



PERMIT PORTAL

Apply for and view permits and planning documents

How to add a location to a permit or plan application.

This guide will help in adding one location or several locations to a permit or plan application.

You must be a registered user of the Wake County Permit Portal to login. If you need to register, please review the “How to Register” document. To start a permit or plan application, review the “How to apply for a permit or plan” document.

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

The screenshot shows the Wake County Permit Portal homepage. At the top left is the Wake County logo. The main header reads "PERMIT PORTAL" and "Apply for and view permits and planning documents". A navigation bar contains "Home", "Apply", "Map", and "Help" with a search icon. Below the navigation bar is a blue banner with the text "Enter email address as your user name; Existing customers, please login with your email address". The main content area is titled "Welcome to Self Service" and features six service tiles: "Login or Register", "Search Public Records", "Today's Inspections", "How-To Guides", "Pay Invoices", and "Apply". A red box with white text is overlaid on the "Login or Register" tile, containing the instruction: "Access your Permit Portal Account by selecting 'Login' from either of these locations". Two red arrows originate from this box: one points to the "Login or Register" tile, and the other points to the user name "Good Morning, Guest" in the top right corner of the page.

Log In

* Username

* Password

Remember Me

Log In

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

For existing permit portal customers, please use your email address as your username, your password and click on Log In.

- Under "Apply" you have the option to apply for a permit or a plan. To view all permits or all plans, click on "All (71)" under permits or "All (25)" for plans.



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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. Under the Application Assistant, you can expand the Categories on the left side. 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. In the search box, you can type in the permit or plan that you are searching for example Pool. A list of permits will be displayed related to Pools.

Application Assistant

Q

All Trending My History **PERMITS** PLANS

< Hide Categories

- All
- PERMITS 71
 - All 71
 - Building & Construction 24
 - Fire Services 10
 - Food, Facilities, & Pools 9
 - Wastewater 16
 - Watershed Management 7
 - Wells 5
- PLANS 25

Commercial Alteration Apply

Category Name: Building & Construction Description: This permit type is for alterations, renovations or repairs to existing commercial buildings. This permit type should not be used for additions or to increase the square footage of existing commercial buildings.

Commercial Demolition Apply

Category Name: Building & Construction Description: This permit type is for the complete demolition of a commercial building or the partial demolition of a commercial building to include interior or exterior.

Commercial New Building or Addition Apply

Category Name: Building & Construction Description: This permit type is to construct a new commercial building or additions to an existing commercial building to include an increase in square footage, number of stories or height.

Commercial New Multi Family Apply

Category Name: Building & Construction Description: This permit type is to construct a new commercial multi-family building.

- For Plans, it is best to use the Categories to narrow down your search. Once clicked, the specific options for each category will display. You can also click on PLANS box to display all Plan Types.

Application Assistant

Search for application names and keywords

[All](#)
[Trending](#)
[My History](#)
[PERMITS](#)
[PLANS](#)

< Hide Categories

- All
- + PERMITS 71
- PLANS 25
 - All 25
 - Appeal 2
 - Certificate of Appropriateness 1
 - Extra Territorial Jurisdiction Request 1
 - Grave Removal 1
 - Land Use Plan Amendment 1
 - Planned Compliance 1
 - Pre-Submittal Meeting 4
 - Rezoning 1

Subdivision Appeal Request Apply

Category Name: Appeal Description: Appeals of Subdivision Decisions

Zoning Appeal Request Apply

Category Name: Appeal Description: Appeals of Administrative Decisions

Certificate of Appropriateness - COA Apply

Category Name: Certificate of Appropriateness Description: Changes to a Historic Landmark or Property

Extra Territorial Jurisdiction Request - Extra Territorial Jurisdiction Apply

Category Name: Extra Territorial Jurisdiction Description: Extra Territorial Jurisdiction Request - Extra Territorial Jurisdiction Request

Grave Removal - Grave Removal Apply

Category Name: Description:

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

<p>Subdivision : Subdivision Plan Review - Exempt Exempt Plan Review Categories Main Menu</p>	Apply
<p>Subdivision : Subdivision Plan Review - Minor Minor Plan Review Categories Main Menu</p>	Apply
<p>Building & Construction : Commercial - Multi Family Three or More Attached Residences Categories Main Menu</p>	Apply
<p>Building & Construction : Commercial - New Building or Addition New Building or Addition to Existing Building Categories Main Menu</p>	Apply

Click Apply to start

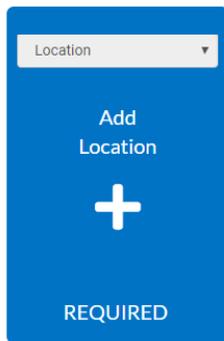
6. For both processes, you will have a progress bar at the top indicating the specific step you are in the process.



7. The first step is “Adding a location”. For specifics permit or plan types, location instructions are now available. You have the option to add the location by selecting an address or by the parcel number.

LOCATIONS

For Address enter street number and name only (no prefix or suffix). If there are multiple properties, each property should be entered.



Create Template

Save Draft

Next

[Back to Application](#)

Add Location

Address

Parcel

Add Location

Address

Parcel

Add Address As

Location

Search

Address Information

Search



Parcel Information

Search Search Parcels



8. If using “Address”, enter the address using **only the street number and street name**. For example, enter 336 Fayetteville. 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

The screenshot shows the 'Add Location' interface. At the top, there are two tabs: 'Address' (selected) and 'Parcel'. Below the tabs is a search bar with a magnifying glass icon. A red callout bubble points to the search bar with the text 'JUST THE STREET NUMBER AND NAME'. Below the search bar is a table with one row. The row has a header 'Address' and an 'Action' column. The address listed is '336 FAYETTEVILLE ST, RALEIGH, NC 27601'. A red callout bubble points to the 'Add' button in the 'Action' column with the text 'CLICK THE ADD BUTTON TO ADD THIS ADDRESS'.

9. * If you are unable to find your address, enter the Parcel Identification Number (PIN).

10. 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.

The screenshot shows the 'Apply for Permit - Residential - New Single Family Dwelling' form. At the top right, it says '*REQUIRED'. Below the title is a progress bar with four steps: 3 Contacts, 4 More Info, 5 Attachments, and 6 Summary. A red callout bubble points to the progress bar with the text 'YOU HAVE ADDED THIS ADDRESS AS THE LOCATION WHERE THE WORK WILL BE PERFORMED FOR THIS PERMIT.'. Below the progress bar is a table with one row. The row has a header 'Type: Location' and a 'Billing' column. The address listed is 'International 336 FAYETTEVILLE, RALEIGH, 27601'. The 'Main Address' checkbox is checked. The 'Parcel Number' is 1703678520. The 'Main Parcel' checkbox is checked. There is a 'Remove' button. To the right of the table is a blue button with a white plus sign and the text 'Add Location'. A red callout bubble points to this button with the text 'YOU CAN NOW ADD OTHER LOCATIONS TO THIS PERMIT.'.

11. 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



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](#)