



This guide will help you navigate the process of scheduling, canceling and viewing the results of an inspection using the Wake County Permit Portal. Sign into your Wake County Permit Portal account and follow the instructions provided in this guide.

### **Helpful Tips:**

- If you need to cancel an inspection **the day of the inspection**, please contact the Wake County Permit Processors at 919-856-6222. You can cancel an inspection anytime the day **before** the inspection through the Permit Portal.
- If you receive an error message when trying to schedule multiple inspections, try scheduling only one inspection at a time and then return to the inspection request screen to select the next inspection.
- Inspections are scheduled in a prerequisite order, meaning some inspections are required to be completed before other inspections can be scheduled.
- Inspections can be scheduled from the next day to five days in advance.
- Inspectors are assigned to an inspection first thing in the morning the day of the inspection. If you access the inspection the morning of the inspection, you can see the name and mobile phone number of the inspector.
- Please do not select the AM/PM button. Wake County Inspections & Permits does not guarantee AM or PM requested inspections.
- Inspector's notes or required corrections, for a completed inspection, can be found by selecting the **"CHECKLIST"** button.



# PERMIT PORTAL

Apply for and view permits and planning documents

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Dashboard Apply View Map Report Search

Please use the link in the top right corner to log in or register to update permit or

## My Permits

Attention 4

Pending 3

Active 1

Draft 3

Recent 4

Residential - New SI...	2	Residential - New SI...	1	Residential - New SI...	1	Residential - HVAC...	1	Residential - New SI...	2
Residential - New T...	1	Residential - New T...	1	Residential - New SI...	1	Residential - New SI...	1	Residential - New T...	1
Residential or Farm...	1	Residential or Farm...	1			Residential - Pool	1	Residential or Farm...	1

View My Permits

To schedule, cancel or see the results of an inspection for a specific permit, select the "Active" button on your Permit Portal dashboard.



# PERMIT PORTAL

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## My Permits

Search for permit number, project, or address

Exact Match

Display Active

Export

Sort Permit Number

Under "Permit Number", you will see a list of all your active permits. Select the permit you would like to schedule, cancel or see the results of an inspection for by clicking on the permit number. This will open the permit where you can manage these activities.

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<a href="#">RBPR-002472-2018</a>		1220 ELK FALLS DR WENDELL, NC 27591	Residential - New Single Family Dwelling	Active, Attention, Recent	Failed Inspections

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Permit Details

**To schedule, cancel or see the results of an inspection for this permit, select the "Inspections" button.**

Applied Date: 07/13/2018

Project Name: Issue Date: 07/26/2018

Assigned To: Hales, Daryl Expire Date: 08/12/2019

Valuation: \$320,000.00 Finalized Date: 07/26/2018

District: Wendell

Description: new sfd, 4br, 2car gar, deck, screen porch.

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District: Wendell Assigned To: Hales, Daryl Expire Date: 08/12/2019

Description: new sfd, 4br, 2car gar, deck, screen porch. Finalized Date: 07/26/2018

**After you select the "Inspections" button the "Existing Inspections" list will open. This is where you can see completed inspections, their status and results.**

**Scroll down to see the "Request Inspection List". This is where you will select your inspections.**

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Existing Inspections Sort: Description ▼

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
<a href="#">007598-2018</a>	Footing	Passed	07/27/2018	07/31/2018	Scott Jeff	
<a href="#">010998-2018</a>	Foundation	Passed	08/10/2018	08/10/2018	Stratton Mike	
<a href="#">007713-2018</a>	Temp Const Pole	Canceled	07/27/2018	07/30/2018	Wilson Dan	
<a href="#">008479-2018</a>	Zoning Setbacks	Passed	07/31/2018	07/31/2018	Stratton Mike	

