

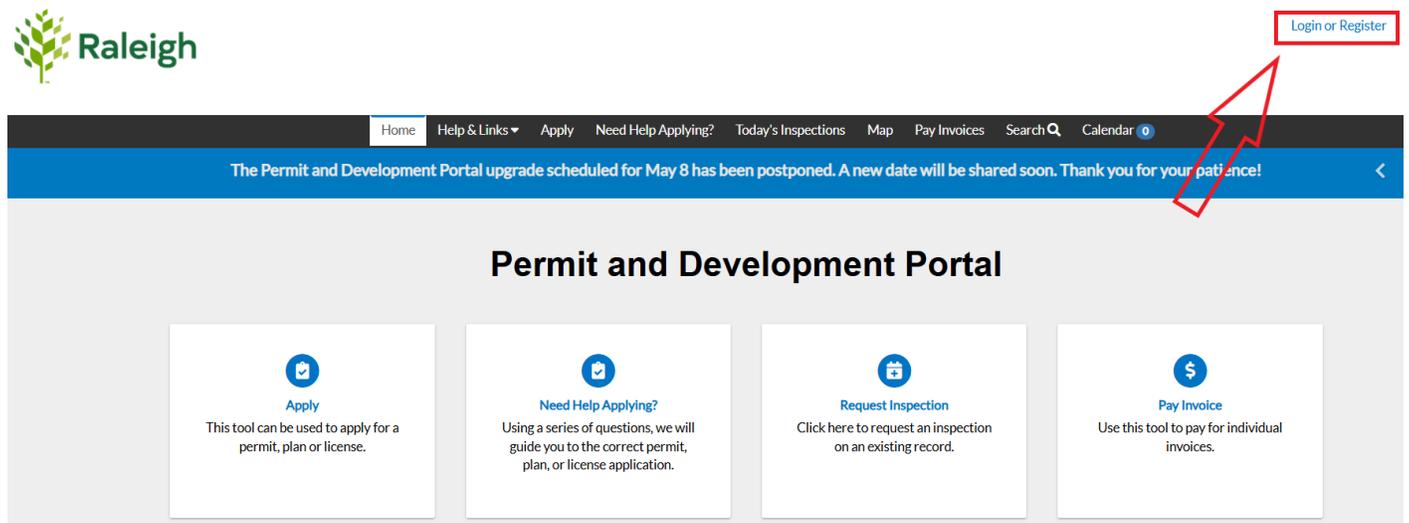
City of Raleigh – Hospitality Permit Renewal Guide

How to Renew Your Permit

This guide will walk you through the steps for submitting a Hospitality Permit Renewal Application through the [Permit & Development Portal](#)

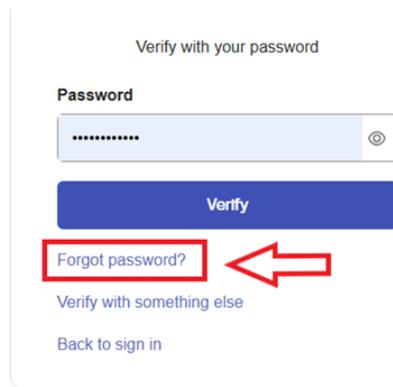
To begin the Hospitality Permit renewal process, you will first need to log in to your account by visiting the City of Raleigh's [Permit & Development Portal](#). On the homepage, you will locate the **'Login or Register'** button at the top right of the page.

Click on **'Login or Register'** and enter your credentials. You should not be required to register, as there is already an account associated with the permit that you are renewing.



