

New Single-Family Dwelling/Duplex 2022 Online Application Process

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Apply

1. After customer has logged in, Select the Apply button
2. Under PERMITS select All

The screenshot shows the Raleigh website interface. At the top left is the Raleigh logo. A navigation bar contains an 'Apply' button with a dropdown arrow, highlighted with a red box and a red circle containing the number '1'. Below the navigation bar are three columns: PERMITS, PLANS, and PUPS. Under the PERMITS column, the 'All (52)' option is highlighted with a red box and a red circle containing the number '2'. Other options listed include Co-locate/Small Cell (Inside Right of Way), Commercial Electrical - Alteration or Repair, Low Voltage Wiring or Communication, Service Upgrade, and Commercial Duct Work (Repair/replace).

3. Start type "New Single...". You don't have to type it out in full.
4. Select New Single-Family Dwelling/Duplex as it appears.

The screenshot shows the 'Application Assistant' search bar. The search input field contains 'new single' and is highlighted with a red box and a red circle containing the number '3'. Below the search bar, the search results are displayed, with 'New Single Family Dwelling/Duplex' highlighted and a red arrow pointing to it, accompanied by a red circle containing the number '4'. Navigation buttons for 'All', 'Trending', 'My History', 'PUPS', 'PERMITS', and 'PLANS' are visible below the search results.

5. Click the Apply button.

The screenshot shows the 'Application Assistant' interface with the search results for 'New Single Family Dwelling/Duplex'. The search input field contains 'New Single Family Dwelling/Duplex'. Below the search bar are navigation buttons for 'All', 'Trending', 'My History', 'PUPS', 'PERMITS', and 'PLANS'. A 'Show Categories' link is visible. The 'New Single Family Dwelling/Duplex' category is displayed with a house icon, a hammer icon, and a description: 'This permit should be used for the construction of a new 1 or 2 family dwelling.' The 'Apply' button is highlighted with a red box and a red circle containing the number '5'.

Locations

6. Select the Add Location card.

Apply for Permit - New Single Family Dwelling/Duplex

1 2 3
Locations Type Contacts

LOCATIONS

Please **Search/Add** the address of the proposed project.

