PERMIT PORTAL

Apply for and view permits and planning documents

WAKE COUNTY | NORTH CAROLINA

Adding Contacts in the Permit Portal

1. Applicants have the option to add contacts during the application process. On the Contacts step, you will see your own account listed as the **Applicant** and a second tile called **Add Contact**.

2. To add a contact to your application, click the drop-down menu to select a **Contact Type**. Then click the **+** sign to go to the **Contact Search** page.
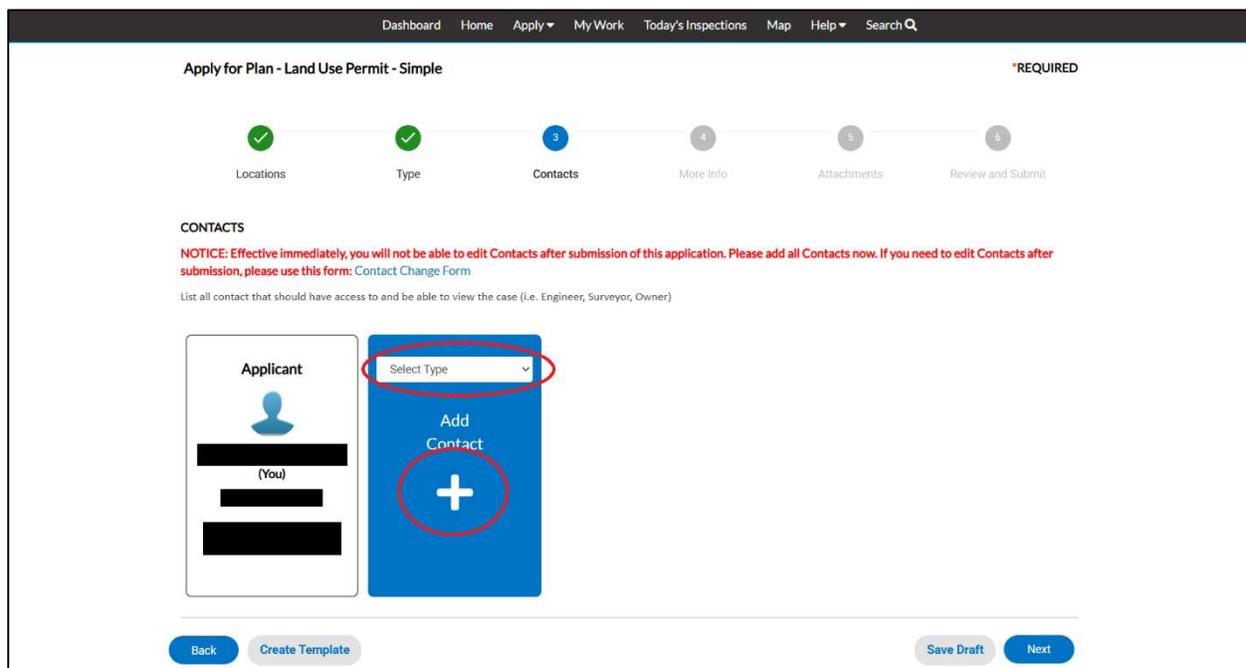

3. You can search for the contact you would like to add to your application by **Name, Email,** or **Company Name**. When you have located the contact you would like to add, click the **Add** button. Continue this process until you have added all the contacts you need.

IMPORTANT NOTE: *All contacts must have an active Permit Portal account.*

If you are unable to find a contact using the **Search** *function, you* **cannot** *manually create the contact. They will need to register a new Permit Portal account before they can be added to your application.*

Once your application has been submitted, you no longer have the ability to add/remove contacts. You will need to submit a **Contact Change Form** *to do so.*
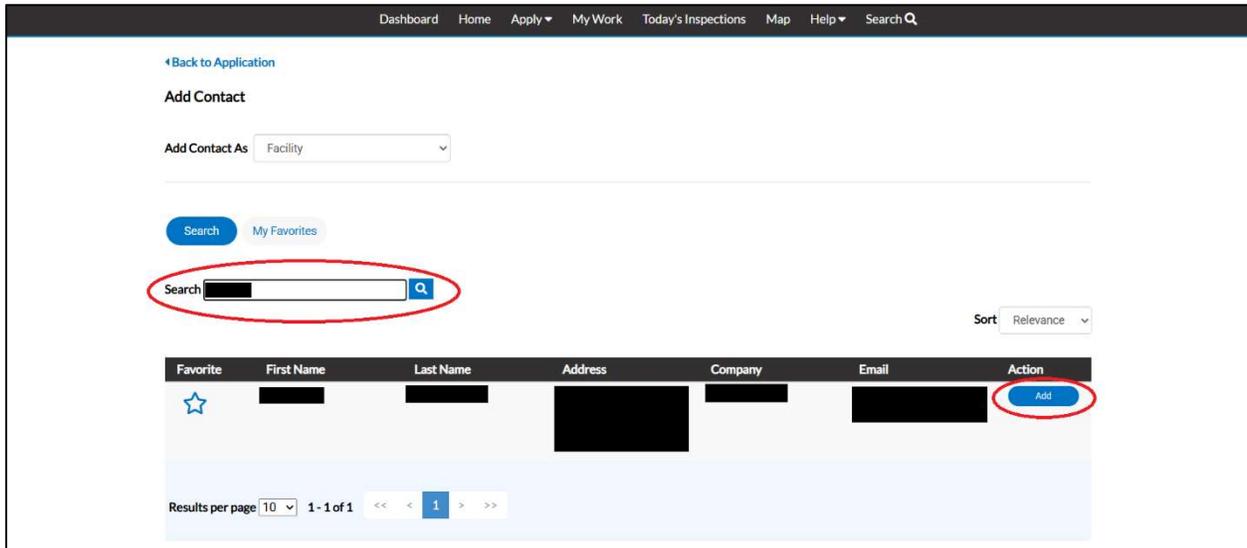
4. Congratulations! You've successfully added a contact to your application.

If you need further assistance registering your Permit Portal account, please visit Wake County's Permit Portal Guide page for step-by-step instructions, videos, and contact information.