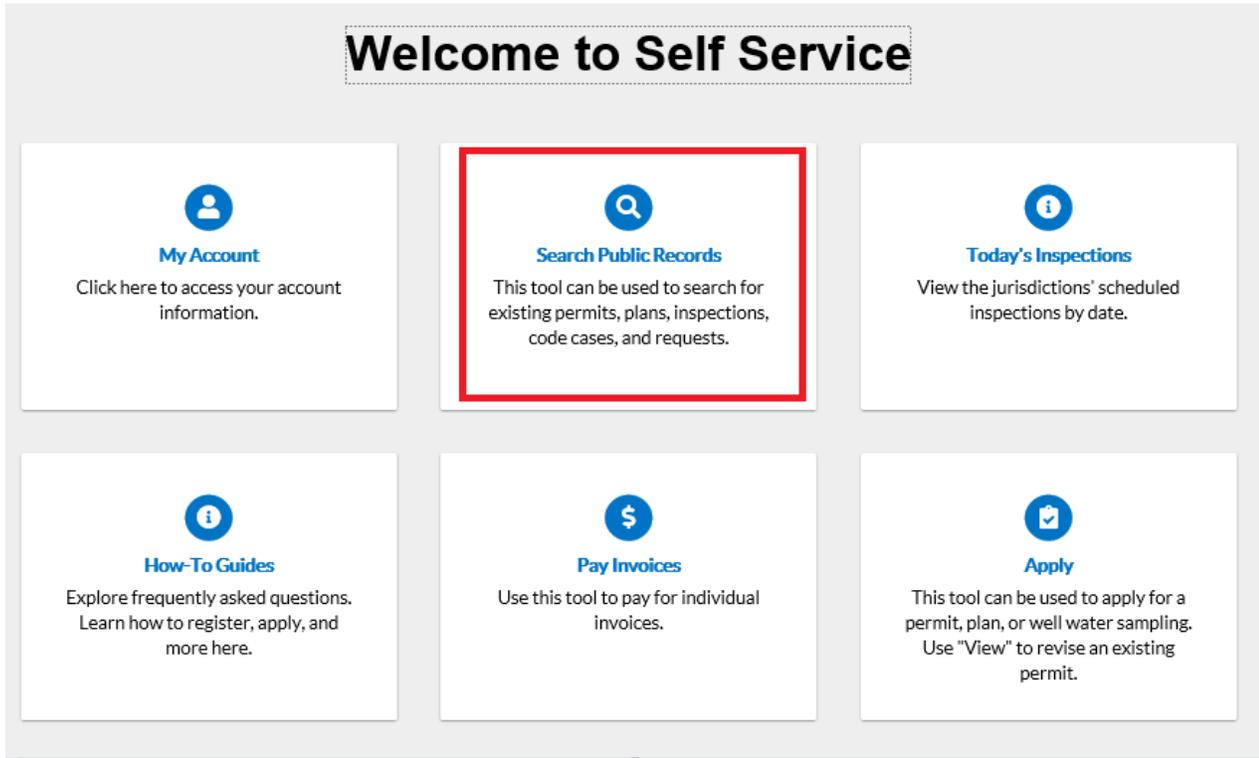


Searching the Permit Portal

(A Non-Registered User)

1. From the Permit Portal click on Search Public Records



2. At the Search Page, select the appropriate item you wish to search from the drop-down menu, then select the Advanced button to customize your search.

Public Information

Search **All** for Exact Phrase

- All
- Permit
- Plan
- Inspection
- Code Case
- Request

Public Information

Search **Advanced**

Permit Number	<input type="text"/>	Project Name	<input type="text"/>
Permit Type	<input type="text" value="-Select Permit Type-"/>	Parcel Number	<input type="text"/>
Status	<input type="text" value="-Select Permit Status-"/>		
Address	<input type="text" value="Search Addresses"/>		
Applied Date	<input type="text"/> <input type="button" value="📅"/>	To	<input type="text"/> <input type="button" value="📅"/>
Issued Date	<input type="text"/> <input type="button" value="📅"/>	To	<input type="text"/> <input type="button" value="📅"/>
Expiration Date	<input type="text"/> <input type="button" value="📅"/>	To	<input type="text"/> <input type="button" value="📅"/>
Finalized Date	<input type="text"/> <input type="button" value="📅"/>	To	<input type="text"/> <input type="button" value="📅"/>

- Once the search criteria is entered, click on **Search** at the top and the results will be displayed at the bottom.

Public Information

Search

Plan Number **Project Name**

Plan Type **Parcel Number**

Status

Address

Applied Date **To**

Completion Date **To**

Expiration Date **To**

Found 1 result

Sort

[Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)

Plan Number [PLG-000845-2018](#)

Applied Date 07/09/2018

Type Subdivision Plan Review - Preliminary

Completion Date

Expiration Date

Status In Review

Main Parcel 0782063032

Project Name Tryon Road Subdivision

Address 5309 TRYON RD RALEIGH 27606

- To View a particular Plan/Permit/Inspection, click on **the Plan/Permit/Inspection number**.

Found 1 result

Sort

[Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)

Plan Number [PLG-000845-2018](#)

Applied Date 07/09/2018

Type Subdivision Plan Review - Preliminary

Completion Date

Expiration Date

Status In Review

Main Parcel 0782063032

Project Name Tryon Road Subdivision

Address 5309 TRYON RD RALEIGH 27606

- Once you are at the main detail page of the Plan/Permit/Inspection, several tabs exist to click and find out different information depending on what type of Case you are viewing.

Plan Number: PLG-000845-2018

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

Type: Subdivision Plan Review - Preliminary	District: Wake County	Applied Date: 07/09/2018
Status: In Review	Project Name: Tryon Road Subdivision	Expiration Date:
	Assigned To: Cook, Adam	Completion Date:
Description: Preliminary Subdivision Plan Review		

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

[Locations](#) | [Parcels](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Locations

Main	Address
<input checked="" type="checkbox"/>	5309 TRYON RD RALEIGH, 27606

Results per page: 10 | 1 - 1 of 1 | << < 1 > >>

Parcels Sort: Main ▾

Main	Parcel	Section	Township	Range
<input checked="" type="checkbox"/>	0782063032		Swift Creek	0079284

- A few of the important tabs are:
 - Attachments** - To see the documents that were submitted with the application you will need to select the Attachments tab, and select the documents which you want to view.

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

[Uploaded Attachments](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Uploaded Attachments

File Name	Added Date	Notes
493 - Mattie Woods Alluvial Soil Map.pdf	07/09/2018	Soils Report
493 - Mattie Woods Alluvial Soil Report.pdf	07/09/2018	Soils Report

- More Info** - Click on More Info tab to view the electronic application information

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

[More Info](#) | [First Tab](#) | [Plan Details](#) | [Main Menu](#)

More Info

General Info		Next Section
Subdivision Name	Tryon Road Subdivision	
Type		
# of Acres	15.54	
Present Land Use	Single-Family Residential	
Max # of Lots Allowable	15	