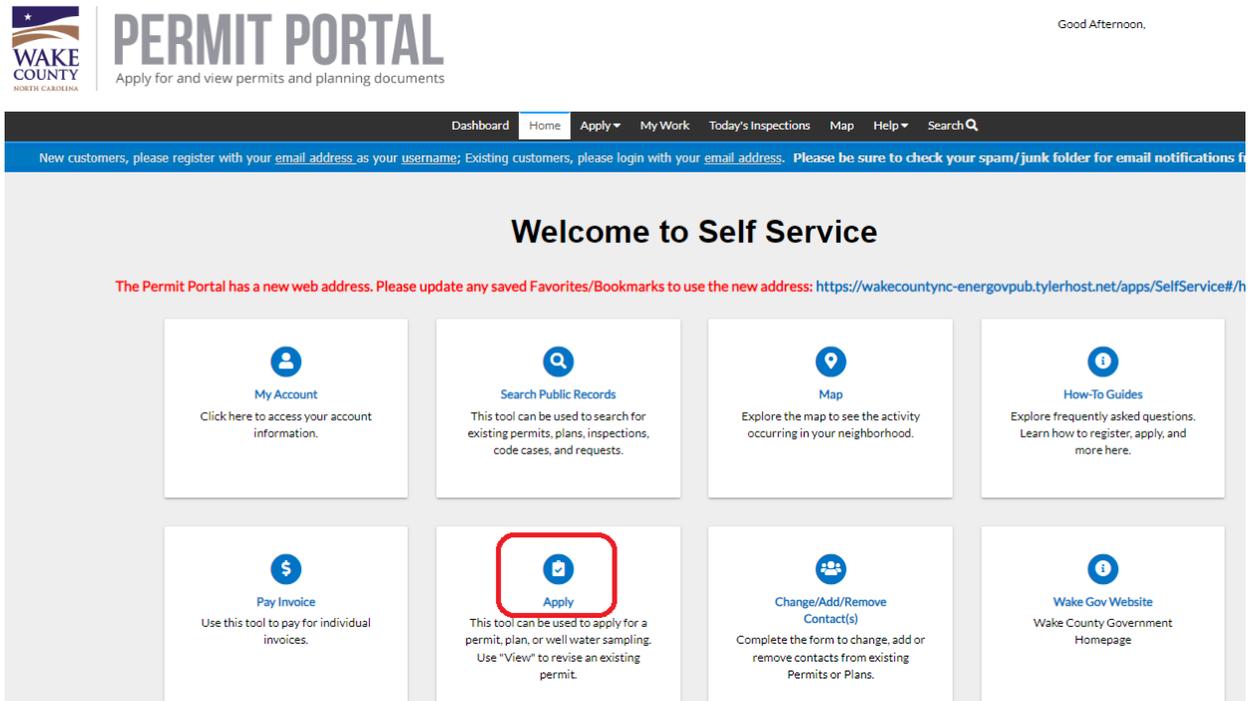


## **SUBMITTAL GUIDE FOR DISPLAY SPA PERMIT** (This guide is designed to assist you through the online application.)

**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:



WAKE COUNTY NORTH CAROLINA | 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 from us.

### 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 “Display” then click Enter. You will see “Temporary Display Spa” in the results. Click “Apply”.



# PERMIT PORTAL

Apply for and view permits and planning documents

Good Morning

## Application Assistant

display

All Trending My History PERMITS PLANS

Show Categories Show My Templates

**Temporary Display Spa**  
 Category Name: Food, Facilities, & Pools  
 Description: Permit for a spa on display at a temporary event (such as Fair, Home Show, etc.).

Apply

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 event location using only the street number and name (do not enter the street type).
  - The address to search for events at the Fairgrounds is “1025 Blue”. The first address that comes up, 1025 Blue Ridge Road, is the correct address to use.
  - If the address is not found/known, please skip this step.

Once the address is located, click the “Add” button.

PERMIT PORTAL

Good Afternoon, Jessica Sanders

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

Add Address As Location

SEARCH

1025 blue

Select All Add

1025 BLUE RIDGE RD, RALEIGH  
Parcel: 0784444878  
Owner: NORTH CAROLINA STATE OF

1025 BLUE RIVER FARM DR, RALEIGH  
Parcel: 1618056828  
Owner: BACIK, STEPHANIE

- After adding a location address, click “Next.”
- **Step 2 – Type**  
Enter the name of the booth/vendor/business that will be displaying a spa in the description box. Then click the “Next” button.

Apply for Permit - Temporary Display Spa \*REQUIRED

Progress: 1. Locations (checked), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, 6. 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:  

Buttons: 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**  
A response is required for some fields. Click the “Next” button when all fields have been completed. You will receive an alert message if a required question has been left blank.
- **Step 5 – Attachments**  
There are no documents required to be uploaded, but if you have additional information that might be helpful, please upload them in this step.
- **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.
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.