



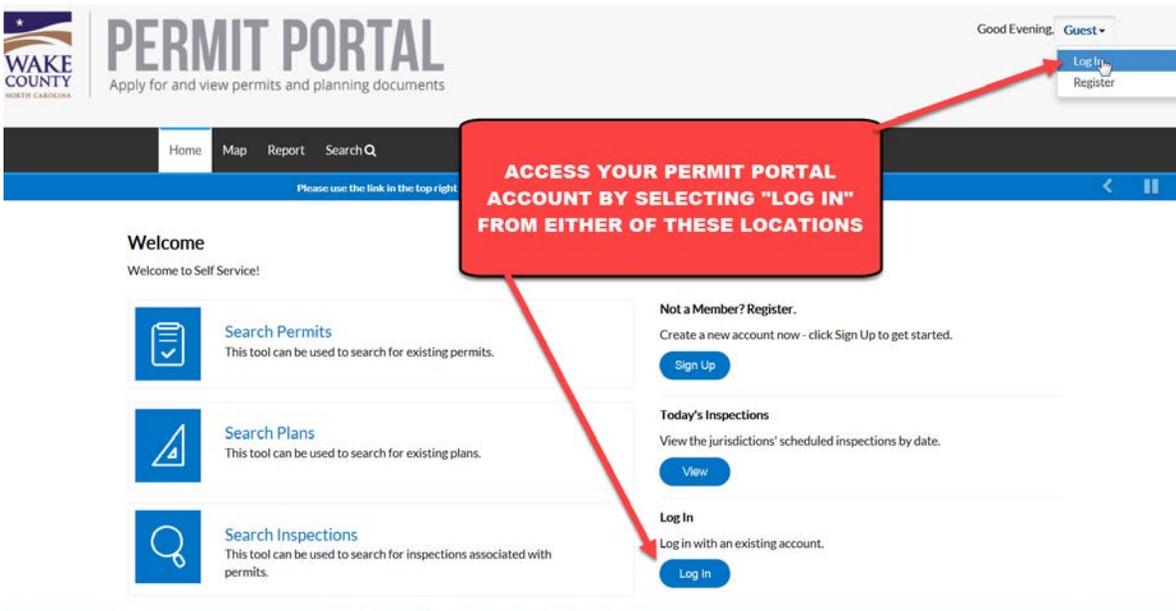
PERMIT PORTAL

Apply for and view permits and planning documents

How to apply for a permit or plan using the Wake County Permit Portal

You will need to be a registered user for the portal. Please refer to the “How to Register” document for instructions if you are not a registered user.

1. If you are already a member, login to the site by following the red arrows indicated below:



Log In

*Email Address

Email address is required

* Password

Remember Me

[Log In](#)

[Register](#)

[Forgot your password?](#)
[Switch jurisdiction?](#)

ENTER YOUR EMAIL ADDRESS AND PASSWORD

- Under "Apply" you have the option to apply for a permit or a plan. To view all permits or all plans, click on "All (64)" under permits or "All (24)" for plans.



PERMIT PORTAL

Apply for and view permits and planning documents

[Dashboard](#)

[Apply](#)

[View](#)

[Map](#)

[Report](#)

[Search](#)

PERMITS

- > Commercial - Multi Family
- > Commercial - New Building or Addition
- > Commercial - Non-Building
- > Commercial - PM&E Work
- > Well Water Sampling - Existing Well
- > All (64)

PLANS

- > Subdivision Plan Review - Exempt
- > Subdivision Plan Review - Minor
- > Subdivision Plan Review - Preliminary
- > Commercial Use Review - Major
- > Land Use Permit - Simple
- > All (24)

- For each application type, permit or plan, a list of categories will be displayed. The categories provide the different types of applications available. Permits are first listed alphabetically by the type of construction as shown below; for example, commercial, demolition, manufactured housing and residential.