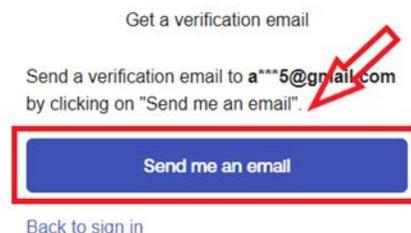
The screenshot shows the top navigation bar with links: Home, Help & Links, Apply, Need Help Applying?, Today's Inspections, Map, Pay Invoices, Search, and Calendar. A blue banner below the navigation bar reads: "The Permit and Development Portal upgrade scheduled for May 8 has been postponed. A new date will be shared soon. Thank you for your patience!". The main heading is "Permit and Development Portal". Below the heading are four service tiles: "Apply" (This tool can be used to apply for a permit, plan or license.), "Need Help Applying?" (Using a series of questions, we will guide you to the correct permit, plan, or license application.), "Request Inspection" (Click here to request an inspection on an existing record.), and "Pay Invoice" (Use this tool to pay for individual invoices.). The "Login or Register" button is located in the top right corner, highlighted with a red box and a red arrow.

If you do not remember your password, click on the **'Forgot Password?'** text to begin the recovery process.



The screenshot shows a "Verify with your password" form. It includes a "Password" field with a masked input and a "Verify" button. Below the "Verify" button is a link labeled "Forgot password?" which is highlighted with a red box and a red arrow. Other links include "Verify with something else" and "Back to sign in".

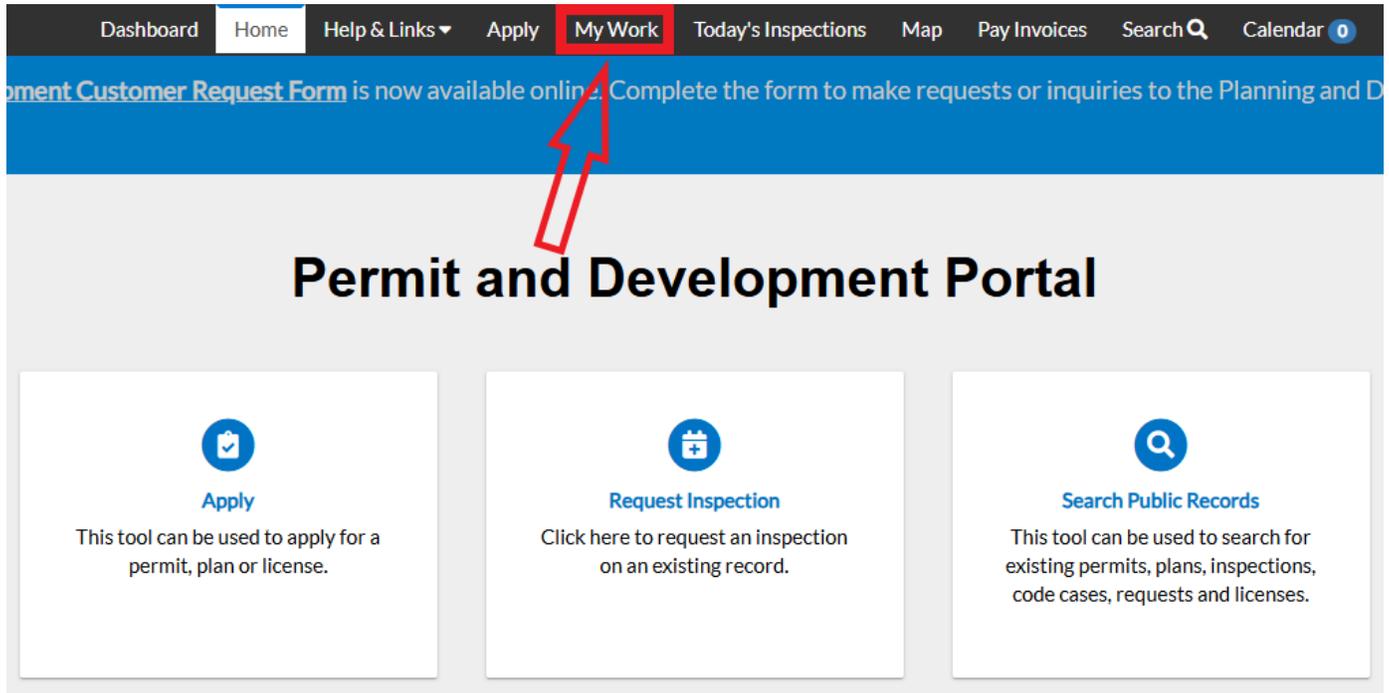
Click on the **'Send me an email'** button to receive an email outlining the process for verifying, resetting, or recovering your password.



