



# Submitting Through the Permit Portal

Local Delegated Erosion Control Program  
Wake County



# Permit Portal

Has been operational since July 2019

Upgrades are on the way!

1. Create Account
2. Apply for Permits

Google Chrome

Web browser



[www.wakegov.com/permitportal](http://www.wakegov.com/permitportal)



## Permit Portal

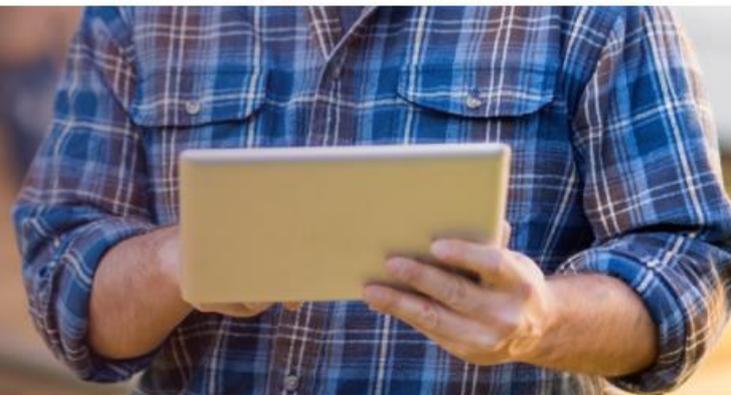
[Permit Portal](#)

[Tips & How-to  
Guides](#)

[Questions](#)

Apply for and  
view permits and  
planning documents

[CLICK HERE](#)



Thank you for your patience as we continue to update records in our system.

Welcome to your resource for permits and inspections for all development services provided by Wake County!

**CREATE ACCOUNT AND  
ACCESS PERMIT PORTAL**

# Create New Account

## PERMIT PORTAL

Apply for and view permits and planning documents

Home

Map

Report

Help

Pay Invoices

Search 

Welcome to Wake County's Permit Portal! Do you have Questions or need Assistance? Use this link "[Site Help](#)"

The recommended web browser for the Wake County Permit Portal is [Google Chrome](#).

### Welcome

Welcome to Self Service!



#### Search Permits

This tool can be used to search for existing permits.



#### Search Plans

This tool can be used to search for existing plans.



#### Search Inspections

This tool can be used to search for inspections associated with permits.

#### Not a Member? Register.

Create a new account now - click Sign Up to get started.

[Sign Up](#)

#### Today's Inspections

View the jurisdictions' scheduled inspections by date.

[View](#)

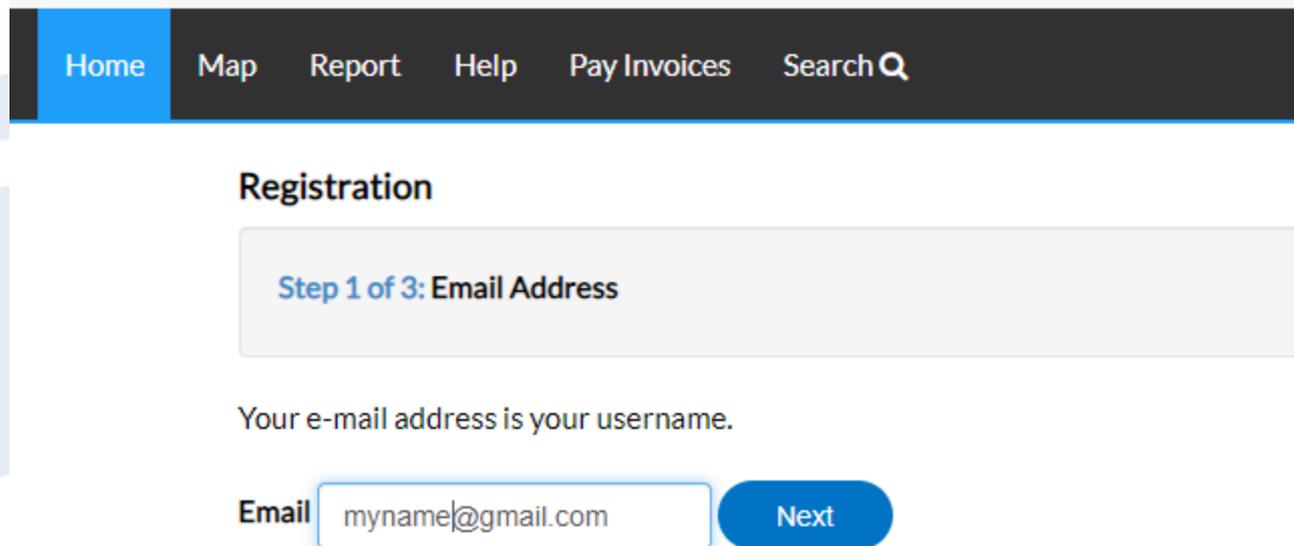
#### Log In

Log in with an existing account.