Location

Add Location

+

REQUIRED

6

7. Enter the desired address.

Add Address As Location

SEARCH

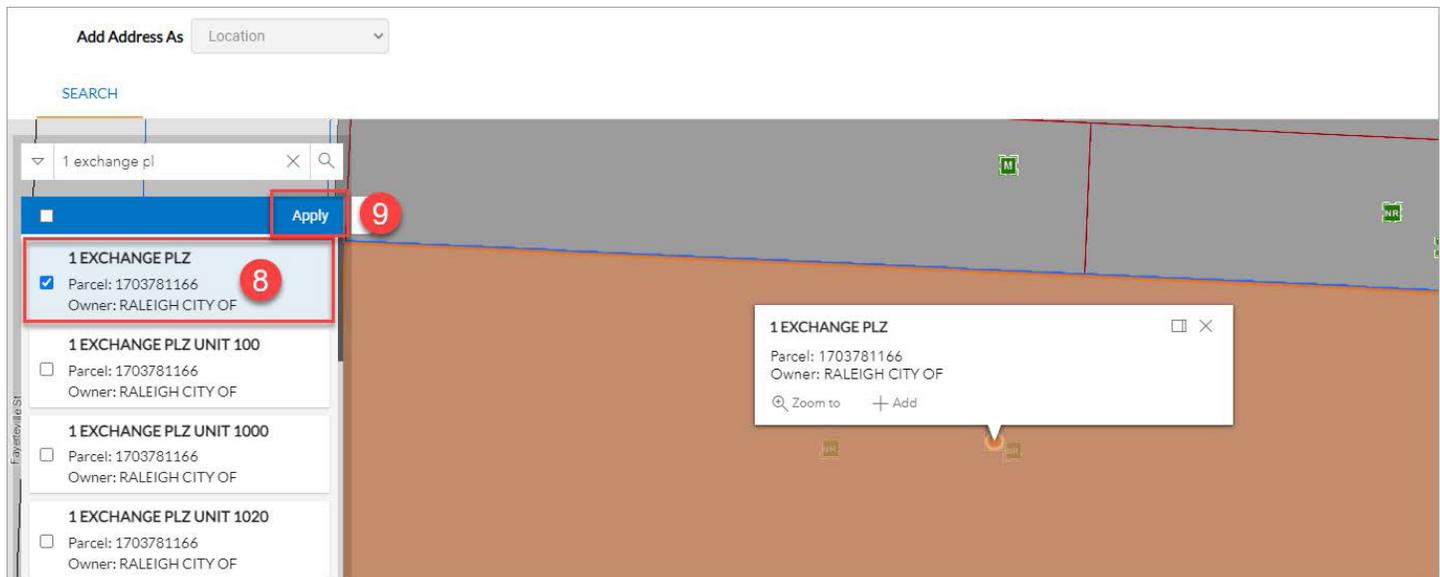
1 exchange pl

7

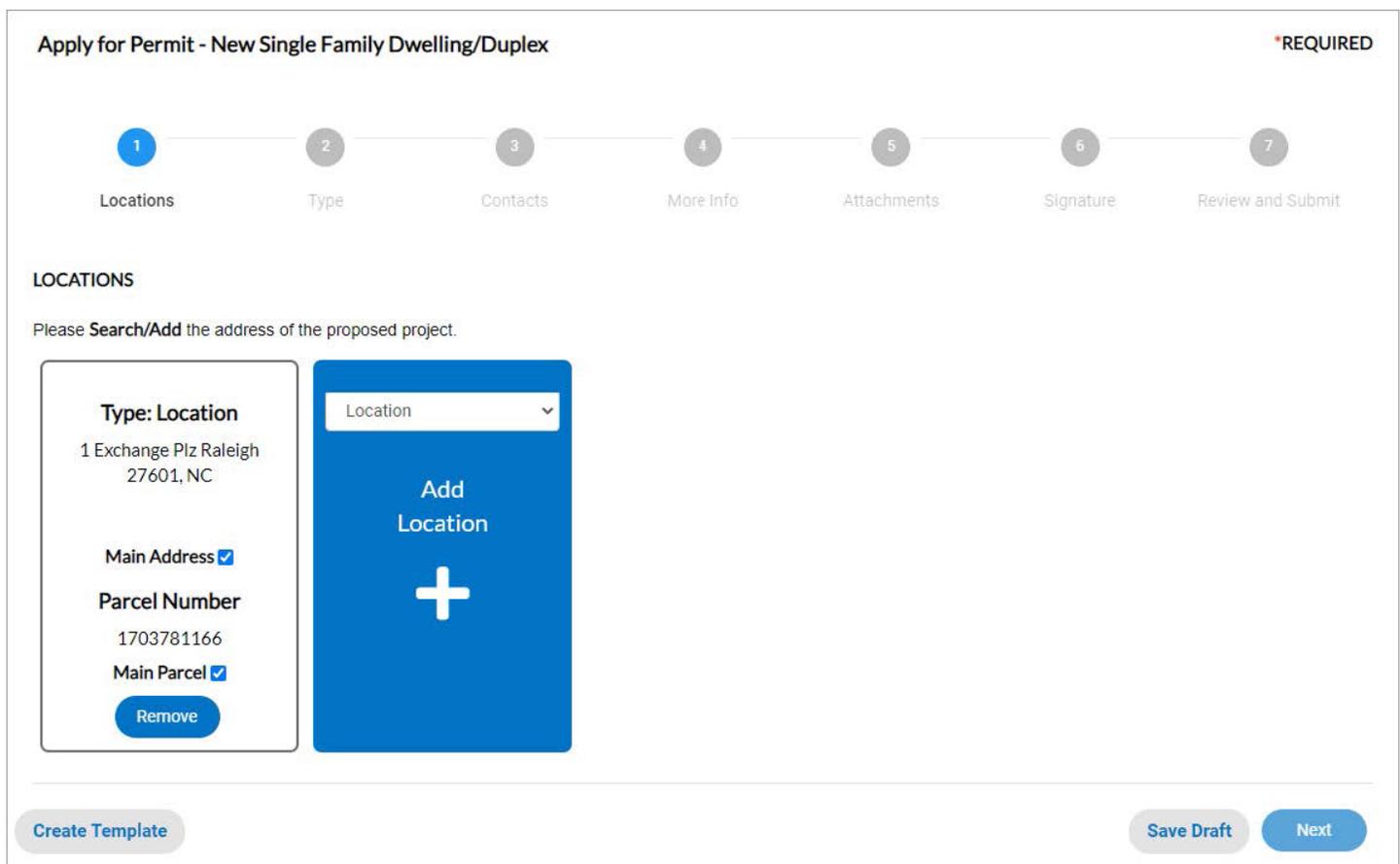
- 1 EXCHANGE PLZ
Parcel: 1703781166
Owner: RALEIGH CITY OF
- 1 EXCHANGE PLZ UNIT 100
Parcel: 1703781166
Owner: RALEIGH CITY OF
- 1 EXCHANGE PLZ UNIT 1000
Parcel: 1703781166
Owner: RALEIGH CITY OF
- 1 EXCHANGE PLZ UNIT 1020
Parcel: 1703781166
Owner: RALEIGH CITY OF
- 1 EXCHANGE PLZ UNIT 115
Parcel: 1703781166
Owner: RALEIGH CITY OF

8. Select the desired Address

9. Click Apply.



10. At this time, the system is verifying the parcel and weather or not you can apply for this permit at this location. This process can take up to 30 seconds before the Next button is enabled (clickable). If the system has successfully verified the parcel information, the Next button will brighten up and become clickable. Please click Next.



Apply for Permit - New Single Family Dwelling/Duplex *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Please Search/Add the address of the proposed project.

Type: Location
1 Exchange Plz Raleigh
27601, NC

Main Address

Parcel Number
1703781166

Main Parcel

Remove

Location

+

Add Location

10

Create Template
Save Draft
Next

Type

11. Enter the appropriate description.

12. Click Next.

Apply for Permit - New Single Family Dwelling/Duplex *REQUIRED

Locations
 2 Type
 Contacts
 More Info
 Attachments
 Signature
 Review and Submit

PERMIT DETAILS

* Permit Type

* Description Two level SFD. 11

Valuation

12

Back
Create Template
Save Draft
Next

Contacts

13. Owner, GC/E/P/M contractor contacts are required. Click on the appropriate contact card to begin adding the contact.

Apply for Permit - New Single Family Dwelling/Duplex *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. **Contacts** (3) 4. More Info 5. Attachments 6. Signature 7. Review and Submit

CONTACTS

If your submittal proposes any work in the right-of-way or adjacent to the right-of-way, any contractor performing work in the Right-of-Way must have these minimum documents on file in accordance with the City of Raleigh Code [Section 11-6001](#) and [Section 11-6002](#):

- A current performance bond (\$5,000.00 minimum)
- Current general liability insurance

If the documents are not up to date, no permits can be issued. If it is determined during the review process that a Right-of-Way permit is needed, you will be notified and can provide that information prior to permit issuance. Please contact the Customer Service Center at ds.help@raleighnc.gov and provide digital copies of the required documentation.