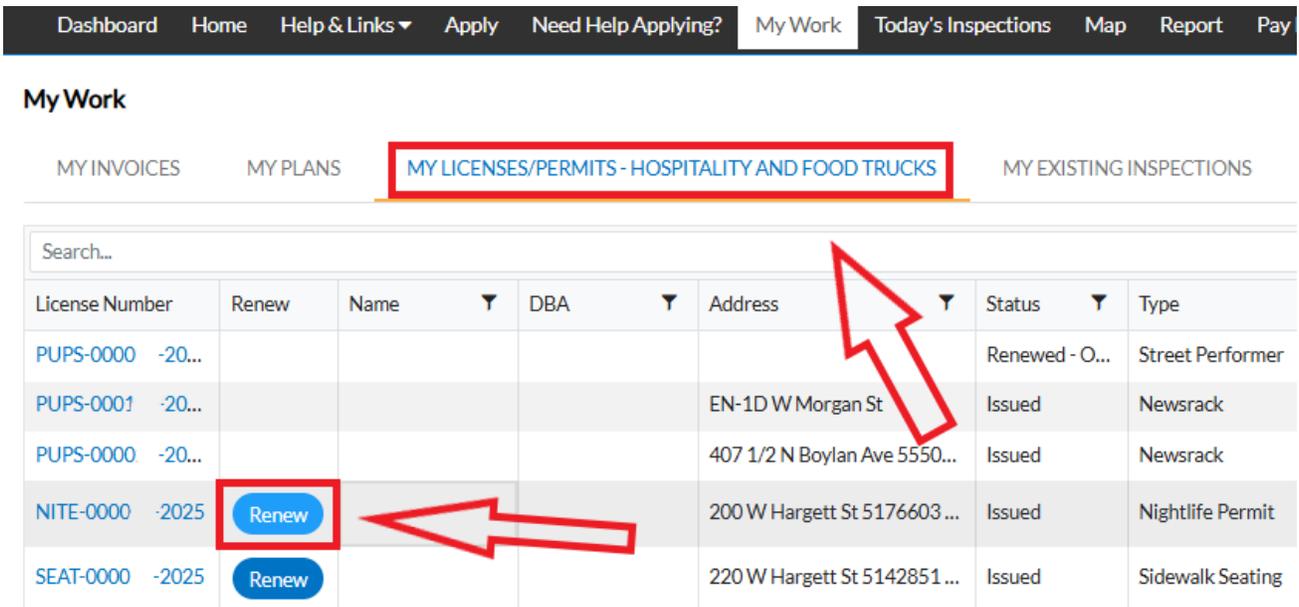
The screenshot shows a "Get a verification email" form. It includes a text field with the placeholder "Send a verification email to a***5@gmail.com" and a "Send me an email" button. The button is highlighted with a red box and a red arrow. Below the button is a link labeled "Back to sign in".

*Please closely follow all of the steps outlined in the email you received.

Once you are logged into your Permit & Development Portal account, you can proceed to the **'My Work'** tab located on the top black ribbon.