[Log In](#)

# Create Your Account/Register a New User

1. Go to [wakegov.com/permitportal](http://wakegov.com/permitportal)
2. Click the **Sign-Up** option located in the second column on the right under the heading of **Not a Member? Register.**



Home Map Report Help Pay Invoices Search Q

## Registration

Step 1 of 3: Email Address

Your e-mail address is your username.

Email

# Confirm Registration

Click **Next**. You will receive an email to confirm your registration. You will need to click the link provided to continue to the next step of the registration process.



Citizen Self Service New User Account Confirmation

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)

You may need to wait a few minutes for the email 😊

CLICK "CONFIRM"

# Complete Registration

After confirming your registration, you will be directed to the Permit Portal to complete Step 2 of the registration process. Click the **Register** button.

## Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email MyName@gmail.com

Back

Register

# Enter Contact Information & create password

## PERSONAL INFO

\*REQUIRED

\* First Name

Middle Name

\* Last Name

Company

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

\* Email Address

MyName@gmail.com

\* Contact Preference



## PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

\* Password

\* Confirm Password

# Don't be a Robot

Click in on the CAPTCHA box to generate a checkmark to signify that you are not a robot. Click **Submit**.

 I'm not a robot   
reCAPTCHA  
[Privacy - Terms](#)

# Thank you for Registering

Once submitted you will receive a message thanking you for registering. You will also receive an email that the account has been approved. You can now log in as a registered user.

---

**Thank you for registering**

---

Thank you for registering for an account. Your account is now active and ready to be used.

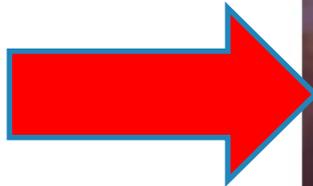
[Log In](#)

## Permit Portal

Permit Portal

Tips & How-to  
Guides

Questions



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CLICK HERE

Thank you for your patience as we continue to update records in our system.

Welcome to your  
resource for permits  
and inspections for all  
development services  
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**CREATE ACCOUNT AND  
ACCESS PERMIT PORTAL**

# Log In



## PERMIT PORTAL

Apply for and view permits and planning documents

Good Afternoon, **Guest** ▾

Log In  
Register

Home Map Report Help Search **Q**

Welcome to Wake County's Permit Portal! Do you have Questions or need Assistance? Use this link "[Site Help](#)" or the Help Tab to our FAQ website.  
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[View](#)

#### Log In

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[Log In](#)



# Log In

Log In

\* Email Address

MyName@gmail.com

\* Password

\*\*\*\*\*

Remember Me

Log In

Register

[Forgot your password?](#)

[Switch jurisdiction?](#)



# PERMIT PORTAL

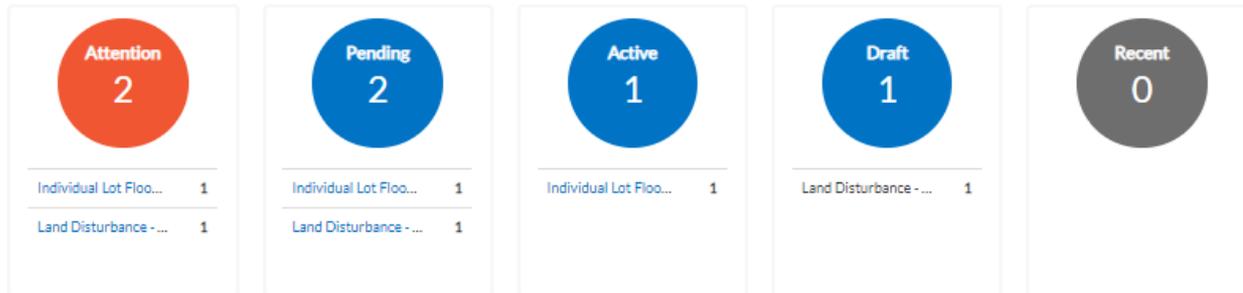
Apply for and view permits and planning documents

Select "Apply"

