How to apply for a permit or plan using the Wake County Permit Portal

You will need to be a registered user for the portal. Please refer to the "How to Register" document for instructions if you are not a registered user.

1. If you are already a member, login to the site by following the red arrows indicated below:

For existing permit portal customers, please use your email address as your username, your password and click on Log In.
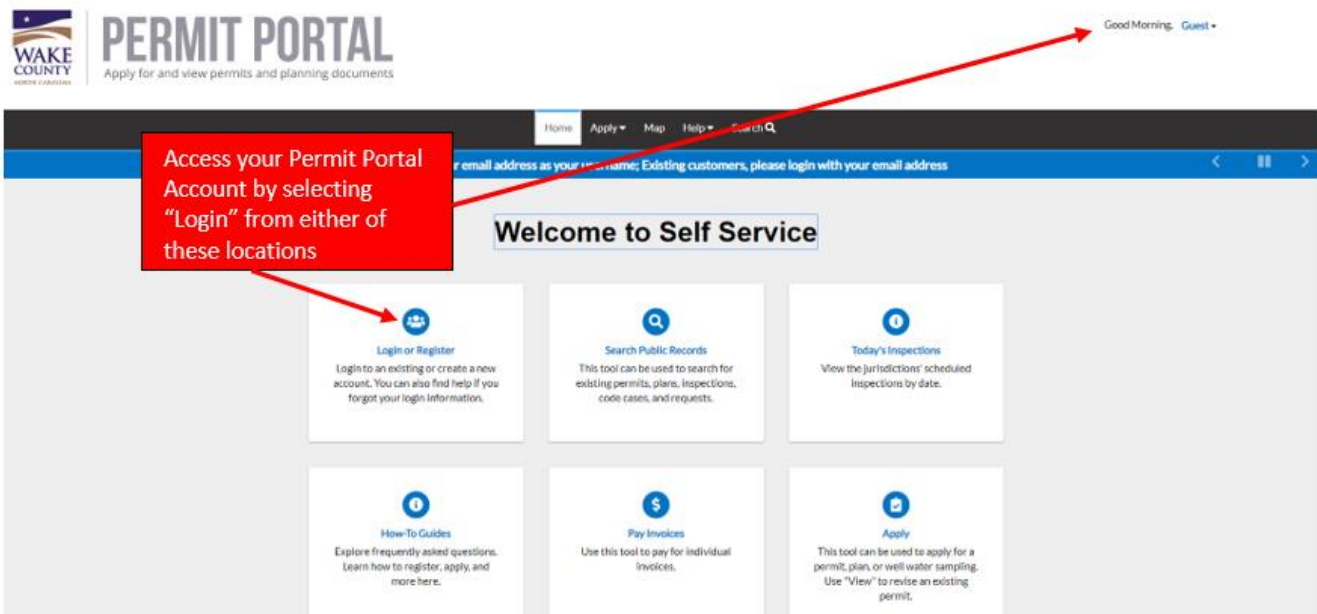
Log In

* Username

* Password

Remember Me ☐

Log In

Forgot your password? Reset it
Forgot your username? Email it
Don't have an account yet? Register Here

2. Under "Apply" you have the option to apply for a permit or a plan. To view all permits or all plans, click on "All (71)" under permits or "All (25)" for plans.

PERMIT PORTAL
Apply for and view permits and planning documents

Dashboard | Apply ▾ | View ▾ | Map | Report | Search Q

🚲 PERMITS

> Commercial - Multi Family
> Commercial - New Building or Addition
> Commercial - Non-Building
> Commercial - PM&E Work
> Well Water Sampling - Existing Well
> All (64)

📋 PLANS

> Subdivision Plan Review - Exempt
> Subdivision Plan Review - Minor
> Subdivision Plan Review - Preliminary
> Commercial Use Review - Major
> Land Use Permit - Simple
> All (24)

3. Under the Application Assistant, you can expand the Categories on the left side. For each application type, permit or plan, a list of categories will be displayed. The categories provide the different types of applications available. Permits are first listed alphabetically by the type of construction as shown below; for example, commercial, demolition, manufactured housing and residential. In the search box, you can type in the permit or plan that you are searching for example Pool. A list of permits will be displayed related to Pools.

Application Assistant

Search for application names and keywords

| 🏠 All | 📈 Trending | 👥 My History | 🏢 **PERMITS** | 🏢 PLANS |

< Hide Categories

- All

− PERMITS (71)

  All (71)

  Building & Construction (24)

  Fire Services (10)

  Food, Facilities, & Pools (9)

  Wastewater (16)

  Watershed Management (7)

  Wells (5)

+ PLANS (25)

Commercial Alteration   Apply

Category Name: Description:
Building & Construction   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.