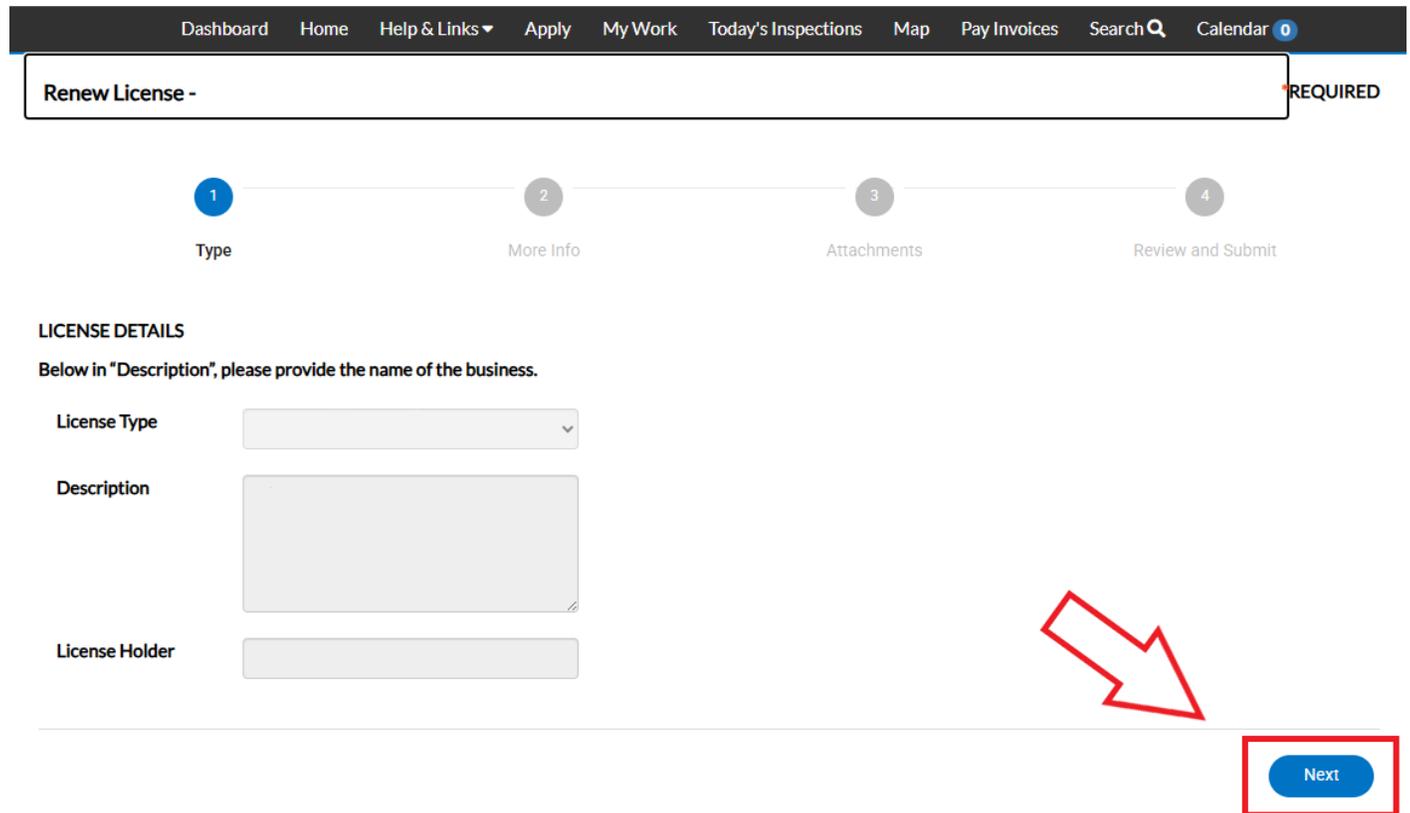
You will now be directed to the **'My Work'** page. Depending on your business, you may have multiple tabs to select in this section. Click on **'My Licenses'**, which will populate a list of all of your permits. If a permit is ready to renew, there will be a blue **'Renew'** icon to the left of the applicant's name. Click on the **'Renew'** icon to proceed.



You have now officially started the renewal process for your permit and have been redirected to fill in or update any information that may have changed since your license was issued.

The first page, or “**Type**” page, will **not** allow any changes. Should any of the information be incorrect, you are able to provide updates on the next page.

