units	Value	Bldgs
201606	17	002800	043	0015	00243	00250	36942	176	16980			60101278	2	3	1	Addison v	0	0	0	
201606	17	005200	027	0030	00555	44667	1190	476	41180			62215	2	3	3	Albers vill	0	0	0	
201606	17	007900	111	0050	00685	00698	21613	176	16980	2		60102	2	3	3	Algonquir	3	3	1245852	
201606	17	008500	119	0055	00737	00750	681	476	41180			62001	2	3	1	Alhambra	0	0	0	
201606	17	012700	031	0095	01010	83531	19277	176	16980			60658	2	3	1	Alsip villa	0	0	0	
201606	17	013900	119	0115	01114	01127	27865	476	41180	2		62002	2	3	1	Alton	0	0	0	
201606	17	019300	097	0160	01595	01608	14430	176	16980			60002	2	3	1	Antioch vi	0	0	0	
201606	17	021700	115	0180	01972	27988	947	999	19500			62501	2	3	3	Argenta vi	0	0	0	
201606	17	022300	031	0228	02154	81100	75101	176	16980		1	60005	2	3	1	Arlington	9	9	3285000	
201606	17	023200	091	0200	02258	57017	743	176	28100			60910	2	3	1	Aroma Pa	0	0	0	
201606	17	033100	147	0265	02882	76888	619	999	16580	2		619130315	2	3	1	Atwood vi	0	0	0	
201606	17	035500	089	0280	03012	03025	130976	176	16980	2		60504	2	3	3	Aurora	7	7	1857947	
201606	17	037300	027	0290	03181	73365	1945	476	41180			62216	2	3	1	Aviston vi	1	1	254135	
201606	17	041200	097	0310	03610	80112	1583	176	16980			60015	2	3	5	Bannockb	0	0	0	
201606	17	043000	031	0323	03883	03831	2168	176	16980	2		60010	2	3	5	Barringtor	1	1	335000	
201606	17	044500	031	0320	03844	03831	5631	176	16980	2		60010	2	3	5	Barringtor	1	1	451940	
201606	17	046300	043	0340	04013	79410	24411	176	16980	2		60103	2	3	1	Bartlett vi	1	1	160556	
201606	17	047800	089	0355	04078	28885	26045	176	16980	2		60510	2	3	3	Batavia	1	1	103500	
201606	17	049900	097	0368	04303	05326	13638	176	16980			60099	2	3	5	Beach Par	2	2	388942	
201606	17	053200	027	0385	04533	78344	1040	476	41180			62219	2	3	3	Beckemey	0	0	0	
201606	17	053500	031	0390	04572	45447	580	176	16980			60501	2	3	1	Bedford P	1	1	250000	
201606	17	054400	197	0395	04585	79059	4359	176	16980			60401	2	3	1	Beecher v	0	0	0	

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