How to Apply Online for Permits for Erosion Control – Single Lot Standard Plan

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

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

**Permit Application Assistant**

- **Watershed Management: Flood Study Permit**
  - Any activity proposing a roadway, driveway, or other encroachments crossing through Wake County flood-prone soils or FEMA floodplains.
  - Categories | Main Menu

- **Watershed Management: Individual Lot Flood Certifications**
  - Flood certifications may be required when building near Wake County flood-prone soils or FEMA floodplains.
  - Categories | Main Menu

- **Watershed Management: Land Disturbance - Individual Lot(s)**
  - Erosion control plan review & grading permits for cumulative, non-contiguous land disturbance activities over 1 acre.
  - Categories | Main Menu

- **Watershed Management: Land Disturbance - Non-residential**
  - Erosion control plan review & grading permits for any non-residential land disturbance activities over 1 acre.
  - Categories | Main Menu

- **Watershed Management: Land Disturbance - Subdivision**
  - Erosion control plan review & grading permits for any residential land disturbance activities over 1 acre.
  - Categories | Main Menu

- **Watershed Management: Stormwater Management - Non-residential**
  - Stormwater plan review & permitting for non-residential sites.
  - Categories | Main Menu

- **Watershed Management: Stormwater Management - Residential**
  - 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).

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

Click on Add.
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.

Include your Project Name.

Example: Subdivision Name, Lots xx-xx

or use Street Address if no SD

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

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!
Complete all red fields – they are required...including this one...there is a drop down (select Standard Plan or Custom Plan)

If Preliminary SD Number is unknown; enter “unknown” or “n/a”

Sign the disclaimer. Click on 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. Minimum submittal requirement is Standard Plan or Custom Plan, FRP form, Plot Plan showing lots. The NCG01 Certificate of Coverage is due prior to breaking ground.
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.

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.
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.

Further information regarding requirements of the Watershed Management Permits may be obtained from **Wake County Environmental Services** at 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. Click on Browse and select a file to upload. Click Submit. You will receive a message indicating success.

Your dashboard (summarizes your Permits, Plans, Inspections, Invoices). Note the Cart, this is used to pay invoices. County staff will review your application for completeness, then will create an invoice.

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

- Attention: 4
  - Residential - Non St... 1
  - Residential or Farm... 1
  - Other 2

- Pending: 11
  - Individual Lot Flood... 2
  - Stormwater Mgmt... 2
  - Other 7

- Action: 2
  - Stormwater Mgmt... 1
  - Land Disturbance... 1

- Draft: 3
  - Technical Lot Plan... 2
  - Sedimentation & E... 1
  - Other 13

- Recent: 25
  - Stormwater Mgmt... 5
  - Land Disturbance... 5
  - Other 13

- View My Permits

My Plans

- Attention: 0
  - Major Site Plan Rev... 5

- Pending: 1
  - Major Site Plan Rev... 5

- Action: 0
  - Major Site Plan Rev... 5

- Draft: 0
  - Major Site Plan Rev... 5

- Recent: 1
  - Major Site Plan Rev... 5

- View My Plans

My Inspections

- Requested: 0
  - WM - SCM... 3
  - WM - High Inc... 3
  - Other 5

- Scheduled: 11
  - WM - SCM... 3
  - WM - High Inc... 3
  - Other 5

- Closed: 11
  - WM - SCM... 3
  - WM - High Inc... 3
  - Other 5

- View My Inspections

My Invoices

- Current
  - 0 $0.00

- Past Due
  - 3 $900.00

- Total
  - 3 $900.00

- View My Invoices