Environmental Health and Safety

SUBMITTAL GUIDE FOR CHILD CARE, LODGING AND INSTITUTION PERMIT

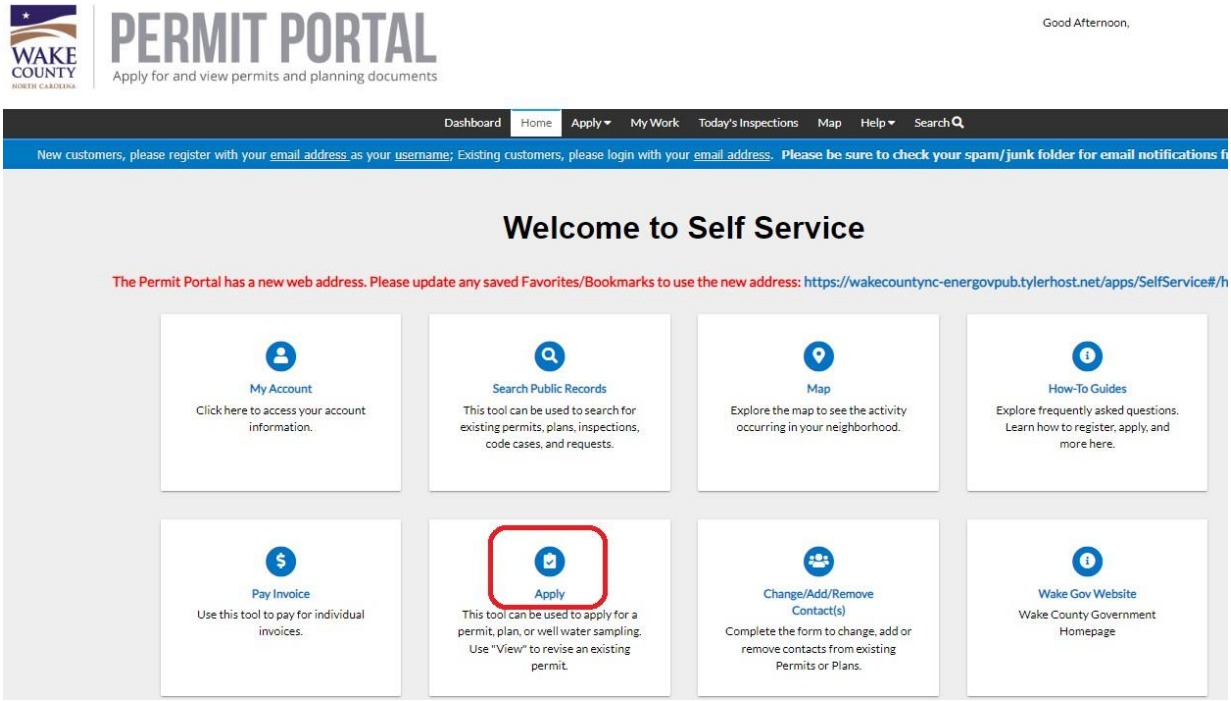
(This guide is designed to assist you through the online application.)