Applicant



XXXXXXXXXX
XXXXXX
XXXXXXXXXX
XXXXXX

Electrical Contractor

Add Contact

+

REQUIRED

Mechanical Contractor

Add Contact

+

REQUIRED

Owner

Add Contact

+

REQUIRED

Plumbing Contractor

Add Contact

+

REQUIRED

General Contractor

Add Contact

+

REQUIRED

Owner/Builder

Add Contact

+

REQUIRED

Select Type

+

BackCreate TemplateSave DraftNext

13

Single Family Dwelling/Duplex | 2022 Online Application Process

6

14. The contact type you are entering is listed at the top of the Add Contact page.

15. Search for the desired contact.

16. Click the Add button next to the desired contact.

Dashboard Home Apply My Work Today's Inspections Map Report Pay Invoices Help & Links Search Calendar 5

Back to Application

Add Contact

Add Contact As : Owner 14

Search Enter Manually My Favorites

Search test 15

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
☆				TESTING OFFICE	chevy.edwards@raleighnc.gov	Add
☆	Test	Test				Add
☆	test	testing	2342		testraleigh@mailinator.com	Add
☆	Test	Test	2342	TESTING OFFICE	chevy.edwards@raleighnc.gov	Add
☆	Test	Test	2342	TESTING OFFICE	chevy.edwards@raleighnc.gov	Add
☆	Test	Test	2342	TESTING OFFICE	chevy.edwards@raleighnc.gov	Add

17. If additional contacts need to be added that are not required, select the appropriate contact type and then click on the card. Repeat steps 15 and 16.

Remove

Alternate Owner

Add Contact 17

18. When all contacts have been entered, click Next.

- A current performance bond (\$5,000.00 minimum)
- Current general liability insurance

If the documents are not up to date, no permits can be issued. If it is determined during the review process that a Right-of-Way permit is needed, you will be notified and can provide that information prior to permit issuance. Please contact the Customer Service Center at ds.help@raleighnc.gov and provide digital copies of the required documentation.

Applicant [Name] (You) [Address] [Phone] [Email]	Electrical Contractor [Name] [Address] [Phone] [Email]	Mechanical Contractor [Name] [Address] [Phone] [Email]	Owner Test Test
Plumbing Contractor [Name] [Address] [Phone] [Email]	General Contractor [Name] [Address] [Phone] [Email]	Add Contact + Select Type	

18

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

More Info

19. Enter information in all relevant and required fields. When all relevant and required fields have been entered, click Next.

Apply for Permit - New Single Family Dwelling/Duplex *REQUIRED

✓
Locations

✓
Type

✓
Contacts

4
More Info

5
Attachments

6
Signature

7
Review and Submit

MORE INFO

Residential Infill Compatibility (UDO 2.2.7)

If your project must comply with residential infill compatibility (UDO Section 2.2.7) it will be subject to more restrictive setback and height requirements. A foundation survey may be required for this project. For more information about residential infill compatibility visit the [Residential Infill web page](#).

NOTE:

- If you are not sure if your property meets the infill standards, you may submit an Infill Verification request form via the [Permit and Development Portal](#).
- There is a \$45 fee for this request.

Building [Next Section](#) | [Top](#) | [Main Menu](#)

*Basement
Basement is required.

Number of Dwelling Units

Number of Stories

Subdivision

*Heated Square Feet
Heated Square Feet is required.

*Closing existing driveway?

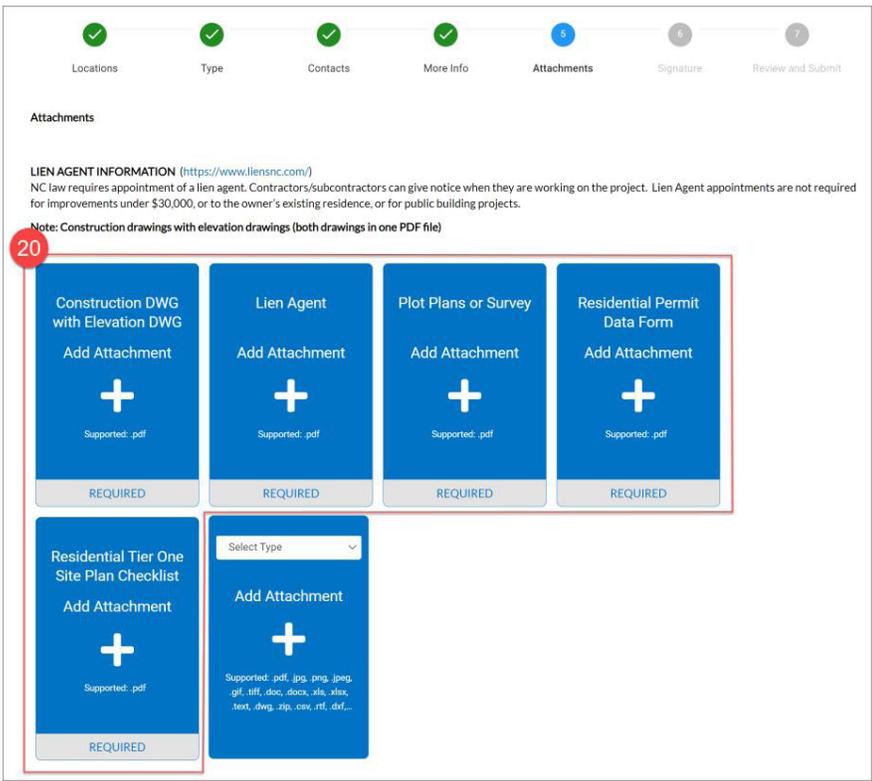
Residential Infill Compatibility (UDO 2.2.7) [Previous Section](#) | [Top](#) | [Main Menu](#)

Please select the response that applies to your application - Yes, property qualifies as a residential infill development or No, property does not qualify as a residential infill development.

