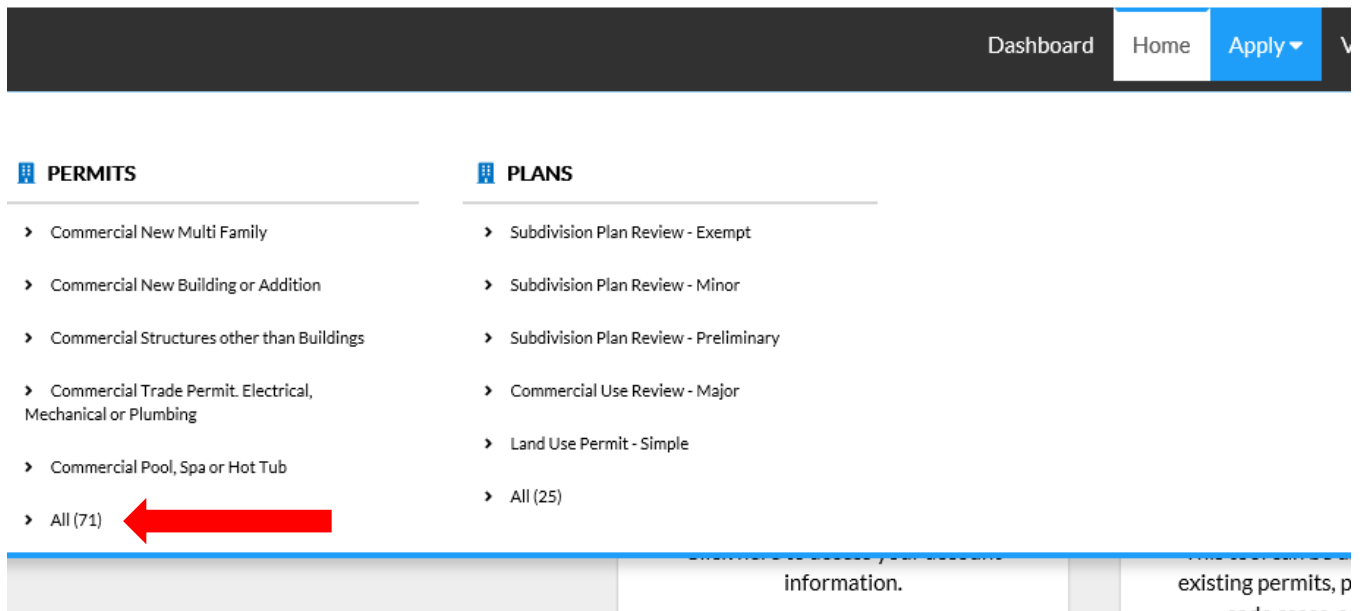


## SUBMITTAL GUIDE FOR POOLS

***\*\*This process must be completed before applying for a building permit  
at the local municipality. \*\****

1. Click on the link to the Permit Portal ([www.wakegov.com/permitportal](http://www.wakegov.com/permitportal)) to create an account in the portal. **\*\*Google Chrome is the recommended browser\*\***
2. Once logged into the Permit Portal, click “Apply” then under “Permits” select “All 71”:




3. Type “Pool” in the search bar for the Application Assistant and select “Public Pool Permit”:

A screenshot of the Application Assistant search results for 'Pool'. The search bar at the top contains the text 'Pool'. Below the search bar, there are three search results: 'Commercial Pool, Spa or Hot Tub', 'Residential Pool, Spa & Hot Tub', and 'Public Pool Permit'. The 'Public Pool Permit' result is highlighted with a green box. Below the search results, there is a section titled 'Commercial Alteration' with a 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.' To the right of this section, there is a button labeled 'Apply'.

4. Click “Apply” next to “Public Pool Permit”:

<b>Institution Permit</b>		<a href="#">Apply</a>
Category Name:	Description:	
Food, Facilities, & Pools	This includes hospitals, nursing homes, and adult care facilities.	

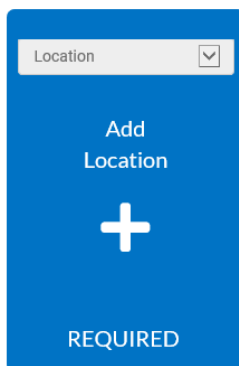
---

<b>Public Pool Permit</b>		 <a href="#">Apply</a>
Category Name:	Description:	
Food, Facilities, & Pools	All swimming pools, hot tubs (spas), spraygrounds, etc. This does not include residential pools for a single family home.	