Dashboard **Apply** View Map Report Search

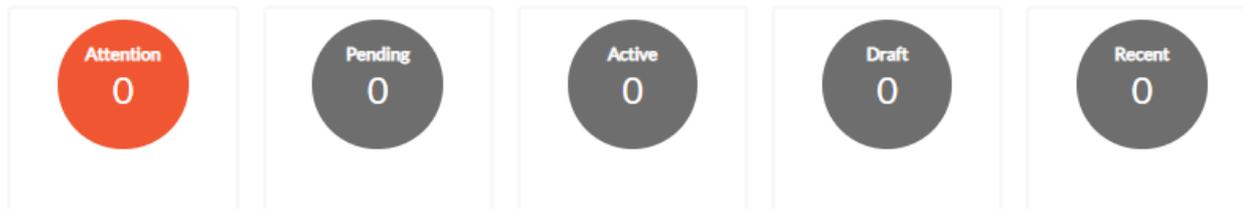
Welcome to Wake County's Permit Portal! Questions? Use the "Site Help?" link at the bottom of this page.

## My Permits



[View My Permits](#)

## My Plans





# PERMIT PORTAL

Apply for and view permits and planning documents

Dashboard

Apply ▾

View ▾

Map

Report

Help

Search 🔍

## PERMITS

- > Commercial - Multi Family
- > Commercial - New Building or Addition
- > Commercial - Non-Building
- > Commercial - PM&E Work
- > Commercial - Public Pool
- > All (70)

## PLANS

- > Subdivision Plan Review - Exempt
- > Subdivision Plan Review - Minor
- > Subdivision Plan Review - Preliminary
- > Commercial Use Review - Major
- > Land Use Permit - Simple
- > All (25)

Click on "All" Permits

## Permit Application Assistant

### Categories

All 70

Building &  
Construction 24

Fire Services 6

Food, Facilities, &  
Pools 9

Wastewater 20

Watershed  
Management 7

Wells 4

**Building & Construction : Commercial - Multi Family**

Three or More Attached Residences

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

Apply

**Building & Construction : Commercial - New Building or Addition**

New Building or Addition to Existing Building

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

Apply

**Building & Construction : Commercial - Non-Building**

Fence, Wall, Sign, Awning, Tower, etc.

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

Apply

**Building & Construction : Commercial - PM&E Work**

Plumbing, Mechanical, Electrical without Building Permit

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

Apply

**Building & Construction : Commercial - Public Pool**

Public or Semi-Public Swimming Pool, Hot Tub, or Spa

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

Apply

Select "Watershed Management"

# Permit Application Assistant

## Categories

All 62

Building & Construction 24

Fire Services 6

Food, Facilities, & Pools 9

Wastewater 12

**Watershed Management 7**

Wells 4

### Watershed Management : Flood Study Permit

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

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

Apply

### Watershed Management : Land Disturbance - Individual Lot(s)

Erosion control plan review & grading permits for individual lots including lots with disturbance <1 acre that are part of a common plan of development (subdivisions lots)

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

Apply

### 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](#)

Apply

### Watershed Management : Land Disturbance - Subdivision

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

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

Apply

### Watershed Management : Stormwater Management - Non-residential

Stormwater plan review & permitting for non-residential sites.

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

Apply

### Watershed Management : Stormwater Management - Residential

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

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

Apply

### Watershed Management : Individual Lot Stormwater

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](#)

Apply

Select Land Disturbance – Individual Lots

If building on all lots, use “Subdivision”

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

Apply for Permit - Sedimentation & Erosion Control - Subdivision

\*REQUIRED



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 Location

Search Enter Manually

Address Information

Search 6404 lake Wheeler

| Address                                 | Action |
|---|--------|
| 6404 LAKE WHEELER RD, RALEIGH, NC 27603 | Add    |

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

# Add Address

## LOCATIONS

### Type: Location

International  
6404 LAKE WHEELER,  
RALEIGH,, 27603

Main Address

### Parcel Number

0780986653

Main Parcel

Remove

Location



Add  
Location



Save Draft

Next

Click Next.

# Confirm Permit Type and Add Notes in Description Field

Enter a project description; how many lots? Are they in a subdivision? Is there a building permit number?

## Apply for Permit - Land Disturbance - Individual Lot(s)

\*REQUIRED



### PERMIT DETAILS

\* Permit Type

Land Disturbance - Individual Lot(s) ▼

Description

Lake Wheeler Subdivision, Lot 1

Write a project description, which lots in which subdivision, disturbed area, etc...

Back

Save Draft

Next

# Add Contacts

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

## CONTACTS

**Applicant**

**Betsy Pearce (You)**

Wake County

336 Fayetteville Street,  
Raleigh, NC, United States,  
27601

Applicant

Add Contact

+

*FYI. You are not a real case Contact unless you have Registered*

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

# Fill out Application Info –

Boxes with \* are required

## Site Info

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

Prelim #

\*Project Acres

2.1

\*Total Disturbed Acres

0.6

\*Present Land Use

Residential



These three questions...