*Residential Infill Compatibility (UDO 2.2.7)

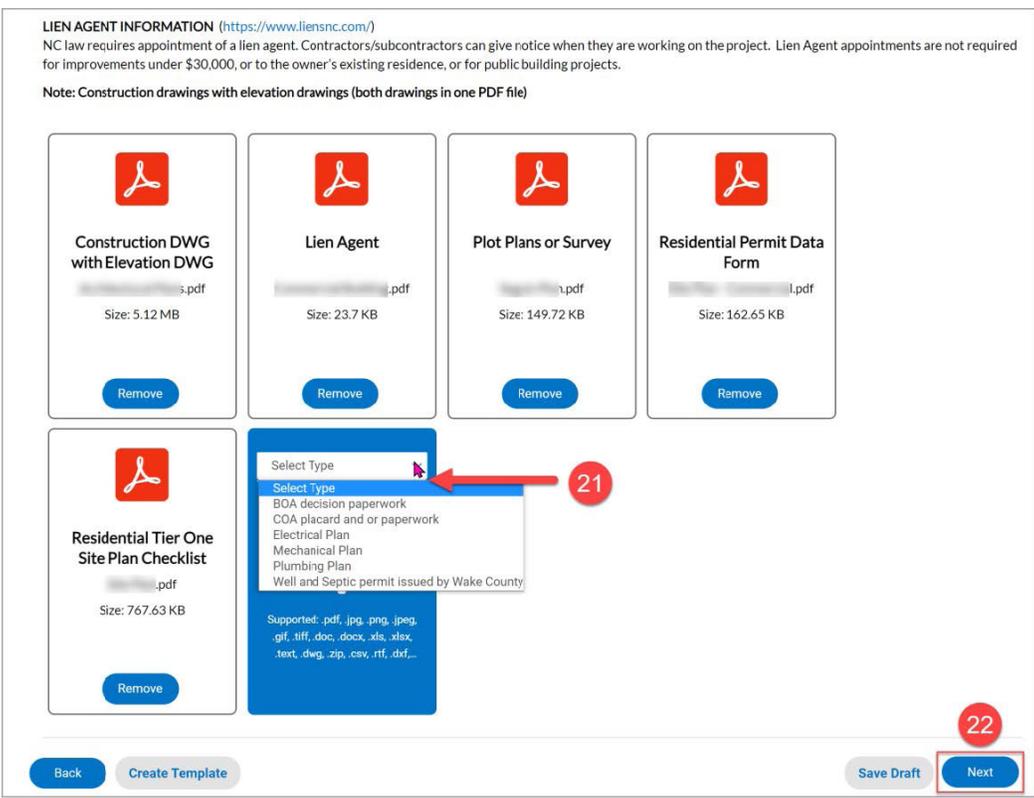
Attachments

20. Attach all appropriate and required files by clicking on the attachment card.



21. If additional files need to be added, select the desired file type and click on the card to locate the file to be uploaded.

22. Once all files have been attached, click Next.



Signature

23. Applicant must type or scribe their name to proceed. Click Next when complete.

Apply for Permit - New Single Family Dwelling/Duplex *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (✓) 4. More Info (✓) 5. Attachments (✓) 6. Signature (6) 7. Review and Submit (7)

SIGNATURE

Please read and sign the following statement to finish the application. I understand and agree that I am using an electronic application process which requires me to provide my electronic signature. I understand that my application will be signed electronically when I select the check box below and by signing in this manner, I am legally bound to the representations, terms and conditions herein. The undersigned applicant hereby authorizes the filing of this application (and any subsequent revisions thereto). If the applicant is not the property owner (e.g., a prospective buyer), (s)he has obtained the owner/occupant's permission for the application and the City's entry onto the property. The undersigned also authorizes the City of Raleigh representatives to enter the site for the purpose of conducting inspections or evaluations to determine compliance with applicable laws and rules. The undersigned also understands, acknowledges, and certifies that:

- To the best of his or her knowledge and belief, all information supplied with this application and on any attached documents is true, accurate, and complete.
- Any false information may be grounds for rejection of this application or revocation of the permit or plan. (S)He is solely responsible for the proper identification and labeling of all property lines and corners and ensuring site accessibility. The undersigned applicant also understands the application and any communication and/or permits issued as a result of this application are public records subject to disclosure pursuant to the North Carolina Public Records Act (North Carolina General Statutes Chapter 132).

By clicking the box below, I am agreeing to the Terms and Conditions presented electronically, I certify that I was technically able to open, read, print, or download this section of the application, and I have had reasonable opportunity to read and understand the application. I agree that my electronic signature has the same effect as if I signed in ink.

As the applicant signing this agreement, to proceed you must either Enable Type Signature or scribe your name using the cursor in the signature box below.

* Please type your name as consent to electronically sign this application.

Test User

Enable Type Signature Test User

Courtney (CSS) Bland-Fowler
September, 03 2021

Test User

Enable Type Signature to allow the system to create a signature for you.

Back Create Template Save Draft **Next**

signed in ink.

As the applicant signing this agreement, to proceed you must either Enable Type Signature or scribe your name using the cursor in the signature box below.

* Please type your name as consent to electronically sign this application.

Test User

Enable Type Signature

September, 03 2021

Test User

Use a mouse or touchpad/touch screen to scribe your signature.

Clear

Back Create Template Save Draft **Next**

Review and Submit

24. Review data entered by scrolling down. If any information needs to be changed, click the Back button at the bottom left side of the screen until you have accessed the desired screen(s). Otherwise, click Submit.

