



PERMIT PORTAL

Apply for and view permits and planning documents

Create Your Account/Register a New User

1. Go to wakegov.com/permitportal
2. Click the **Sign-Up** option located in the second column on the right under the heading of **Not a Member? Register.**

The screenshot shows the top navigation bar with links for Home, Map, Report, Fee Estimator, Search, and Help. Below the navigation bar is a blue banner with the text "Wake County CSS - EnerGov_UAT". The main content area is titled "Welcome" and includes a "Welcome to Self Service!" message. On the left, there are three search tool cards: "Search Permits", "Search Plans", and "Search Inspections". On the right, there are three sections: "Not a Member? Register." (with a "Sign Up" button circled in red), "Today's Inspections" (with a "View" button), and "Log In" (with a "Log In" button).

3. Enter your email address.


Registration

Step 1 of 3: Email Address

Your e-mail address is your username.

Email [Next](#)

4. Click **Next**. You will receive an email to confirm your registration. You will need to click the link provided to continue to the next step of the registration process.

 Citizen Self Service New User Account Confirmation

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)

5. After confirming your registration, you will be directed to the Permit Portal to complete Step 2 of the registration process. Click the **Register** button.

Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email celena.everette@wakegov.com

[Back](#) [Register](#)

6. Fill out your personal information and create a password.

PERSONAL INFO

***REQUIRED**

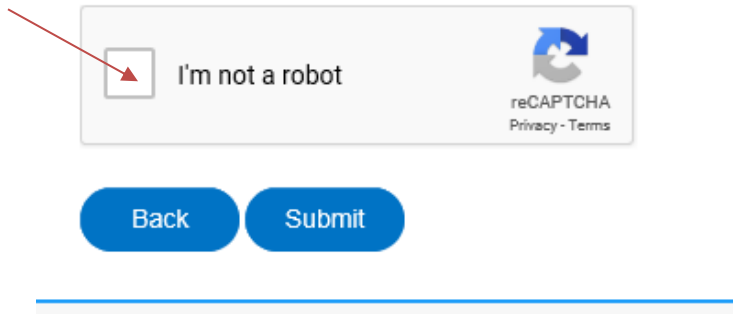
* First Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text"/>
Company	<input type="text"/>
Business Phone	<input type="text"/>
Home Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Fax	<input type="text"/>
Other Phone	<input type="text"/>
* Email Address	<input type="text" value="celena.everette@wakegov.com"/>
* Contact Preference	<input type="text" value="v"/>

PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

* Password	<input type="text"/>
* Confirm Password	<input type="text"/>

7. Click in on the CAPTCHA box to generate a checkmark to signify that you are not a robot. Click **Submit**.



8. Once submitted you will receive a message thanking you for registering. You will also receive an email that the account has been approved. You can now log in as a registered user.