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. **

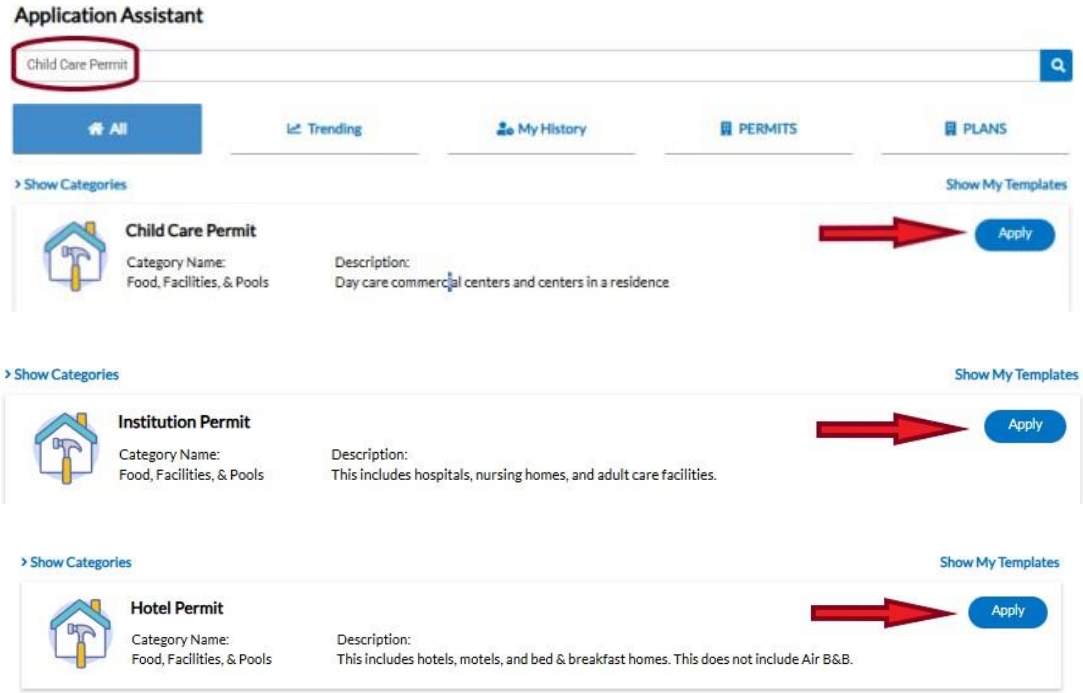
1. Click on the link to the Permit Portal. **Google Chrome is the recommended browser** (https://wakecountync-energovpub.tylerhost.net/apps/SelfService#/home).

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.

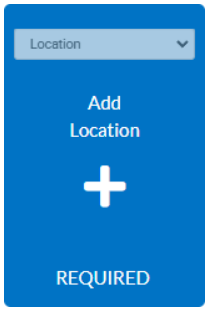
3. Once logged into the Permit Portal, click "Apply" on the Home page:



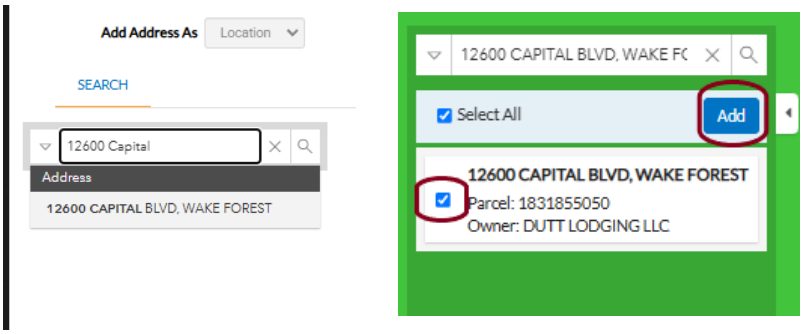
4. Using the Application Assistant search engine at the top, start typing "Child Care or Hotel Permit or Institution Permit" then click Enter. You will see the permit type in the results. Select the tye of permit you are applying for by clicking "Apply".



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.