The screenshot shows the Raleigh permit application interface. At the top left is the Raleigh logo. The top right shows the user name 'Good Evening, Courtney (CSS) Bland-Fowler' and a notification icon. Below the navigation bar, the page title is 'Apply for Permit - New Single Family Dwelling/Duplex' with a '*REQUIRED' status. A progress bar at the top indicates the following steps: Locations (checked), Type (checked), Contacts (checked), More Info (checked), Attachments (checked), Signature (checked), and Review and Submit (active). A 'Submit' button is highlighted with a red box. Below the progress bar, the 'Locations' section shows 'Location: 1234 Duffy Pl Raleigh 27603, NC' and 'Parcel Number: 1703227873'. The 'Basic info' section shows 'Type: New Single Family Dwelling/Duplex', 'Description: test', 'Valuation', and 'Applied Date: 09/03/2021'. The 'Contacts' section lists the applicant as 'Courtney (CSS) Bland-Fowler' and includes a list of attachments: 'Attached Garage Square Feet: 1', 'Construction DWG with Elevation DWG: Architectural Plans.pdf', 'Lien Agent: Commercial Building.pdf', 'Plot Plans or Survey: Seguin Plan.pdf', 'Residential Permit Data Form: Site Plan - Commercial.pdf', and 'Residential Tier One Site Plan Checklist: Site Plans.pdf'. At the bottom, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Submit' (highlighted with a red box).

Submitted

25. Click the Continue to permit button to view your submitted permit information. At this time, no other changes can be made to your permit. You will need to contact a member of the Development Services team to update any needed information. Each listed contractor will receive an email identifying them as a contractor of this permit.

The screenshot shows the Raleigh permit application submitted confirmation screen. At the top is the navigation bar with 'Dashboard', 'Home', 'Apply', 'My Work', 'Today's Inspections', 'Map', 'Report', 'Pay Invoices', and 'Help & Links'. The main content area features a green checkmark icon followed by the text 'Your application was successfully submitted!'. Below this, a message reads: 'Thank you for your submittal. Staff will review your documents and contact you with any questions. Once approved for processing, you will be contacted at the provided email or phone number with information regarding payment of fees and next steps.' A 'Continue to permit' button is highlighted with a red box.

Permit Summary

26. Click on the various tabs to view your submitted information.

Permit Number: BLDR-023749-2021

Permit Details | Tab Elements | Main Menu

Type:	New Single Family Dwelling/Duplex	Status:	Submitted - Online	Project Name:	
IVR Number:	112689	Applied Date:	09/03/2021	Issue Date:	
District:	CITY-RALEIGH	Assigned To:		Expire Date:	
		Valuation:	\$0.00	Finalized Date:	
Description:	test				

Summary | Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | More Info

Progress

0% Completed

- Completed
- In Progress
- Not Started

Workflow

- Application Completeness Review [SFD] - Started - Scheduled for 09/07/2021
- Plan Review [BLDR | New Building]
- Create/Link - Electrical (Residential)
- Create/Link - Mechanical (Residential) Permit
- Create/Link - Plumbing (Residential) Permit
- Create/Link - Right of Way Driveway [Residential]
- Create/Link - UC / Stubs Permit(COR ETJ)
- Create/Link - Urban Forestry [Tree Impact Permit]
- Final Review [BLDR | 2 Day Review]

Available Actions

No Actions

Fees

\$0.00

View Details

Email to contractors (GC, P, M, E)

When the online permit application is submitted, each contractor (GC, P, M, E) will receive an email permitting that they have an email address associated to their contact.

City of Raleigh: New Permit Application Submitted

To: [Redacted]

CC:

From:

Message

This email is to notify you that you have been listed as a Mechanical Contractor on the permit application BLDR-023749-2021 with the address of [Redacted].

If you are unaware of this permit application, please contact ds.help@raleighnc.gov or 919-996-2500 to notify staff that you or your organization should not be associated with this permit.