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004657-2018  
006120-2018

Results per page 10

Request Inspections

Sort Order

07/17/2018 Lilley Douglas  
07/24/2018 Spencer Scott

**The "Request Inspection" list is where you will find the list of inspections that are required to be completed for this permit. Inspections are scheduled in a prerequisite order, meaning that some inspections are required to be completed before other inspections can be scheduled.**

**Scroll down to see the "Request Inspection" list.**

Description	Reinspection	Action
Electrical Rough	No	<input type="checkbox"/>
Mechanical Rough	No	<input type="checkbox"/>
Plumbing Rough	No	<input type="checkbox"/>
Framing	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Insulation	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Water Connection	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Sewer Connection	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Electrical Final	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Mechanical Final	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Plumbing Final	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

**These inspections can be scheduled.**

**These inspections cannot be scheduled until the prerequisite inspections are approved.**

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Request Inspections

Sort Order

Description	Reinspection	Action
Electrical Rough	No	<input checked="" type="checkbox"/>
Mechanical Rough	No	<input type="checkbox"/>
Plumbing Rough	No	<input type="checkbox"/>
Framing	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Insulation	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Water Connection	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Sewer Connection	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Electrical Final	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Mechanical Final	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Plumbing Final	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

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Optional Inspections

Request Inspection

**Select the type of inspection you would like to schedule and click on the box under action to add a check mark.**

**Type of inspection**

**Only select one inspection at a time. If you need to schedule multiple inspections you will need to return to this screen and select them one at a time.**

**Select page numbers to see more inspections.**

Request Inspections

Sort Order

Description	Reinspection	Action
Electrical Rough	No	<input checked="" type="checkbox"/>
Mechanical Rough	No	<input type="checkbox"/>
Plumbing Rough	No	<input type="checkbox"/>
Framing	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Insulation	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Water Connection		This inspection cannot be requested yet due to prerequisites.
Sewer Connection		This inspection cannot be requested yet due to prerequisites.
Electrical Final		This inspection cannot be requested yet due to prerequisites.
Mechanical Final		This inspection cannot be requested yet due to prerequisites.
Plumbing Final		This inspection cannot be requested yet due to prerequisites.

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**Example: You are scheduling an "Electrical Rough In" inspection for this permit.**

**Once you have selected the inspection you would like to schedule by adding a check mark in the box under "Action" Select "Request Inspection"**

[Request Inspection](#)

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Request Inspections (0)

\*REQUIRED

**After you select "Request Inspection" you will see a new window open and a blue loading bar at the top will start across the screen. This means the request is loading.**

## Request Inspections (1)

1 RBPR-0000-2018

Inspection Type: P&I - Electrical Rough  
Case Type: P&I - Residential Building  
Address: 12404 MARSH FIELD DR

Here is where you will see the type of inspection you are scheduling and the address.

Please do not select AM or PM. Wake County inspectors cannot guarantee Am or PM inspections.

\* Requested Date

Calendar interface for August 2018. The date 17 is selected. Buttons: Today, Clear, Close.

Comments/Gate Code

Select the "Calender" button and click on the date you would like the inspection. You can schedule inspections from the next day, to 5 days in advance.

## Request Inspections (1)

1 RBPR-0000-2018

Inspection Type: P&I - Electrical Rough  
Case Type: P&I - Residential Building  
Address: 12404 MARSH FIELD DR

\* Requested Date

Calendar interface for August 2018. The date 17 is selected and displayed in the "Requested Date" bar. Buttons: Today, Clear, Close.

Click on the date you would like the inspection and it will be added in the "Request Date" bar.

