



# PERMIT PORTAL

Apply for and view permits and planning documents

## Guide to Add and View Documents in the Permit Portal

### Add and View Documents in the Permit Portal

This guide will assist you in adding and viewing documents within the Wake County Permit Portal.

You can add and view documents in your permit by logging into your permit portal account, selecting either the **“Pending”** tab to access permits that are still under review or the **“Active”** tab to access permits that are issued. After you select either the **“Pending”** or **“Active”** tab, click on the permit number and locate the **“Attachments”** tab to add or view your documents.

### Steps to view an attachment in the Permit Portal

The screenshot shows the Wake County Permit Portal dashboard. At the top left is the Wake County logo. The main header area contains the text "PERMIT PORTAL" and "Apply for and view permits and planning documents". On the right, it says "Good Afternoon, Mike McLamb". Below the header is a navigation bar with "Dashboard" and "Apply" (with a dropdown arrow). A red callout box with a white background and red border contains the text: "Select either the 'Pending' tab or 'Active' tab to locate the permit you would like to add or view a document." Two red arrows point from this box to the "Pending" and "Active" tabs in the "My Permits" section. Below the navigation bar is a blue banner that reads "The recommended web browser for the Wake County Permit Portal is Google Chrome." The "My Permits" section displays five cards: "Attention" (1), "Pending" (0), "Active" (1), "Draft" (4), and "Recent" (2). Each card lists the number of permits and provides a link to view them. For example, the "Active" card shows "Residential - Addition 1". At the bottom left of the "My Permits" section is a link: "View My Permits".

Category	Count	Permit Details
Attention	1	Residential - Addition 1
Pending	0	
Active	1	Residential - Addition 1
Draft	4	Residential - New Si... 2 Commercial - Reno... 1 Residential or Farm... 1
Recent	2	Residential - Addition 1 Accessory Structure 1



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## My Permits

Search for permit number, project, or address

Exact Match

Display

Select Case Type

[Export](#)

Sort

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<a href="#">RABS-013464-2019</a>		Address	Residential - Addition	Active, Attention, Recent	Failed Inspections

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Select the permit number where you would like to add or view a document.



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Permit Number: **RABS-013464-2019**



[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Residential - Addition	Applied Date:	02/12/2019
Status:	Issued	Project Name:	03/12/2019
District:	Wake County	Assigned To:	03/13/2020
Square Feet:	299.00	Valuation:	
Description:	Construct 13' x 23' screened porch to existing deck		

Once in the permit, select the "Attachments" tab.

- [Locations](#)
- [Fees](#)
- [Reviews](#)
- [Inspections](#)
- [Attachments](#)
- [Contacts](#)
- [Sub-Records](#)
- [Holds](#)
- [Meetings](#)
- [More Info](#)

## TIP: Scroll Down to see the attachment files after you click on the "Attachment" tab.

Locations Fees Reviews Inspections **Attachments**

Uploaded Attachments | Pending Attachments | Next Tab | Permit Details |

**Uploaded Attachments**

File Name	File Size	Action
13464-2019-ISSUE PERMIT.pdf		
<a href="#">approved site plan 013464-2019.pdf</a>	02/19/2019	approved site plan
<a href="#">Permit App for screened porch.docx</a>	02/22/2019	Uploaded via CSS
<a href="#">RABS-013464-2019 Wake County Stamped Plans.pdf</a>	02/22/2019	Wake County Stamped Plans

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**Pending Attachments** [Browse](#)

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, csv, rtf

File Name	File Size	Action
No records to display.		

[Submit](#)

To view an attachment, select the file by clicking on the file name. This will open up the file where you can print out the document or save it to your hard drive. Wake County requires Wake County approved / stamped plans and site plans to be on site for all inspections.

## Steps to add an attachment in the Permit Portal

To add a document to your permit, follow the steps above but instead of clicking on a file name, click on the "Browse" tab to the bottom right of the screen.

Locations Fees Reviews Inspections **Attachments** Contacts Sub-Records Holds Meetings More Info

Uploaded Attachments | Pending Attachments | Next Tab | Permit Details | Main Menu

**Uploaded Attachments** Sort File Name

File Name	File Size	Action
13464-2019-ISSUE PERMIT.pdf		
<a href="#">approved site plan 013464-2019.pdf</a>		ite plan
<a href="#">Permit App for screened porch.docx</a>		a CSS
<a href="#">RABS-013464-2019 Wake County Stamped Plans.pdf</a>		mped Plans