---

<b>Pushcart Permit</b>		<a href="#">Apply</a>
Category Name:	Description:	
Food, Facilities, & Pools	Hot dog carts	

- Click “Add Location” – Search for the physical location address using only the street number and name (do not enter the street type). **\*If the address is not found/known, search for the closest address.**



- Once the address is located, click the “Add” button to add this address. Then click the “Next” button.

Add Location

[Address](#)
[Parcel](#)

---

Add Address As Location

[Search](#)

Address Information

Search  [Q](#)

JUST THE STREET NUMBER AND NAME

CLICK THE ADD BUTTON TO ADD THIS ADDRESS

Address	Action
336 FAYETTEVILLE ST, RALEIGH, NC 27601	<a href="#">Add</a>

[Type here]

7. After entering the location of the business, click on “Next.”

**Type: Location**  
336 FAYETTEVILLE ST,  
RALEIGH, NC 27601

**Main Address** ☒

**Parcel Number**  
1703678520

**Main Parcel** ☒

**Remove**

**Location**

**Add Location**

**Create Template** **Save Draft** **Next**

8. Enter the name of the business in the “Description” box. Then click the “Next” button.

Apply for Permit - Pools Permit

\*REQUIRED

**PERMIT DETAILS**

**\* Permit Type**

**Description**

**Back** **Save Draft** **Next**

9. Add any additional contacts related to the project by clicking “Add Contact”. When finished, click the “Next” button.
10. Select the type of pool (if known) and check that all items that will be provided as attachments in the next step. Read the disclaimer at the bottom, select “Next” if agree.

[Type here]

## 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

Back

Save Draft

Next

11. Click "Add Attachment" – Attach the plans, equipment specification sheets, etc., and any other documents, then click the "Next" button.
12. Review the information that has been entered and go back to make changes. This application can also be saved as a "Draft" and revisited later. Otherwise, click "Submit".
13. Your application has now been submitted. Click "Continue to Permit"

## ✓ Your permit was successfully created!

Your application was successfully submitted. Please proceed to pay plan review fee. Note: Payment is required prior to application review.

Continue to permit

14. A Permit Number will appear near the top of the screen. You will also receive an email stating your "permit/plan request is being processed". The submitted application will not be processed without payment. Click on "Add to Cart" to pay the fee.

Permit Number: HSIPOP-032710-2020

Add to Cart

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

Type: Public Pool Permit

Status: Submitted - Online

Project Name:

Summary

Locations

Fees

Reviews

Inspections

eReviews

Attachments

Contacts

Sub-Records

Holds

Meetings

More Info

[Type here]

15. If you have submitted more than one application, you can remove those which you do not want to pay at this moment.

#### Shopping Cart

Total\$500.00

Check Out

Invoice: INV-00043737

Due Date: 04/07/2020

Description: Invoice Generated

Billing Contact: Not Wake County (Chappell, Terry)

\$250.00

Remove

Top | Main Menu

Case Number	Project	Case Address	Amount Due
<a href="#">HSIPOP-032702-2020</a>		336 FAYETTEVILLE ST RALEIGH 27601	\$250.00

Invoice: INV-00043739

Due Date: 04/15/2020

Description: Invoice Generated

Billing Contact: Not Wake County (Chappell, Terry)

\$250.00

Remove

Top | Main Menu

Total\$500.00

Check Out

16. Click “Check Out”.
17. Fill in “Payment Details” and click “Process Payment”.

[Type here]

### Order Summary

Agency Name: Wake County, NC - CSS Test  
Order Number: 1121

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00043737	Invoice Generated	1	\$250.00	\$250.00
INV-00043739	Invoice Generated	1	\$250.00	\$250.00

Item Total: \$500.00  
Service Fee: \$0.00  
Tax: \$0.00  
Order Total: \$500.00

### Payment Details

Pay via credit or debit card ▼

Cardholder Name:  \* Billing Street:  \* Billing Zipcode:  \*

Card Type:  \* Card Number:  \* Expiration Date:  \* CVV Code:  \*

Email Address:  \*  
wcplanreview@yahoo.com

Process Payment

Cancel

18. You will receive an email showing proof of payment.
19. You can review the status of your permit at any time through the Customer Self Service Portal.