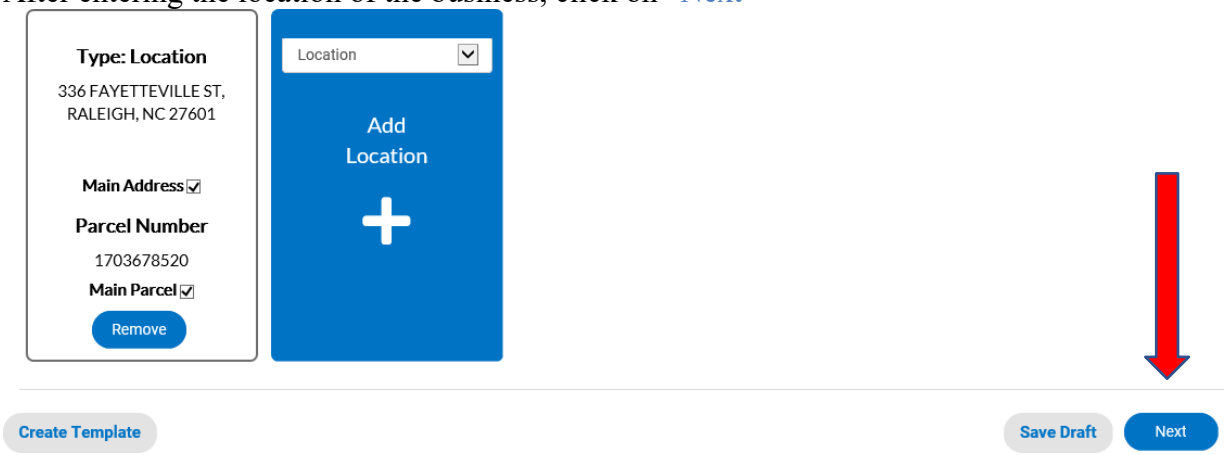


6.

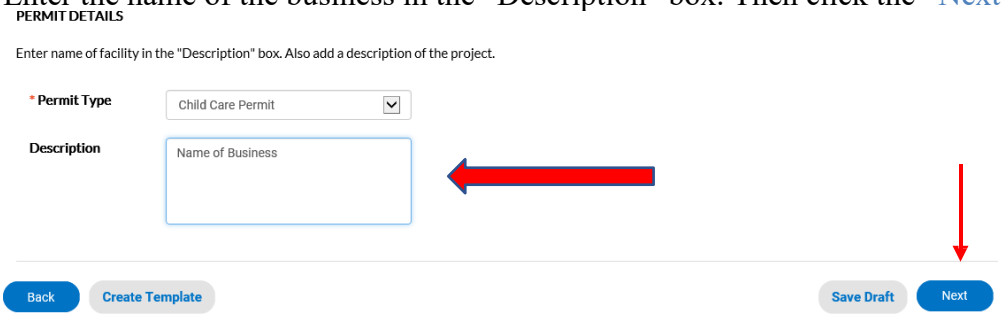


Click the correct address then, click the "Add" button to add this address.

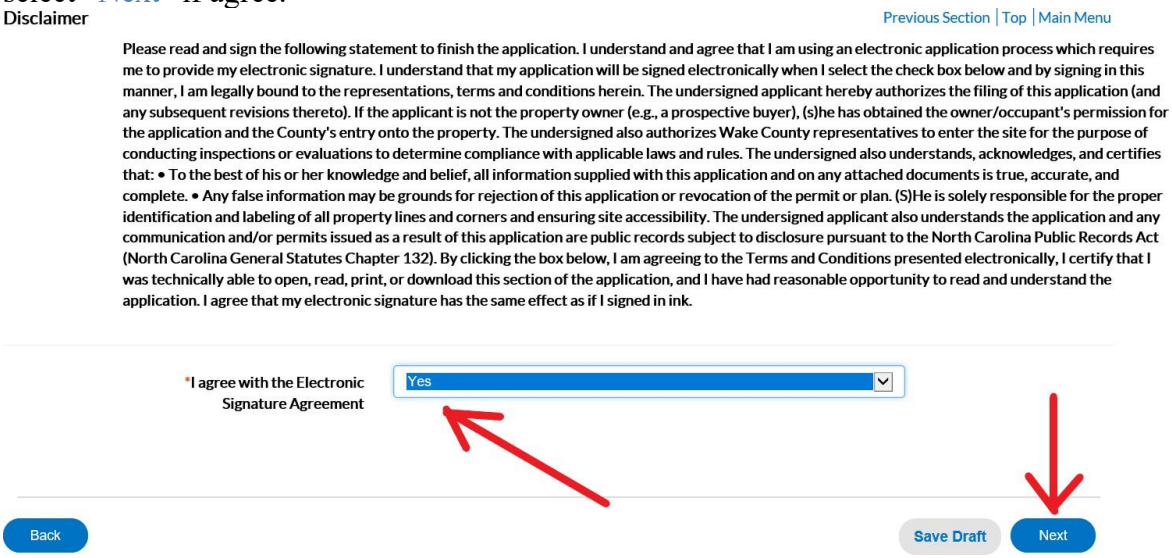
7. After entering the location of the business, click on "Next"



