



## Environmental Services

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### SUBMITTAL GUIDE FOR FOOD SERVICE PERMIT

(This guide is designed to assist you through the online application.)

**IMPORTANT:** You can save your application as a draft during the application process. You will see “Save Draft” in the bottom right corner. You can find the permits saved as drafts on the Dashboard.

**\*\* Do not hit the back button on your browser. This will cause you to have to start over. \*\***

1. Click on the link to the Permit Portal. **\*\*Google Chrome is the recommended browser\*\***  
(<https://wakecountync-energovpub.tylerhost.net/apps/SelfService#/home>).
2. Create an account. Once you have created an account, log into the Permit Portal. If you need assistance with how to create an account, see Tutorials at the bottom of [www.wake.gov/permitportal](http://www.wake.gov/permitportal).
3. Once logged into the Permit Portal, click “Apply” on the Home page:

Good Afternoon,

**PERMIT PORTAL**  
Apply for and view permits and planning documents

Dashboard Home Apply My Work Today's Inspections Map Help Search

New customers, please register with your email address as your username; Existing customers, please login with your email address. Please be sure to check your spam/junk folder for email notifications from the Permit Portal.

### Welcome to Self Service

The Permit Portal has a new web address. Please update any saved Favorites/Bookmarks to use the new address: <https://wakecountync-energovpub.tylerhost.net/apps/SelfService#/home>

 <b>My Account</b> Click here to access your account information.	 <b>Search Public Records</b> This tool can be used to search for existing permits, plans, inspections, code cases, and requests.	 <b>Map</b> Explore the map to see the activity occurring in your neighborhood.	 <b>How-To Guides</b> Explore frequently asked questions. Learn how to register, apply, and more here.
 <b>Pay Invoice</b> Use this tool to pay for individual invoices.	 <b>Apply</b> This tool can be used to apply for a permit, plan, or well water sampling. Use "View" to revise an existing permit.	 <b>Change/Add/Remove Contact(s)</b> Complete the form to change, add or remove contacts from existing Permits or Plans.	 <b>Wake Gov Website</b> Wake County Government Homepage

4. Using the Application Assistant search engine at the top, start typing “food” then click Enter. You will see “Food Service Permit” in the results. Click “Apply”.

## Application Assistant

All

Trending

My History

PERMITS

PLANS

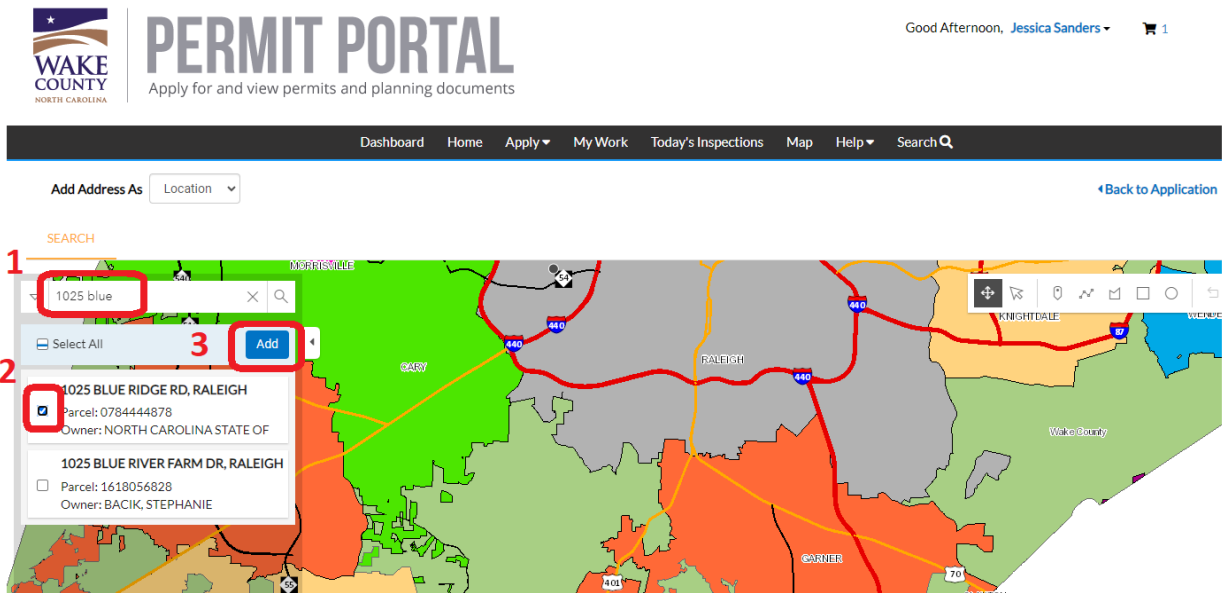
[Show Categories](#)
[Show My Templates](#)

**Food Service Permit**  
 Category Name:  
 Food, Facilities, & Pools

Description:  
 Any business that prepares or serves food for pay. This includes sit down restaurants and takeout, delis, meat markets, catering, school cafeterias, and summer camps.

5. There are 6 steps to complete to submit an application.

- Step 1 – Locations
  - Click “Add Location”
  - On the next screen, search for the physical address of the location using only the street number and name (do not enter the street type).
    - If the address is not found, please search for the closest match.
  - Once the address is located, click the “Add” button.



- After adding a location address, click “Next.” *\*\*If you want to complete the application later, you can click “Save Draft” at any time throughout the application steps.*

- Step 2 – Type

Enter the name of the facility in the description box. Then click the “Next” button.

Apply for Permit - Temporary Display Spa \*REQUIRED

✓

2

3

4

5

6

Locations

Type

Contacts

More Info

Attachments

Review and Submit

PERMIT DETAILS


Enter the name of the booth/vendor/business that will be displaying a spa in the "Description" box.

\* Permit Type

Temporary Display Spa ▼

\* Description

Name of Business



Back

Create Template

Save Draft

Next

- **Step 3 – Contacts**

If applicable, add any additional contacts related to the project by clicking “Add Contact”. Otherwise, click the “Next” button.

- **Step 4 – More Info**

Answer all applicable questions. This information cannot be edited later. The more information accurately provided helps us understand the nature and scope of the project. Acknowledge the disclaimer, then click the “Next” button when all fields have been completed.

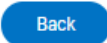
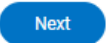
- **Step 5 – Attachments**

The following documents must be included in your application submittal (PDF files are preferred):

1. Proposed menu.
2. Equipment manufacturer specification sheets.
3. Site plan.
4. Building plans – Complete set of plans drawn to scale showing the placement of each piece of food service equipment, storage areas, and trash can wash facilities. Plans must include general plumbing, electrical, mechanical and lighting drawings and room finish schedules.

- **Step 6 – Review and Submit**

Review the information displayed that you have entered and make any needed

changes. Use the blue  and  buttons to move through the application to make any changes. *Remember the application can also be saved as a draft and revisited later.* Otherwise, click “Submit”.

6. Your application has now been submitted. Click “Continue to permit.”

 **Your permit was successfully created!**

Your application was successfully submitted.

[Continue to permit](#)

7. A Permit Number will appear near the top of the screen. You will also receive an email stating your “Your recent Wake County application is in process”.
8. The submitted application will not be processed without payment. Click on “Pay Now” or “Add to Cart” to pay the fee.  
*Please note, if the establishment is a chain/franchised business, then no plan review fees will be due to Wake County. The \$250 invoice will be deleted upon application review.*
9. Click “Check Out”. Fill in “Payment Details” and click “Process Payment”.
10. You will receive an email from MyGovPay showing proof of payment.
11. You can review the status of your permit at any time when logged into the Permit Portal.