

How to Apply Online for Permits for Erosion Control, Stormwater & Floodplain

CSS: Online permitting for Watershed Management

[Go to the Permit Portal](#)

Step One: Register. You will create a user name and password.

[Engineering Firms are encouraged to create a user name for the Firm rather than the individual that all employees can share]

Step Two: Login

You will see your Dashboard of Permits, Plans, and Inspections.

Good Morning,

Dashboard
Apply ▾
View ▾
Map
Report
Pay Invoices
Search 🔍
Help ⓘ

Wake County CSS - EnerGov_UAT <

My Permits

Attention 4	Pending 11	Active 2	Draft 3	Recent 25
Residential - New SL... 1 Residential or Farm... 1 Other 2	Individual Lot Flood... 2 Stormwater Manag... 2 Other 7	Stormwater Manag... 1 Land Disturbance -... 1	Individual Lot Stor... 2 Sedimentation & Er... 1	Stormwater Mana... 5 Land Disturbance... 5 Other 15

[View My Permits](#)

My Plans

Attention 0	Pending 1	Active 0	Draft 0	Recent 1
	Major Site Plan Rev... 1			Major Site Plan Rev... 1

[View My Plans](#)

My Inspections

Requested 0	Scheduled 11	Closed 11
	WM - SCM In... 5 WM - High Pri... 3 Other 3	WM - Certific... 3 WM - High Pri... 3 Other 5

[View My Inspections](#)

My Invoices

Current	0	\$0.00	Add To Cart
Past Due	3	\$900.00	Add To Cart
Total	3	\$900.00	Add To Cart

[View My Invoices](#)

Step Three: Apply for a Permit. Click on Apply.

Dashboard Apply View Map

PERMITS

- > Residential Building - Single Family Dwelling
- > Well Sample - Existing Well
- > Commercial - New Building or Addition
- > Trade Commercial
- > Food Service Permit
- > All (61)

PLANS

- > Subdivision Plan Review - Exempt
- > Subdivision Plan Review - Minor
- > Subdivision Plan Review - Preliminary
- > Commercial Use Review - Major
- > Land Use Permit - Simple
- > All (22)

Under Permits, Click All. Then click on Watershed Management.

All 61

Building & Construction 24

Fire Services 4

Food, Facilities, & Pools 9

Wastewater 13

Watershed Management 6

Wells 5

Watershed Management : Flood Study Apply

Any activity proposing a roadway, driveway, or other encroachments crossing through Wake County flood-prone soils or FEMA floodplain.

[Categories](#) | [Main Menu](#)

Watershed Management : Individual Lot Stormwater Apply

Stormwater review & permitting for individual residential lots that propose to exceed that lot's designated maximum impervious surface limit (MISA or ISA).

[Categories](#) | [Main Menu](#)

Watershed Management : Sedimentation & Erosion Control - Non-Residential Apply

Erosion control plan review & grading permits for any non-residential land disturbance activities over 1 acre.

[Categories](#) | [Main Menu](#)

Watershed Management : Sedimentation & Erosion Control - Subdivision Apply

Erosion control plan review & grading permits for any residential land disturbance activities over 1 acre.

[Categories](#) | [Main Menu](#)

Watershed Management : Stormwater Commercial Apply

Stormwater plan review & permitting for non-residential sites.

[Categories](#) | [Main Menu](#)

Watershed Management : Stormwater Residential Apply

Stormwater plan review & permitting for residential sites (subdivisions).

[Categories](#) | [Main Menu](#)

Select your permit type and click on Apply.

Click on the plus sign in the blue box to add your site location (need your address or PIN).

Dashboard Apply View Map Report Pay Invoices Search Help

Apply for Permit - Sedimentation & Erosion Control - Subdivision *REQUIRED

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

LOCATIONS

Location

Add Location

+

Enter an Address, such as 6404 Lake Wheeler (do not enter an extension such as Rd, Dr, St...)

Add Address As

Search Enter Manually

Address Information

Search

Address	Action
6404 LAKE WHEELER RD, RALEIGH, NC 27603	<input type="button" value="Add"/>

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

Click on Add.

LOCATIONS

Type: Location
International
6404 LAKE WHEELER,
RALEIGH, , 27603

Main Address

Parcel Number
0780986653

Main Parcel

Location

Add Location

+

Click Next.

Confirm the permit type. Enter a brief project description. If you have applied for a Subdivision Plan or Commercial Project, please provide the PLG or PR number in the description. Click next; if you have an existing building permit, this would be a good place to reference it by number.