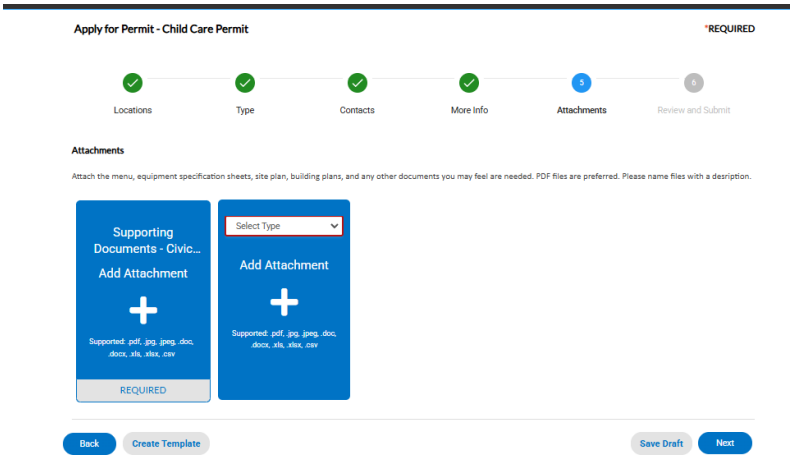
8. After entering the location of the business, click on "Next"
9. Enter the name of the business in the "Description" box. Then click the "Next" button.



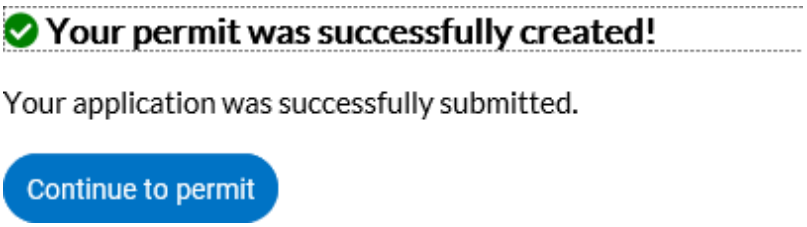
10. Add any additional contacts related to the project by clicking "Add Contact". When finished, click the "Next" button.
11. Answer all applicable questions to the best of your ability, read the disclaimer at the bottom, and select "Next" if agree.



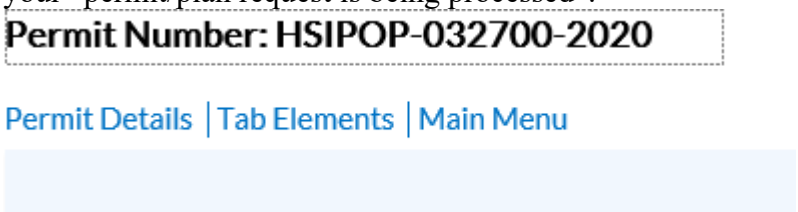
12. Click "Add Attachment" – Attach the plans drawn to scale, menu, manufacturer's equipment specification sheets, SOP's (Standard Operating Procedure), State plan review approval letter if chain/franchised establishment and any other documents you may feel are needed, then click the "Next" button.



13. 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".
14. Your application has now been submitted. Click on "Continue to permit."



15. 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".



16. You can review the status of your permit at any time through the Customer Self Service Portal.