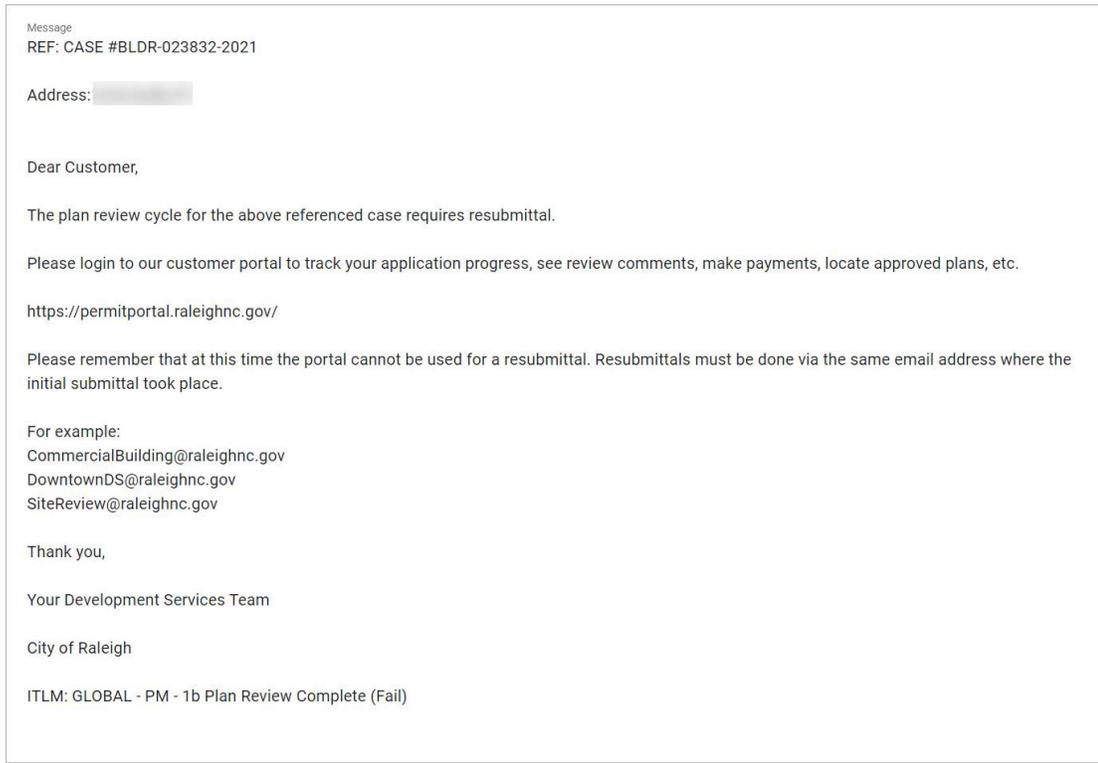
Regards,

Customer Service Center
Planning and Development Department
City of Raleigh

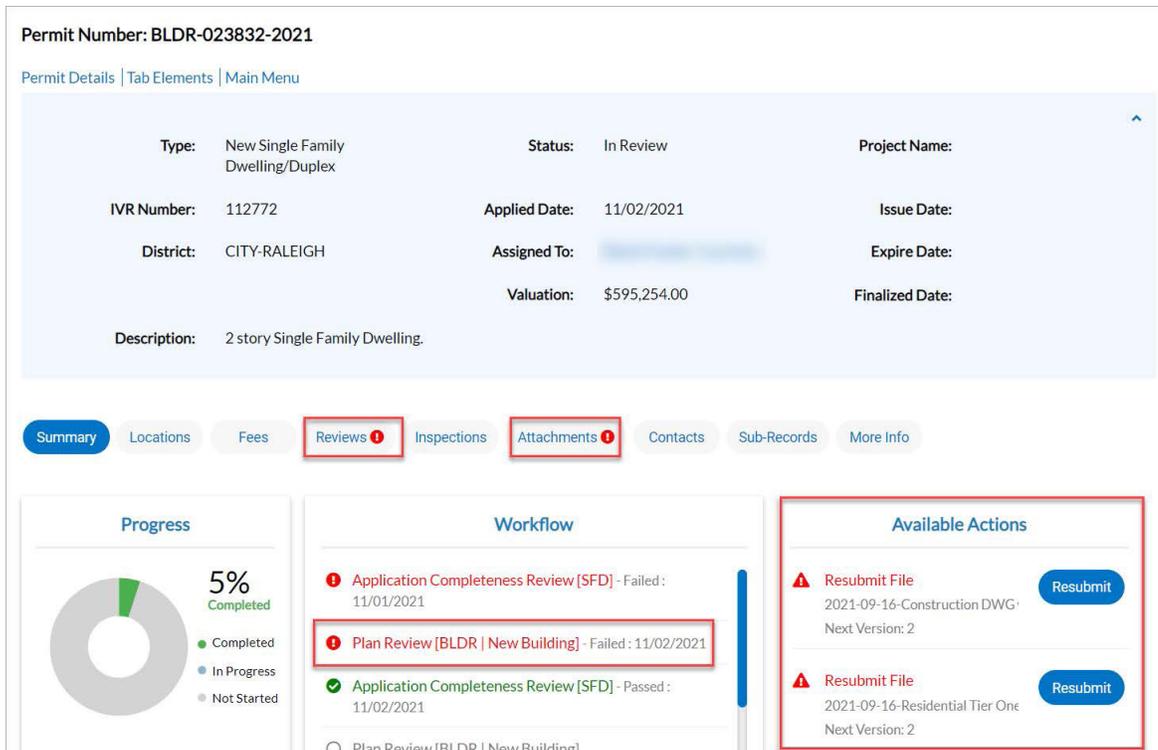
EXAMPLE EMAIL

Requires Resubmit

When a review requires resubmittal or additional information, will receive an email like the email below:



When the customer logs into the portal and locates the respective record, they will see a red bubble on the Review and Attachments tabs. You will also see updates in the Workflow and Available Actions sections.