Comments/Gate Code

## Request Inspections (1)

**1** RBPR-0000-2018

**Inspection Type:** P&I - Electrical Rough  
**Case Type:** P&I - Residential Building  
**Address:** 12404 MARSH FIELD DR

**\* Requested Date:** 08/17/2018

**Comments/Gate Code:**

**Submit**

**Add comments you would like the inspector to know when he arrives to perform the inspection.**

**When you have completed adding comments and would like to submit the request, select the "Submit" button.**

## Request Inspections (1)

**1** RBPR-0000-2018

**Inspection Type:** P&I - Electrical Rough  
**Case Type:** P&I - Residential Building  
**Address:** 12404 MARSH FIELD DR

**Requested Date:** 08/17/2018  
**Comments/Gate Code:**

**Permit number**

**Inspections Details: "Electrical Rough In" inspection for 08/17/18.**

**After you select the "Submit" button a new screen will open. When you see the "Green Check Mark" you have successfully scheduled this inspection.**



← Back

**Use the "Back" button to return to the main permit screen.**

1 RBPR-0000-2018

**Inspection Type:** P&I - Electrical Rough  
**Case Type** P&I - Residential Building  
**Address:** 12404 MARSH FIELD DR

**Requested Date** 08/17/2018

**Comments/Gate Code**



**Status:** Issued **Project Name:** **Issue Date:** 06/25/2018  
**District:** Wake County **Assigned To:**  
**Valuation:** \$385,000.00  
**Description:** CREEDMOOR N TO HWY 98 TO PEED TO TACKETS POND TO MILL GLEN TO FROG PFAB F&R/POR UFIN 3RD FLR AT)

**Once back in the main permit screen scroll down to see the "Existing Inspections" list.**

**Here you will see the inspection is scheduled.**

**You can cancel the inspection by selecting the "Cancel" button beside the inspection. If you are canceling the inspection on the same day as the inspection, you will need to call the Wake County Permit Processors at 919-856-6222**

Existing Inspections

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
013342-2018	Electrical Rough	Requested	08/17/2018			Cancel
004656-2018	Footing	Passed with Conditions	07/16/2018	07/17/2018	Scott Jeff	
006424-2018	Foundation	Passed	07/24/2018	07/24/2018	Spencer Scott	
ISP00866221	P&I - Legacy Residential Review	Passed	05/11/2018	05/11/2018	White Jon	

**Inspectors are assigned to inspections first thing in the morning on the day of the inspection.**

Permit Number: RBPR-0000-2018



Permit Details | Tab Elements | Main Menu

Type:	Residential - New Single Family Dwelling	Applied Date:	04/19/2017
Status:	Issued	Project N	Date: 07/28/2017
District:	Wake County	Assigne	Date: 01/29/2018
Description:	50 NORTH LSHOOTING CLUB R MACT PLANS)	Val	Date:

To see the status or results of an inspection, select the "Inspections" button in the Permit Details page.

- Locations
- Fees
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### Existing Inspections

View Inspection	Description	Status	Request
011715-2018	Electrical Rough	Re-inspection required with fee	08/13/2018
012276-2018	Electrical	Passed	08/14/2018
ISP00846645	ing	Passed	06/18/2018
ISP00846645		Passed	05/24/2018
ISP00846645		Passed	06/05/2018
013158		Scheduled	08/17/2018
010313	igh	Passed	08/07/2018
ISP00846639	P&I - Legacy Residential Review	Failed	04/06/2018
ISP00846640	P&I - Legacy Residential Review	Passed	04/23/2018
000000-2018	Plumbing Rough	Passed	08/02/2018

After you select the "Inspections" button. Scroll down to see the "Existing Inspections" list.

Under "Status" you can see the status for each inspection.