To proceed, you will click on the ‘**Next**’ button located near the bottom right of the page.



Dashboard Home Help & Links Apply My Work Today's Inspections Map Pay Invoices Search Calendar

Renew License - REQUIRED

1 Type 2 More Info 3 Attachments 4 Review and Submit

LICENSE DETAILS
Below in "Description", please provide the name of the business.

License Type

Description

License Holder

Next

The following page **will** vary depending on the type of permit you are renewing.

If you are renewing a permit that necessitates an Indemnity Agreement between the City of Raleigh and the Applicant, you will be required to update the information of the Witness who will provide their signature on the Indemnity Agreement.

Please note: The name and email of the Witness must **NOT** be the same as the applicant. If there have been any changes or updates to the name of the business with the North Carolina Secretary of State, those changes will be required to issue the renewed permit. If you are unable to proceed to the next page, the required information has not been provided.

Once you have provided all of the required information, you may proceed to the next step by clicking on the ‘**Next**’ icon located at the bottom right of the page.

1
2
3
4

Type
More Info
Attachments
Review and Submit

MORE INFO

Permits are valid for one year from July 1st to June 30th. The permit fee is \$. This fee is subject to change from year to year.

Review the [website here](#) to learn about all necessary requirements and guidelines.
If you have any questions, please reach out to our Hospitality team hospitality.programs@raleighnc.gov

The City of Raleigh Indemnity Agreement is now electronic through DocuSign. The business owner and a witness are required to sign and attest to the agreement. Provide witness contact information below.

***Witness name (first and last):**

***Witness email address:**

If the owner's name and email address (according to North Carolina Secretary of State Business Registration) is different than the submitted applicant information, provide owner name and email address for Indemnity Agreement below:

Back
Next



Depending on the type of permit you are renewing, you may be required to upload supporting documents to process your application.

Below is a list of the required documents to upload for each type of permit you are renewing.

<p><u>Sidewalk Seating:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Photos of the furniture <input type="checkbox"/> Site Diagram / Photo of existing setup <input type="checkbox"/> NC Secretary of State Filing 	<p><u>Nightlife Permit:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Photo of Shunt Trip <input type="checkbox"/> NC Secretary of State Filing 	<p><u>Streeterly:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Photos of the furniture <input type="checkbox"/> Site Diagram / Photo of Streeterly <input type="checkbox"/> NC Secretary of State Filing
<p><u>Pushcart:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Menu of Offerings <input type="checkbox"/> Site Diagram / Photo(s) of Cart <input type="checkbox"/> NC Secretary of State Filing <input type="checkbox"/> Wake County Health Inspection or NC Agriculture Letter 	<p><u>Newsrack:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Photo(s) of Active Newsracks <input type="checkbox"/> NC Secretary of State Filing 	<p><u>Street Performer:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> No documents required

The City of Raleigh has specific requirements when uploading and submitting Certificates of Insurance.

Errors on Certificate of Insurance submissions are the number one source of delays in issuing permits!

Please review the specific insurance requirements for the permit you are renewing and send these requirements to your insurance agent when you request a current Certificate of Insurance!

Sidewalk Seating
Insurance Requirements

Pushcart and Newsrack
Insurance Requirements

Streeterly
Insurance Requirements

To begin uploading documents, you will click on the ‘+’ in each of the blue cards. If you have additional documents, you can upload those by selecting the card that contains the ‘**drop-down**’ menu and selecting the type of document you are uploading. **You may add as many additional attachments as required.**