Apply for Permit - Sedimentation & Erosion Control - Subdivision

*REQUIRED



PERMIT DETAILS

* **Permit Type**

Description

[Back](#) [Save Draft](#) [Next](#)

Add more contacts, such as the Financially Responsible Party. Use Drop down list to select type of contact. Then click Next.

CONTACTS

The contact card shows a profile icon, the name 'Betsy Pearce (You)', 'Wake County', and the address '336 Fayetteville Street, Raleigh, NC, United States, 27601'. To the right is a blue button with a dropdown menu set to 'Applicant', the text 'Add Contact', and a white plus sign.

Complete Application Fields. Required fields are highlighted. May include Prelim # (for commercial or single family lots enter n/a), project acres, disturbed acres, land use, soils survey map, USGS map, water and wastewater source.

Note: at each step click on Save Draft!

[Save Draft](#) [Next](#)

Apply for Permit - Sedimentation & Erosion Control - Subdivision

*REQUIRED



MORE INFO

Site Info

[Next Section](#) | [Top](#) | [Main Menu](#)

*Prelim # 12345

*Project Acres 53.81

*Total Disturbed Acres 2.5

*Present Land Use Forest

Sign the disclaimer. Click on Next.

*I agree with the Electronic Signature Agreement

Yes

Save Draft Next

Add attachments, these are your digital files for review. Use the drop down list to select each type of attachment. There is a specific drop down list for each type of permit. Not all items are required.

Apply for Permit - Sedimentation & Erosion Control - Subdivision

*REQUIRED



ATTACHMENTS

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

Calculations

Add Attachment

Once you have uploaded attachments (site plan, FRP form, maps, calculations, etc.), Save Draft then Click Next. **Our preferred format for site plans is .pdf.**

Save Draft

Next

You will see a summary of your application with estimated review fees. You will not be invoiced for fees until the Permit Technician has evaluated your submittal for completeness. Plan review will begin when fees are received.

Apply for Permit - Sedimentation & Erosion Control - Subdivision

*REQUIRED



Locations

Location 1	6404 LAKE WHEELER, RALEIGH,
Location 2	0780986653

Basic Info

Type	Sedimentation & Erosion Control - Subdivision
Description	2.5 acres proposed disturbance for roads and erosion control measures.
Applied Date	05/08/2018

Disclaimer

[Previous Section](#) | [Top](#) | [Main Menu](#)

Please read and sign the following statement to finish the application. I understand and agree that I am using an electronic application process which requires me to provide my electronic signature. I understand that my application will be signed electronically when I select the check box below and by signing in this manner, I am legally bound to the representations, terms and conditions herein. The undersigned applicant hereby authorizes the filing of this application (and any subsequent revisions thereto). If the applicant is not the property owner (e.g., a prospective buyer), (s)he has obtained the owner/occupant's permission for the application and the County's entry onto the property. The undersigned also authorizes Wake County representatives to enter the site for the purpose of conducting inspections or evaluations to determine compliance with applicable laws and rules. The undersigned also understands, acknowledges, and certifies that: • To the best of his or her knowledge and belief, all information supplied with this application and on any attached documents is true, accurate, and complete. • Any false information may be grounds for rejection of this application or revocation of the permit or plan. (S)He is solely responsible for the proper identification and labeling of all property lines and corners and ensuring site accessibility. The undersigned applicant also understands the application and any communication and/or permits issued as a result of this application are public records subject to disclosure pursuant to the North Carolina Public Records Act (North Carolina General Statutes Chapter 132). By clicking the box below, I am agreeing to the Terms and Conditions presented electronically, I certify that I was technically able to open, read, print, or download this section of the application, and I have had reasonable opportunity to read and understand the application. I agree that my electronic signature has the same effect as if I signed in ink.

I agree with the Electronic Signature Agreement Yes

Attachments

Back

Save Draft

Submit

At the bottom of the page, **click on SUBMIT.**

Waiting for the submittal to process, you should see a [blue line](#) scrolling at the top of the page. When complete, you will see a confirmation notice with your permit number.