Existing Inspections

Sort Description ▼

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
<a href="#">011715-2018</a>	Electrical Rough	Re-inspection required with fee	08/13/2018	08/13/2018	Wadsworth Jason	
<a href="#">012276-2018</a>	Electrical Rough	Passed	08/14/2018	08/14/2018	Wadsworth Jason	
<a href="#">ISP00846645</a>		Passed	06/18/2018	06/18/2018	Harris Don	
<a href="#">ISP00846643</a>		Passed	05/24/2018	05/24/2018	Harris Don	
<a href="#">ISP00846644</a>		Passed	06/05/2018	06/05/2018	Harris Don	
<a href="#">013158-2018</a>		Scheduled	08/17/2018	08/17/2018	Harris Don	
<a href="#">010313-2018</a>		Passed	08/07/2018	08/07/2018	Wadsworth Jason	
<a href="#">ISP00846639</a>	P&I - Legacy Residential Review	Failed	04/06/2018	04/06/2018	McLamb Mike	
<a href="#">ISP00846640</a>	P&I - Legacy Residential Review	Passed	04/23/2018	04/23/2018	McLamb Mike	
<a href="#">008908-2018</a>	Plumbing Rough	Passed	08/02/2018	08/02/2018	Privette	

To see the results of the inspection, including the required corrections, click on the inspection number.

Inspection Number: 011715-2018

• Inspection cannot be printed at this time. You do not have access to it.

After you select the inspection number, a new screen will open with the inspection details.

<b>Inspection Type:</b>	P&I - Electrical Rough	<b>Requested Date:</b>	08/13/2018	<b>Requested Time:</b>	12:00 AM
<b>Inspection Status:</b>	Re-inspection required with fee	<b>Scheduled Date:</b>	08/13/2018	<b>Scheduled Time:</b>	12:00 AM
<b>Link Type Name:</b>	Permit	<b>Completed Date:</b>	08/13/2018	<b>Completed Time:</b>	9:07 AM
<b>Link Number:</b>	RBPR-0000-2018	<b>Inspector First Name:</b>	Jason	<b>Inspector Last Name:</b>	Wadsworth
<b>Main Address:</b>					

Inspection status

Name of inspector

Locations

## Inspection Number: 011715-2018

- Inspection cannot be printed at this time. You do not have access to it.

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<b>Inspection Type:</b>	P&I - Electrical Rough	<b>Requested Date:</b>	08/13/2018	<b>Requested Time:</b>	12:00 AM
<b>Inspection Status:</b>	Re-inspection required with fee	<b>Scheduled Date:</b>	08/13/2018	<b>Scheduled Time:</b>	12:00 AM
<b>Link Type Name:</b>	Permit		08/13/2018	<b>Completed Time:</b>	9:07 AM
<b>Link Number:</b>	0181433		Jason	<b>Inspector Last Name:</b>	Wadsworth
<b>Main Address:</b>	08701 KIMALDEN				

To see the notes or corrections of an inspection click on "Checklist"

- [Locations](#) [Contacts](#) [Checklist](#) [Fees](#) [Attachments](#) [Previous](#) [More Info](#)

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Locations

**Link Number:** 0181433      **Inspector First Name:** Jason      **Inspector Last Name:** Wadsworth  
**Main Address:** 08701 KIMALDEN CT

After you select "Checklist", scroll down to see the notes and comments for the inspection.

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Checklist

Sort

Checklist Item	Description	Passed	Comments	Order
Protect NM cable properly (300.4)	Protect NM cable properly (300.4)	No	Need nail plates .. master bath linen closet bottom plate, 2 in closet for front bedroom on 2nd floor	1

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with fee

Link Type Name: Permit      Com

Link Number: 0181433      Inspector

Main Address: 08701 KIMALDEN CT

Completed Time: 9:07 AM

Inspector Last Name: Wadsworth

To see any re-inspections fees required for this inspection click on the "Fees" button.

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Checklist

Sort

Checklist Item	Description	Passed	Comments	Order
Protect NM cable properly (300.4)	Protect NM cable properly (300.4)	No	Need nail plates .. master bath linen closet bottom plate, 2 in closet for front bedroom on 2nd floor	1

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Remaining Fees

Fee	Invoice	Computed
No records found		

Re-inspection fees will be located here.

After you select the "Fees" button, scroll down to see the re-inspection fee for this inspection.

Paid Fees

Sort

Fee	Invoice	Computed
Reinspection Fee	INV-00003155	\$60.00

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