Permit Application Assistant

Categories

All 64

Building & Construction 24

Fire Services 6

Food, Facilities, & Pools 9

Wastewater 13

Watershed Management 7

Wells 5

<p>Building & Construction : Commercial - Multi Family Three or More Attached Residences Categories Main Menu</p> <hr/> <p>Building & Construction : Commercial - New Building or Addition New Building or Addition to Existing Building Categories Main Menu</p> <hr/> <p>Building & Construction : Commercial - Non-Building Fence, Wall, Sign, Awning, Tower, etc. Categories Main Menu</p> <hr/> <p>Building & Construction : Commercial - PM&E Work Plumbing, Mechanical, Electrical without Building Permit Categories Main Menu</p> <hr/> <p>Categories Main Menu</p> <hr/> <p>Building & Construction : Manufactured Home - Repairs Repairs to Existing Manufactured Home (Not Modular) Categories Main Menu</p> <hr/> <p>Building & Construction : Residential - Accessory Building Detached Garage, Carport, Shop, Storage Building, etc. Categories Main Menu</p> <hr/> <p>Building & Construction : Residential - Addition Attached Room, Porch, Garage, Carport, etc. Categories Main Menu</p> <hr/> <p>Building & Construction : Residential - Alteration Interior and/or Exterior Renovation Categories Main Menu</p> <hr/> <p>Building & Construction : Residential - Decks Attached or Detached Deck Categories Main Menu</p> <hr/> <p>Building & Construction : Residential - Existing Home Moved Existing Home Moved to New Location Categories Main Menu</p> <hr/> <p>Building & Construction : Residential - HVAC or Water Heater Replacement Covers All Work for System Replacement</p>	<p style="text-align: center;">Apply</p> <hr/> <p style="text-align: center;">Apply</p>
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UNDER EACH TYPE OF CONSTRUCTION, PERMITS ARE LISTED ALPHABETICALLY BY THE WORK CLASS.

WORK CLASS CAN BE DEFINED AS THE WORK THAT WILL BE PERFORMED UNDER THIS PERMIT

- For Plans, it is best to use the Categories to narrow down your search. Once clicked, the specific options for each category will display.

3

Plan Application Assistant

Categories

- All (24)
- Appeal (2)
- Certificate of Appropriateness (1)
- Extra Territorial Jurisdiction Request (1)
- Grave Removal (1)
- Land Use Plan Amendment (1)
- Planned Compliance

Subdivision : Subdivision Plan Review - Exempt
Exempt Plan Review
[Categories](#) | [Main Menu](#) [Apply](#)

Subdivision : Subdivision Plan Review - Minor
Minor Plan Review
[Categories](#) | [Main Menu](#) [Apply](#)

Subdivision : Subdivision Plan Review - Preliminary
Regular Subdivision Plan Review
[Categories](#) | [Main Menu](#) [Apply](#)

Zoning - Commercial : Commercial Use Review - Major
Ex: New Buildings, Use, Structures or Additions
[Categories](#) | [Main Menu](#) [Apply](#)

5. Once you have determined the type of permit or plan you need,, click on the Apply button to start the process.

Subdivision : Subdivision Plan Review - Exempt
Exempt Plan Review
[Categories](#) | [Main Menu](#) [Apply](#)

Subdivision : Subdivision Plan Review - Minor
Minor Plan Review
[Categories](#) | [Main Menu](#) [Apply](#)

Building & Construction : Commercial - Multi Family
Three or More Attached Residences
[Categories](#) | [Main Menu](#) [Apply](#)

Building & Construction : Commercial - New Building or Addition
New Building or Addition to Existing Building
[Categories](#) | [Main Menu](#) [Apply](#)

Click Apply to start

6. For both processes, you will have a progress bar at the top indicating the specific step you are in the process.



7. The first step is “Adding a location”. You have the option to add the location by selecting an address or by the parcel number.

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search Search Addresses

Add Location

Address Parcel

Parcel Information

Search Search Parcels

8. If using "Address", enter the address using only the street number and street name. Do not enter street type for example, st, road, drive, or ave. Click on the magnify glass to search. Once you have located your address, click on the "Add" button to add this address.

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search 336 FAYETTEVILLE

JUST THE STREET NUMBER AND NAME

CLICK THE ADD BUTTON TO ADD THIS ADDRESS

Address

336 FAYETTEVILLE ST, RALEIGH, NC 27601

Action

Add

9. You have the option to add additional locations such as a billing location or mailing location by changing the Address Type. Repeat the above "adding location" steps as needed.

