



Request and Authorization for Account Access

City of Raleigh Permit and Development Portal

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To better allow you to enable colleagues to access your account information on the Permit and Development Portal, the City of Raleigh will link other individual user accounts within the system to your account with your direction and written authorization.

Your business name: _____

Authorized users to access your account:

Name: _____

Name: _____

Name: _____

Name: _____

By allowing such access, I understand and agree that:

- The City of Raleigh will provide the above-listed users with access to my account information within the City of Raleigh Permit and Development Portal and that these users will have the ability to enter, modify, and delete records that are within the control of my account.
- I am responsible for the security and control of my account information and content, including records of my clients and colleagues, and for the actions that I take within my account and for the actions of the users that I have authorized to access my account perform.
- I have obtained all necessary consents and permissions from my clients and other members of the development teams for my projects that are necessary to allow my access and the access of the authorized users listed above to the project information within the Permit and Development Portal.
- It is my responsibility to immediately notify the City if my account or if the accounts of the authorized users listed above become compromised or if an authorized user listed above should no longer have access to my account. I understand that until such access rights are terminated, the authorized user will have the ability to apply for permits, request inspections, and conduct other activities within my name and I accept full responsibility for those actions, including payment for any fees, penalties, or fines associated with their actions.

Print name (as register in system): _____

Signature: _____ Date: _____