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:
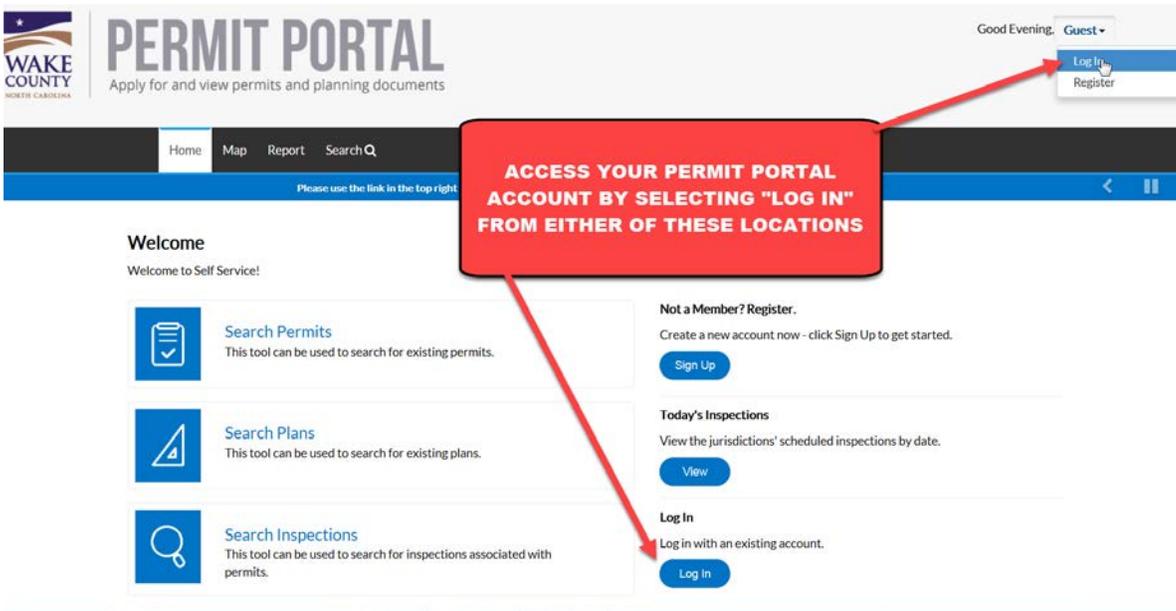
Log In

* Email Address

Email address is required

* Password

Remember Me ☐

[Log In]   [Register]

Forgot your password?
Switch jurisdiction?

ENTER YOUR EMAIL
ADDRESS AND
PASSWORD

2. 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

WAKE COUNTY
NORTH CAROLINA

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)

3. 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.

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

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]

Click Apply to
start

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]

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

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

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

> JUST THE STREET NUMBER AND NAME

> CLICK THE ADD BUTTON TO ADD THIS ADDRESS

Address Information

Search 336 FAYETTEVILLE 🔍

Address	Action
336 FAYETTEVILLE ST, RALEIGH, NC 27601	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.

Apply for Permit - Residential - New Single Family Dwelling   *REQUIRED

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

3 Contacts   4 More Info   5 Attachments   6 Summary

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.

Apply for Permit - Residential - New Single Family Dwelling   *REQUIRED

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

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   *REQUIRED

✓ Locations   2 Type   3 Contacts   6 Summary

PERMIT DETAILS

* Permit Type   Residential - New Single Family Dwe ▼

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.

Description

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

* Valuation

THE VALUATION IS THE **TOTAL** PROJECT COST FOR THIS PERMIT.

Back   Save Draft   Next

Apply for Plan - Subdivision Plan Review - Exempt   *REQUIRED

✓ Locations   2 Type   3 Contacts   4 More Info   5 Attachments   6 Summary

PLAN DETAILS

* Plan Type   Subdivision Plan Review - Exempt   ▼

Description

Back   Save Draft   Next

7

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

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