YOU HAVE ADDED THIS ADDRESS AS THE LOCATION WHERE THE WORK WILL BE PERFORMED FOR THIS PERMIT.



Type: Location
 International
 336 FAYETTEVILLE,
 RALEIGH,, 27601
 Main Address
 Parcel Number
 1703678520
 Main Parcel
 Remove

Billing Home
 Location
 Mailing
 Shipping
 Add Location
 +

YOU CAN NOW ADD OTHER LOCATIONS TO THIS PERMIT.

10. Click on Save Draft to save your progress or click on Next to continue the application process.

*Note: It's important to not hit the "back" button in your web browser, you will lose the information that was already entered and will have to start over.



LOCATIONS

Type: Location
 International
 336 FAYETTEVILLE,
 RALEIGH,, 27601
 Main Address
 Parcel Number
 1703678520
 Main Parcel
 Remove

Location
 Add Location
 +

SELECT NEXT WHEN YOU ARE FINISHED WITH THE LOCATION PAGE AND ARE READY TO GO TO THE NEXT STEP

AT ANY TIME YOU CAN SELECT SAVE DRAFT TO SAVE THE PERMIT APPLICATION

Save Draft Next

11. Continue with the application process by selecting your permit or plan type and enter a detail description in the description box. The permit type or plan type selection will be final at this point. If you need to change it, now is the time to do so. For permits only, you will need to enter a valuation of the project cost for the permit.

Click Next once the information has been entered and validated.

Dashboard Apply View Map Report Search

Apply for Permit - Residential - New Single Family Dwelling

Locations (1) Type (2) Contacts (3) Summary (4)

PERMIT DETAILS

* Permit Type: Residential - New Single Family Dwe [v]

Description: [Text Area]

* Valuation: [Text Area]

Back Save Draft Next

PERMIT TYPE: THIS IS THE TYPE OF PERMIT YOU ARE REQUESTING. THIS CAN BE CHANGED FROM THE DROP DOWN MENU. THIS WILL BE YOUR LAST CHANCE TO CHANGE THE TYPE OF PERMIT ON THIS APPLICATION.

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE WORK THAT WILL BE PREFORMED UNDER THIS PERMIT. THE MORE INFORMATION THE BETTER.

THE VALUATION IS THE TOTAL PROJECT COST FOR THIS PERMIT.

Apply for Plan - Subdivision Plan Review - Exempt

Locations (1) Type (2) Contacts (3) More Info (4) Attachments (5) Summary (6)

PLAN DETAILS

* Plan Type: Subdivision Plan Review - Exempt [v]

Description: [Text Area]

Back Save Draft Next

12. To proceed in the process, add your contacts to your permit or plan application. The first contact will always be the applicant or the person that logged into the Permit Portal. You can add additional contacts to the permit or plan and change the type of contact by click on the box “applicant”. If you have questions about adding contacts, please see the “How to add contacts” guide.

Apply for Permit - Residential - New Single Family Dwelling

*REQUIRED



CONTACTS

Applicant
YOUR NAME (YOU)
336 FAYETTEVILLE STREET RALEIGH NC 27601

Applicant
Add Contact
+

TO ADD A CONTACT, FIRST SELECT THE TYPE OF CONTACT YOU WISH TO ADD. CONTACT TYPES ARE TITLE CHOICES FOR A PERSON OR COMPANY THAT WILL BE ASSOCIATED WITH THE PERMIT.

Back

Save Draft

Next

13. Continue with the application process until complete. Remember to “Save Draft” throughout the process. You will receive a permit or plan number when all steps are complete.

14. A notification email will be sent once your application has been submitted. You will be notified with the status of your application. If the application has missing information, an email will be sent advising of the specific missing information. At that time, you will need to log back in, and add the missing information.

If any questions throughout the permit or plan application process, please refer to the Questions section on the Wake County Permit Portal webpage. <http://www.wakegov.com/permitportal/Pages/questions.aspx>