

SUBMITTAL GUIDE FOR PUBLIC POOL PERMIT

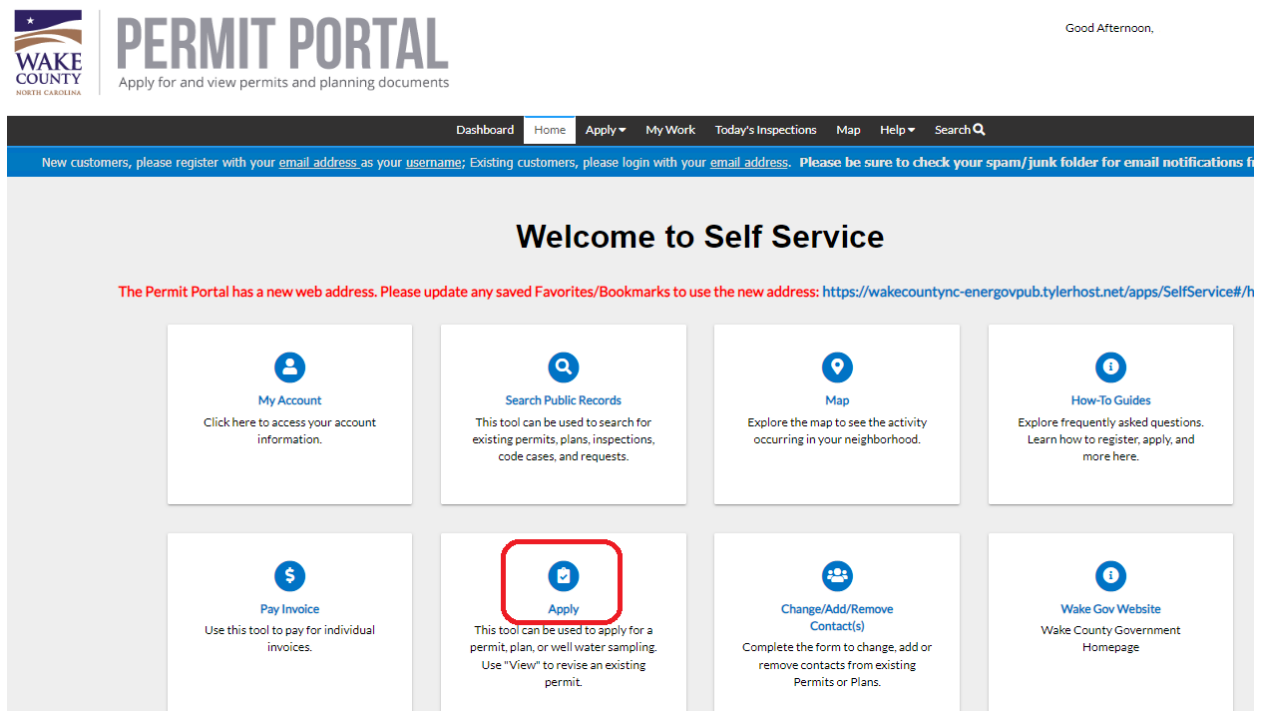
(This guide is designed to assist you through the online application.)

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

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.
3. Once logged into the Permit Portal, click “Apply” on the Home page:



PERMIT PORTAL
Apply for and view permits and planning documents









Good Afternoon,

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 f

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#/h>

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

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

Application Assistant

Commercial **Pool**, Spa or Hot Tub

Residential **Pool**, Spa & Hot Tub

Public Pool Permit

Commercial Alteration

Category Name:
Building & Construction

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.

Institution Permit

Category Name:
Food, Facilities, & Pools

Description:
This includes hospitals, nursing homes, and adult care facilities.

Public Pool Permit

Category Name:
Food, Facilities, & Pools

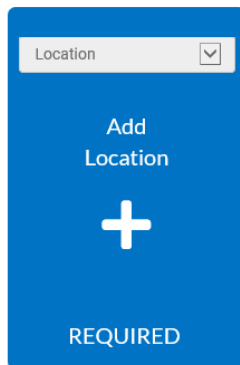
Description:
All swimming pools, hot tubs (spas), spraygrounds, etc. This does not include residential pools for a single family home.

Pushcart Permit

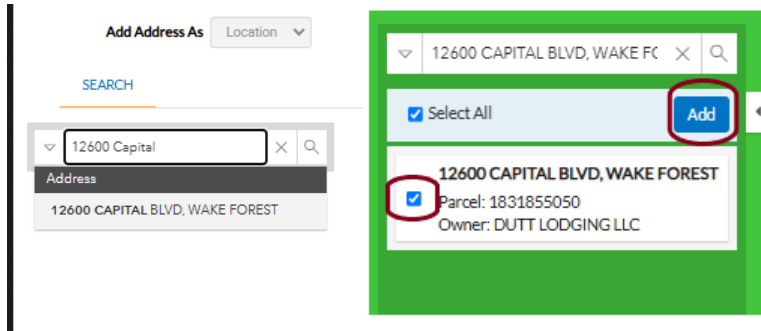
Category Name:
Food, Facilities, & Pools

Description:
Hot dog carts

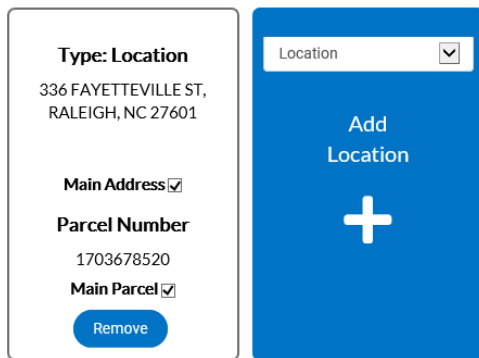
5. Click “Add Location” – Search for the physical location address using only the street number and name (do not enter the street type). ***If the address is not found/known, search for the closest address.**



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



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



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 Pools Permit

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.

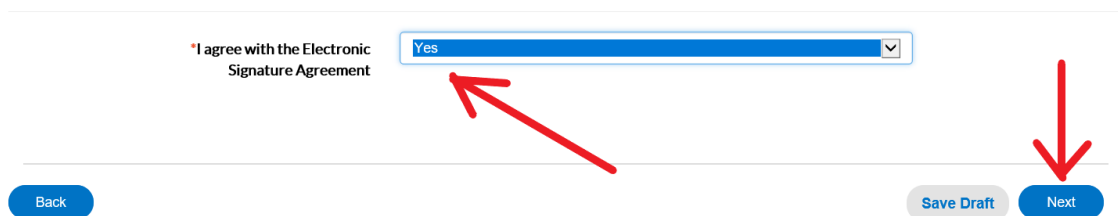
Disclaimer

[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 1

Reviews

Inspections

eReviews

Attachments

Contacts

Sub-Records

Holds

Meetings

More Info

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

Case Number	Project	Case Address	Amount Due
HSIPOP-032702-2020		336 FAYETTEVILLE ST RALEIGH 27601	\$250.00

Remove

Top | Main Menu

Invoice: INV-00043739

Due Date: 04/15/2020

Description: Invoice Generated

Billing Contact: Not Wake County (Chappell, Terry)

\$250.00

Case Number	Project	Case Address	Amount Due
HSIPOP-032710-2020		336 FAYETTEVILLE ST RALEIGH 27601	\$250.00

Remove

Top | Main Menu

Total \$500.00

Check Out

15. Click "Check Out".

16. Fill in "Payment Details" and click "Process Payment".



[Contact Us](#)

Wednesday, April 1, 2020

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

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