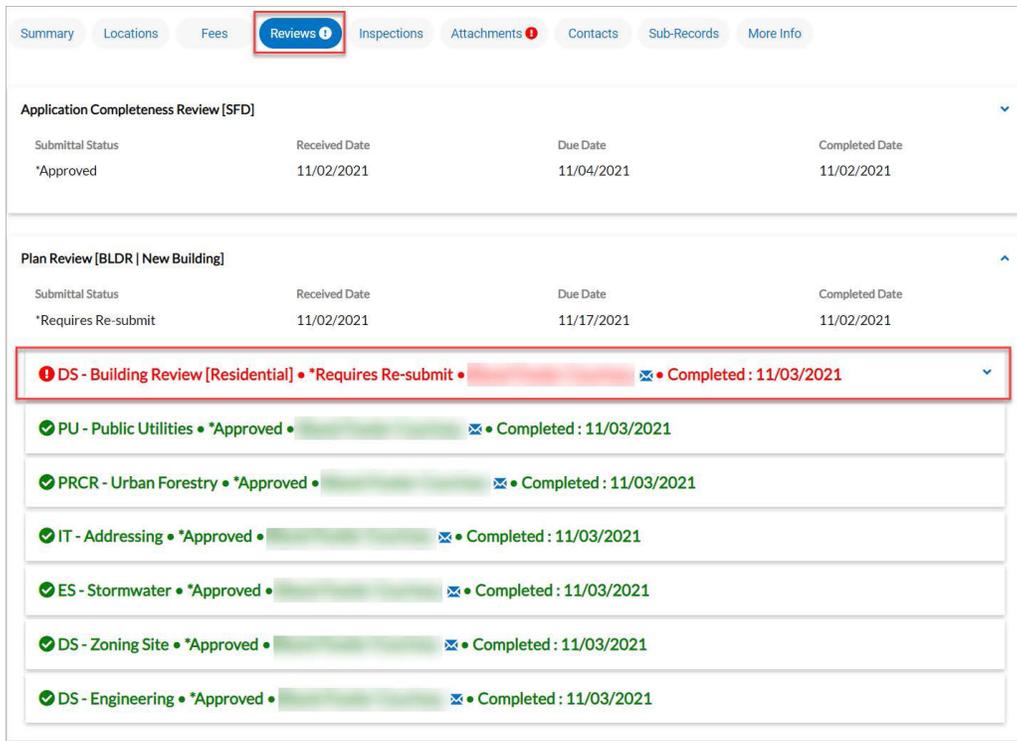
Reviewing Corrections

Corrections can be viewed on the Review tab, Permit Corrections Report, and the Markups feature. Customers will still need to open the plans needing to be resubmitted for any appropriate markups.

Reviews Tab

Customers can view the corrections by expanding each one individually.

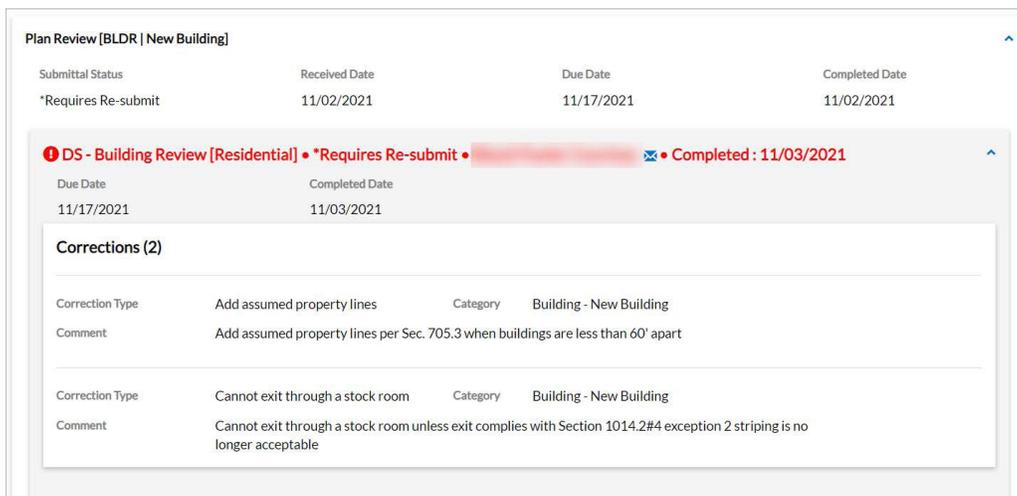
1. Click Reviews.
2. Click on the desired review to expand it.
3. To view each correction, comment, and/or recommendation, click on each review in the Plan Review.



Submittal Status	Received Date	Due Date	Completed Date
*Approved	11/02/2021	11/04/2021	11/02/2021

Submittal Status	Received Date	Due Date	Completed Date
*Requires Re-submit	11/02/2021	11/17/2021	11/02/2021

Review Item	Status	Completed Date
DS - Building Review [Residential]	*Requires Re-submit	Completed : 11/03/2021
PU - Public Utilities	*Approved	Completed : 11/03/2021
PRCR - Urban Forestry	*Approved	Completed : 11/03/2021
IT - Addressing	*Approved	Completed : 11/03/2021
ES - Stormwater	*Approved	Completed : 11/03/2021
DS - Zoning Site	*Approved	Completed : 11/03/2021
DS - Engineering	*Approved	Completed : 11/03/2021



Submittal Status	Received Date	Due Date	Completed Date
*Requires Re-submit	11/02/2021	11/17/2021	11/02/2021

Due Date	Completed Date
11/17/2021	11/03/2021

Corrections (2)

Correction Type	Category
Add assumed property lines	Building - New Building
Cannot exit through a stock room	Building - New Building

Comment: Add assumed property lines per Sec. 705.3 when buildings are less than 60' apart

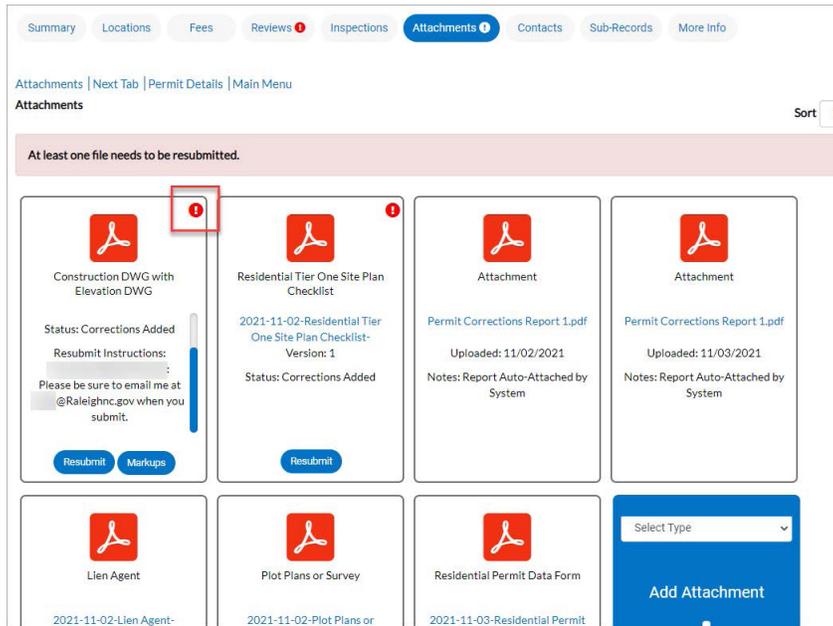
Comment: Cannot exit through a stock room unless exit complies with Section 1014.2#4 exception 2 striping is no longer acceptable