Commercial Demolition   Apply

Category Name: Description:
Building & Construction   This permit type is for the complete demolition of a commercial building or the partial demolition of a commercial building to include interior or exterior.

Commercial New Building or Addition   Apply

Category Name: Description:
Building & Construction   This permit type is to construct a new commercial building or additions to an existing commercial building to include an increase in square footage, number of stories or height.

Commercial New Multi Family   Apply

Category Name: Description:
Building & Construction   This permit type is to construct a new commercial multi-family building.

4. For Plans, it is best to use the Categories to narrow down your search. Once clicked, the specific options for each category will display. You can also click on PLANS box to display all Plan Types.

Application Assistant

Search for application names and keywords [🔍]

| 🏠 All | 📈 Trending | 👥 My History | 🏢 PERMITS | 🏢 PLANS |

< Hide Categories

- **− All**
- **➕ PERMITS** ⑦①
- **− PLANS** ㉕
  - **All** ㉕
  - Appeal ②
  - Certificate of Appropriateness ①
  - Extra Territorial Jurisdiction Request ①
  - Grave Removal ①
  - Land Use Plan Amendment ①
  - Planned Compliance ①
  - Pre-Submittal Meeting ④
  - Rezoning ①

Subdivision Appeal Request   [Apply]

Category Name: Description:
Appeal   Appeals of Subdivision Decisions

Zoning Appeal Request   [Apply]

Category Name: Description:
Appeal   Appeals of Administrative Decisions

Certificate of Appropriateness - COA   [Apply]

Category Name: Description:
Certificate of Appropriateness   Changes to a Historic Landmark or Property

Extra Territorial Jurisdiction Request - Extra Territorial Jurisdiction   [Apply]

Category Name: Description:
Extra Territorial Jurisdiction   Extra Territorial Jurisdiction Request - Extra Territorial Jurisdiction
Request

Grave Removal - Grave Removal   [Apply]

Category Name: Description:

5. Once you have determined the type of permit or plan you need, click on the Apply button to start the process.

Subdivision : Subdivision Plan Review - Exempt
Exempt Plan Review   [Apply]
Categories | Main Menu

Subdivision : Subdivision Plan Review - Minor
Minor Plan Review   [Apply]
Categories | Main Menu

Click Apply to start

Building & Construction : Commercial - Multi Family
Three or More Attached Residences   [Apply]
Categories | Main Menu

Building & Construction : Commercial - New Building or Addition
New Building or Addition to Existing Building   [Apply]
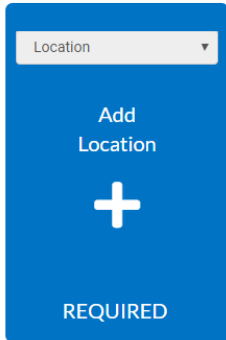Categories | Main Menu

6. For both processes, you will have a progress bar at the top indicating the specific step you are in the process.

7. The first step is "Adding a location". For specifics permit or plan types, location instructions are now available. You have the option to add the location by selecting an address or by the parcel number.

LOCATIONS

For Address enter street number and name only (no prefix or suffix). If there are multiple properties, each property should be entered.

7. If using "Address", enter the address using only the street number and street name. Do not enter street type for example, st, road, drive, or ave. Click on the magnify glass to search. Once you have located your address, click on the "Add" button to add this address.

Add Location

[Address] [Parcel]

Add Address As [Location ⌄]

JUST THE STREET NUMBER AND NAME

[Search]

CLICK THE ADD BUTTON TO ADD THIS ADDRESS

Address Information

Search [336 FAYETTEVILLE] [🔍]

Address	Action
336 FAYETTEVILLE ST, RALEIGH, NC 27601	Add

8. You have the option to add additional locations such as a billing location or mailing location by changing the Address Type. Repeat the above "adding location" steps as needed.

Apply for Permit - Residential - New Single Family Dwelling *REQUIRED

③ Contacts   ④ More Info   ⑤ Attachments   ⑧ Summary

YOU HAVE ADDED THIS ADDRESS AS THE LOCATION WHERE THE WORK WILL BE PREFORMED FOR THIS PERMIT.