Results per page 10 1 - 4 of 4 << < 1 > >>

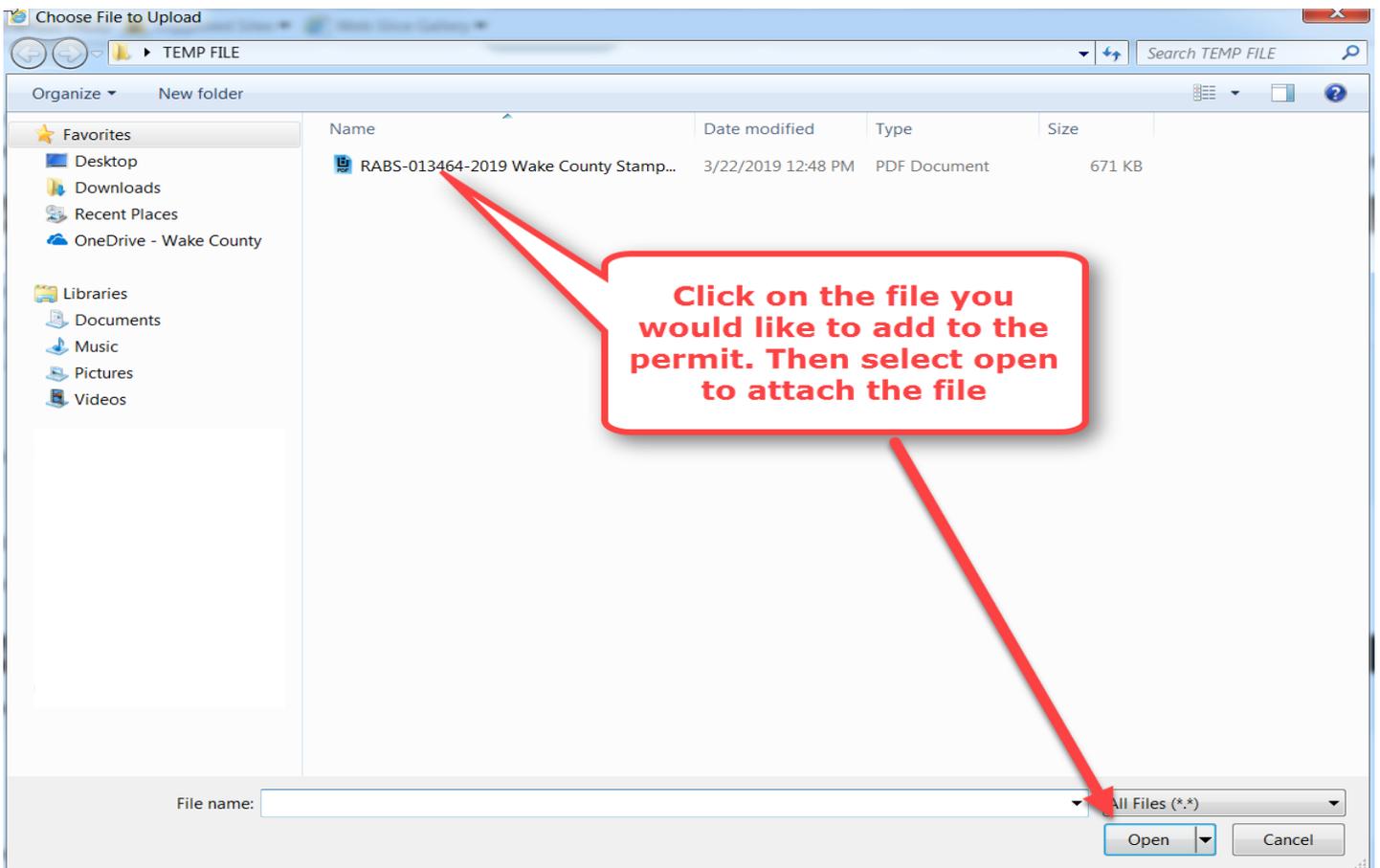
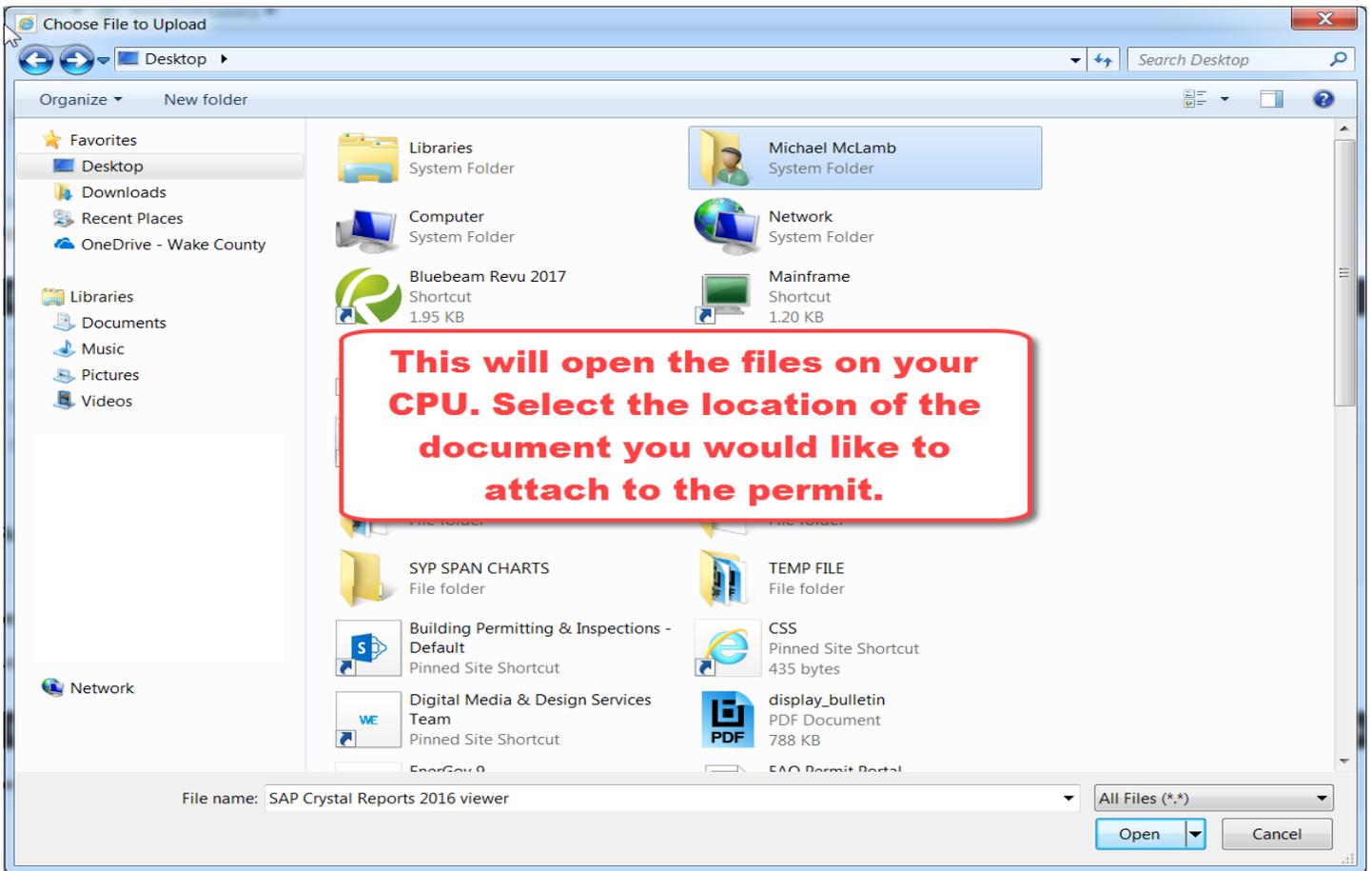
**Pending Attachments** [Browse](#)