The screenshot shows a web application interface. At the top right, there is a greeting "Good Afternoon," followed by a blue rectangular box and a notification icon with the number "0". Below this is a dark navigation bar with the following items: "Dashboard", "Apply" (with a dropdown arrow), "View" (with a dropdown arrow), "Map", "Report", "Pay Invoices", "Search" (with a magnifying glass icon), and "Help" (with a question mark icon). A green notification banner contains the text: "✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly." Below the banner, the permit number "SEC-001368-2018" is displayed in a dashed box. A red error message states: "• Permit cannot be printed at this time. Permit has not been issued." Below this, there are links for "Permit Details", "Tab Elements", and "Main Menu". The main content area is a light blue box containing the following permit details:

Type:	Land Disturbance - Subdivision	Applied Date:	05/08/2018		
Status:	Submitted - Online	Project Name:		Issue Date:	
District:	Angier	Assigned To:	Queue Manager, WM	Expire Date:	
Finalized Date:					
Description:	2.5 acres proposed disturbance for roads and erosion control measures.				

Further information regarding requirements of the Watershed Management Permits may be obtained from [Wake County Environmental Services](#) at [919-856-7400](tel:919-856-7400). Select #8 for a person. Or go to the web site for the Watershed Management Staff List.

If you need to upload additional information after applying, Go to your dashboard and select the correct permit. Open the permit and select Attachments. Then choose [Pending Attachments](#).

Permit Number: SWF-001531-2018



Permit Details | Tab Elements | Main Menu

Type:	Stormwater Management - Residential	Applied Date:	05/18/2018		
Status:	Issued	Project Name:	Issue Date:	05/18/2018	
District:	Wake County	Assigned To:	Queue Manager, WM	Expire Date:	05/18/2020
Finalized Date:	05/18/2018				
Description:	Lake Wheeler S/D				

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

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

File Name	Added Date	Notes
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No records to display.

Pending Attachments



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

Click on Browse and select a file to upload. Click Submit.

File Name	File Size	Action
Deviation Worksheet_4001 Stone Summit.xls	42.5 KB	Remove



You will receive a message indicating success.



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

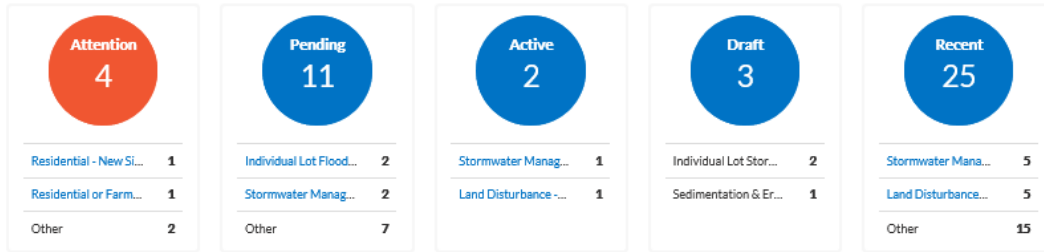
YOUR DASHBOARD (summarizes your Permits, Plans, Inspections, Invoices). Note the Cart, this is used to pay invoices.

Credit card payments are limited to \$1500.

Checks shall be made payable to Wake County and delivered to the first floor of the Wake County Office Building at 336 Fayetteville St, Raleigh, NC 27602.

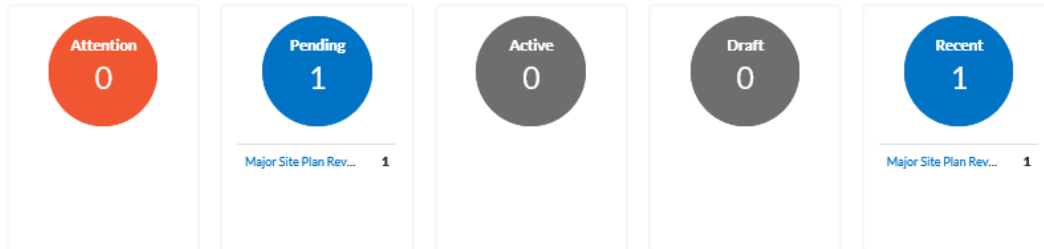


My Permits



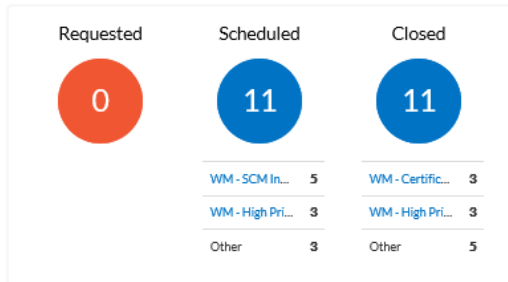
[View My Permits](#)

My Plans



[View My Plans](#)

My Inspections



[View My Inspections](#)

My Invoices

Current	0	\$0.00	Add To Cart
Past Due	3	\$900.00	Add To Cart
Total	3	\$900.00	Add To Cart

[View My Invoices](#)