Type: Location
International
336 FAYETTEVILLE,
RALEIGH, , 27601
Main Address ☑
Parcel Number
1703678520
Main Parcel ☑
[Remove]

Billing
Home
Location
Mailing
Shipping

Add
Location

➕

YOU CAN NOW ADD OTHER LOCATIONS TO THIS PERMIT.

9. Click on Save Draft to save your progress or click on Next to continue the application process.

*Note: It's important to not hit the "back" button in your web browser, you will lose the information that was already entered and will have to start over.

Apply for Permit - Residential - New Single Family Dwelling   *REQUIRED

LOCATIONS

Type: Location

International
336 FAYETTEVILLE,
RALEIGH, , 27601

Main Address ☑

Parcel Number

1703678520

Main Parcel ☑

Remove

Location ▾

Add Location

➕

SELECT NEXT WHEN YOU ARE FINISHED WITH THE LOCATION PAGE AND ARE READY TO GO TO THE NEXT STEP

AT ANY TIME YOU CAN SELECT SAVE DRAFT TO SAVE THE PERMIT APPLICATION

Save Draft   Next

10. Continue with the application process by selecting your permit or plan type and enter a detail description in the description box. The permit type or plan type selection will be final at this point. If you need to change it, now is the time to do so. For permits only, you will need to enter a valuation of the project cost for the permit.

Click Next once the information has been entered and validated.

Dashboard   Apply ▾   View ▾   Map   Report   Search 🔍

Apply for Permit - Residential - New Single Family Dwelling   *REQUIRED

Locations   Type   Contacts   Summary

PERMIT DETAILS

* Permit Type   Residential - New Single Family Dwe ▾

Description   [   ]

* Valuation   [   ]

PERMIT TYPE: THIS IS THE TYPE OF PERMIT YOU ARE REQUESTING. THIS CAN BE CHANGED FROM THE DROP DOWN MENU. THIS WILL BE YOUR LAST CHANCE TO CHANGE THE TYPE OF PERMIT ON THIS APPLICATION.

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE WORK THAT WILL BE PREFORMED UNDER THIS PERMIT. THE MORE INFORMATION THE BETTER.

THE VALUATION IS THE **TOTAL** PROJECT COST FOR THIS PERMIT.

Back   Save Draft   Next

7

Apply for Plan - Subdivision Plan Review - Exempt

*REQUIRED

PLAN DETAILS

* Plan Type   Subdivision Plan Review - Exempt ▾
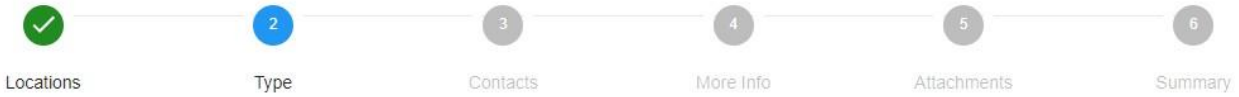
Description   [   ]

Back   Save Draft   Next

11. To proceed in the process, add your contacts to your permit or plan application. The first contact will always be the applicant or the person that logged into the Permit Portal. You can add additional contacts to the permit or plan and change the type of contact by click on the box "applicant". If you have questions about adding contacts, please see the "How to add contacts" guide.

Apply for Permit - Residential - New Single Family Dwelling

*REQUIRED
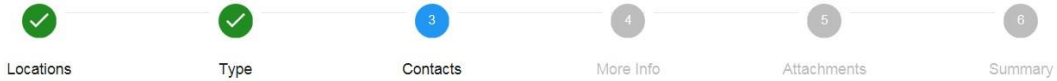
CONTACTS

Applicant

YOUR NAME
(YOU)

336 FAYETTEVILLE
STREET RALEIGH
NC 27601

Applicant ▾

Add
Contact

+

TO ADD A CONTACT, FIRST SELECT THE TYPE OF CONTACT YOU WISH TO ADD. CONTACT TYPES ARE TITLE CHOICES FOR A PERSON OR COMPANY THAT WILL BE ASSOCIATED WITH THE PERMIT.

Back   Save Draft   Next

12. Continue with the application process until complete. Remember to "Save Draft" throughout the process. You will receive a permit or plan number when all steps are complete.
13. A notification email will be sent once your application has been submitted. You will be notified with the status of your application. If the application has missing information, an email will be sent advising of the specific missing information. Please contact the specific permit department if you need to correct any information on the permit application.

If any questions throughout the permit or plan application process, please refer to the Questions section on the Wake County Permit Portal webpage. http://www.wakegov.com/permitportal/Pages/questions.aspx