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, csv, rtf

File Name	File Size	Action
No records to display.		

[Submit](#)

To add a document to the permit, select the "Browse" tab.



Uploaded Attachments

Sort File Name

File Name	Added Date	Notes
<a href="#">13464-2019-ISSUE PERMIT.pdf</a>	03/12/2019	
<a href="#">approved site plan 013464-2019.pdf</a>	02/19/2019	approved site plan
<a href="#">Permit App for screened porch.docx</a>	02/22/2019	Uploaded via CSS
<a href="#">RABS-013464-2019 Wake County Stamped Plans.pdf</a>	02/22/2019	Wake County Stamped Plans

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**You should now see the file under "File Name". To add this document to the permit, click on the "Submit" tab.**

Pending Attachments

Supported file types include: pdf, jpg, png, jpeg, doc, docx, xls, xlsx, text, csv, rtf

Browse

File Name	File Size	Action
<a href="#">RABS-013464-2019 Wake County Stamped Plans.pdf</a>	670.02 KB	Remove

Submit

Uploaded Attachments

Sort File Name

File Name	Added Date	Notes
<a href="#">13464-2019-ISSUE PERMIT.pdf</a>	03/12/2019	
<a href="#">approved site plan 013464-2019.pdf</a>	02/19/2019	approved site plan
<a href="#">Permit App for screened porch.docx</a>	02/22/2019	Uploaded via CSS
<a href="#">RABS-013464-2019 Wake County Stamped Plans.pdf</a>	02/22/2019	Wake County Stamped Plans

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Pending Attachments

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls

Browse

File Name	Action
No records to display.	

Submit

**Once you have selected the "Submit" tab, you will receive this notice informing you that the attachment has been uploaded successfully.**

✔ Upload Successful! After these attachments have been approved, they will be available in the uploaded attachments section.