Renew License -

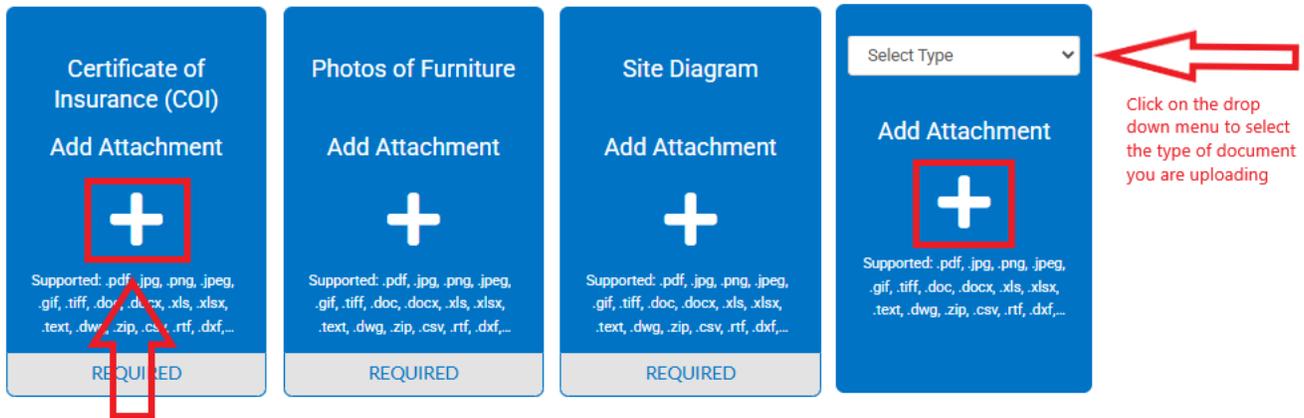
*REQUIRED



Attachments

Please attached the required documents below. To learn about the required documents for this application, please visit our

website [here](#).



Click on the drop down menu to select the type of document you are uploading

Back

Next

Once all of the required documents have been uploaded, you are now able to proceed to the next step by clicking on the ‘**Next**’ icon near the bottom right of the page.

If you are uploading photos of multiple newsracks or pushcarts, please combine the photos into one single document

Please note: If you are unable to proceed, it is likely that the required documents have not been uploaded. Please take a moment to double-check that all cards labeled “required” have documents uploaded.

Renew License -

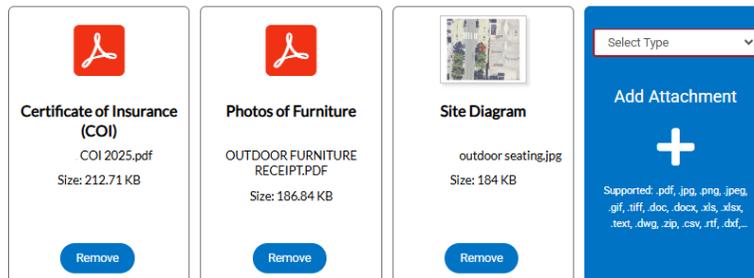
*REQUIRED



Attachments

Please attached the required documents below. To learn about the required documents for this application, please visit our

Seating website [here](#).



Back

Next

After you have clicked on the **'Next'** icon, a box will automatically appear indicating that your files are being saved. This may take a moment, and it is best to allow up to 2 minutes to complete the uploading process before you suspect any issues. Once the documents are saved, the box will automatically disappear from the screen, and you will proceed to the **Review** page.

Saving Files

3 of 3 Uploaded

[Show Details](#)

100 %

Please **thoroughly** review all of the information you have provided during the renewal process. Any incorrect information can delay the processing of your Renewal Application and potentially result in the interruption of your regular business operations. Once you have completed reviewing your Renewal Application. You are now ready to click on the **'Submit'** icon.

Renew License - Sidewalk Seating *REQUIRED

Progress: Type ✓ More Info ✓ Attachments ✓ Review and Submit 4

 Submit

Locations

Location: 220 W Hargett St, Raleigh, NC., 27601

Parcel Number

Basic Info

Type: Sidewalk Seating

Description

Applied Date

License Holder

Contacts

Applicant

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
PUPS - Outdoor Seating Permit Fee	

You have now successfully completed your Permit Renewal Application. The Hospitality and Nightlife Team will process your application as soon as possible!

✓ Your license application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly. ✕