# Fill out Application Info

This question and “sign”



\*Other Items Submitted with Request

  
Custom Plan  
Wake County Standard Plan

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

## Disclaimer

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

Back

Save Draft

Next

# Add Attachments

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.

The screenshot shows a navigation bar with the following items: Dashboard, Apply, View, Map, Report, Pay Invoices, Search, and Help. Below the navigation bar is a breadcrumb trail: Apply for Permit - Sedimentation & Erosion Control - Subdivision. To the right of the breadcrumb trail is a red asterisk followed by the word "REQUIRED".

Below the breadcrumb trail is a progress indicator consisting of six steps: Locations, Type, Contacts, More Info, Attachments, and Summary. The first four steps have green checkmarks above them, indicating they are completed. The Attachments step has a blue circle with the number 5 above it, indicating it is the current step. The Summary step has a grey circle with the number 6 above it, indicating it is the final step.

Below the progress indicator is a dashed box labeled "ATTACHMENTS". Below the dashed box is the text: "Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,xlsx, text".

Below the text is a blue button with a white dropdown menu at the top showing "Calculations". Below the dropdown menu is the text "Add Attachment" and a large white plus sign.

Add FRP form, site plans, NCG01 certification if applicable...

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

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I agree with the Electronic Signature Agreement  Yes

#### Attachments

Back

Save Draft

Submit

# Review Summary

Apply for Permit - Land Disturbance - Individual Lot(s)

\*REQUIRED



## Locations

|            |                             |
|------------|-----------------------------|
| Location 1 | 6404 LAKE WHEELER, RALEIGH, |
| Location 2 | 0780986653                  |

## Basic Info

|              |                                      |
|--------------|--------------------------------------|
| Type         | Land Disturbance - Individual Lot(s) |
| Description  | Lake Wheeler Subdivision, Lot 1      |
| Applied Date | 08/19/2019                           |

## Contacts

|           |   |
|-----------|---|
| Contact 1 | Betsy Pearce<br>336 Fayetteville , Raleigh, NC, , 27602 |
|-----------|---|

The following is a fee estimate and totals are subject to change. Additional fees may apply.

## Estimated Fees

| Fee                         | Amount   |
|-----------------------------|----------|
| S&E Initial Permit          | \$150.00 |
| S&E Initial Plan Submission | \$150.00 |

Fee is an estimate, do not pay online or submit check until invoiced!

# SUBMIT

## Disclaimer

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- 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

|              |   |
|--------------|---|
| Attachment 1 | BMP location.JPG                            |
| Attachment 2 | LOT13BELMONT.pdf                            |
| Attachment 3 | Belmont Ridge_Lot13_SW_Reciept Letter_2.doc |

[Back](#)

[Save Draft](#)

[Submit](#)

After "submit", you will see a blue line scroll across the top of the screen; when complete, you will a green confirmation notice and a Permit Number

✓ 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. ×

Permit Number: SEC-006540-2019

- Permit cannot be printed at this time. Permit has not been issued.
- Internet Explorer 11 is required to use the eReviews portal.

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

**Type:** Land Disturbance - Individual Lot(s)      **IVR Number:** 107649      **Applied Date:** 08/19/2019

**Status:** Submitted - Online      **Project Name:**      **Issue Date:**

**District:** Angier      **Assigned To:** Queue Manager, WM      **Expire Date:**

**Finalized Date:**

**Description:** Lake Wheeler Subdivision, Lot 1

[Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | [eReviews](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [Holds](#) | [Meetings](#) | [More Info](#)

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

**Locations**

| Main                                | Address                                |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 6404 LAKE WHEELER RD<br>RALEIGH, 27603 |

# Invoices

- Any contacts added to the case will be invoiced.
- You can add more contacts later.
- Payments up to \$3000 can be made online via Credit Card.

# Revisions or Additional Information

- To upload additional information after applying, Log In.
- Go to your dashboard and select the correct permit.
- Open the permit and select Attachments.
- Choose **Pending Attachments**.

**DO NOT CREATE A  
NEW PERMIT TO  
SEND NEW  
ATTACHMENTS!**



# Problems

- If you can not see your permit or pay fees, you may not be a **registered user**.
- Contact Betsy Pearce at 919-868-6414 or [betsy.pearce@wakegov.com](mailto:betsy.pearce@wakegov.com)

# Contact:

Betsy Pearce, CFM, CPSWQ

Environmental Consultant

919-868-6414

[Betsy.pearce@wakegov.com](mailto:Betsy.pearce@wakegov.com)