Attachments Tab

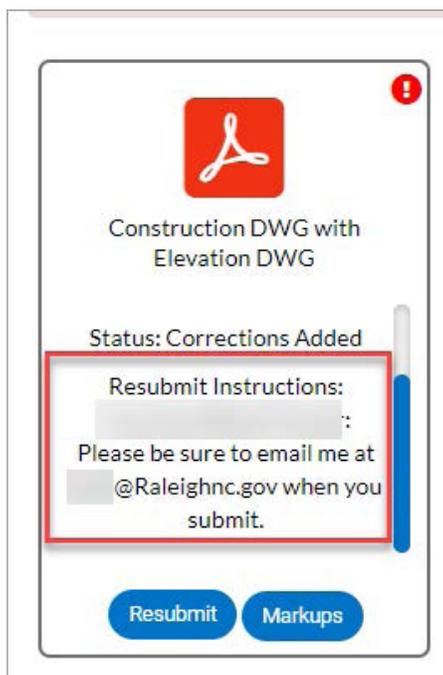
Customers can view all their corrections report and review files under the attachments tab.

1. Click on the Attachments Tab.

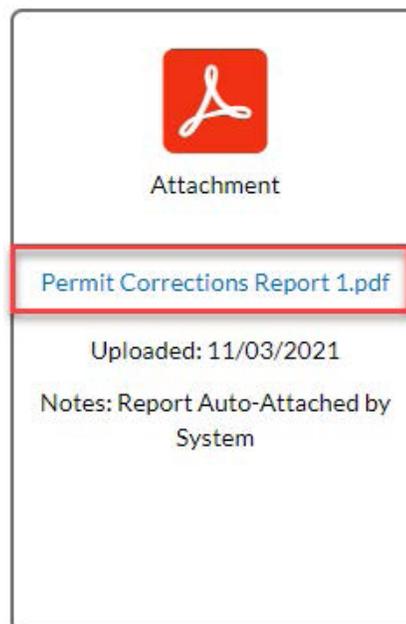
2. The files needing to be resubmitted have red bubble with an explanation mark in it.



3. If the reviewer provided additional resubmittal instructions for a file, it will be located below the status of the file.



4. Review the corrections report under Attachments for a summary of corrections. It's possible that there are multiple Permit Corrections Reports listed, select the one with the most recent date.



Markups

If a document includes markups on the attachment, customers will see a Markups button on the appropriate attachment card. This will display the Markup comments in a list form. The corresponding page number will also be included.

The image shows a document card on the left and a 'Markups' modal window on the right. The document card is titled 'Construction DWG with Elevation DWG' and has a status of 'Corrections Added'. It includes a 'Resubmit Instructions' section and a 'Resubmit' button. The 'Markups' modal window displays a table of comments:

Text	Added By	Page
What were you thinking???	Courtney Bland-Fowler	1
HEY!!!	Wayne Brewer	1
This is a correction	Courtney Bland-Fowler	1

Users can also open the files needing to be resubmitted to view the markups in detail.

The image shows two document cards side-by-side. The left card is titled 'Construction DWG with Elevation DWG' and the right card is titled 'Residential Tier One Site Plan Checklist'. Both cards have a status of 'Corrections Added' and a 'Resubmit' button. The 'Markups' button on the left card is highlighted with a red box.

Resubmitting Files

Do not start this process until you are truly ready to resubmit the files.

To resubmit files:

1. Click the **Resubmit** button of the appropriate file.
2. There will be three steps to complete, **Files, Reviews, and Resubmit.**

The image shows a document card titled 'Construction DWG with Elevation DWG' with a status of 'Corrections Added'. The 'Resubmit' button is highlighted with a red box.

3. Files Step – customers have another opportunity to view the documents and their markups. Click Next.

[Back to Record](#)

Resubmit File(s)

1 Files 2 Reviews 3 Resubmit

Files

Construction DWG with Elevation DWG Supported: .pdf

File	Version	Resubmit Instructions
2021-11-02-Construction DWG with Elevation DWG-B1_v1.pdf	1	; Please be sure to email me at blah@Raleighnc.gov when you submit.

Markups

Text	Added By	Page
What were you thinking???	Courtney Bland-Fowler	1
HEY!!!	Wayne Brewer	1
This is a correction	Courtney Bland-Fowler	1

Residential Tier One Site Plan Checklist Supported: .pdf

File	Version
2021-11-02-Residential Tier One Site Plan Checklist-D1_v1.pdf	1

[Next](#)

4. Reviews Step – The customer must acknowledge each correction. The system does not allow resubmittal until the customer acknowledges the correction. When complete, click Next.

✓ Files 2 Reviews 3 Resubmit

Reviews

All reviews in red must be acknowledged before continuing.

Plan Review [BLDR] New Building

Submittal Status	Received Date	Due Date	Completed Date
*Requires Re-submit	11/02/2021	11/17/2021	11/02/2021

✓ DS - Building Review [Residential] • *Requires Re-submit • ✕ Completed : 11/03/2021

Due Date	Completed Date
11/17/2021	11/03/2021

Corrections (2)

Correction Type	Add assumed property lines	Category	Building - New Building
Comment	Add assumed property lines per Sec. 705.3 when buildings are less than 60' apart		
Correction Type	Cannot exit through a stock room	Category	Building - New Building
Comment	Cannot exit through a stock room unless exit complies with Section 1014.2#4 exception 2 striping is no longer acceptable		

Acknowledge

[Back](#) [Next](#)

5. Resubmit – Click the Select File button for each file. You will navigate to the location of the file and attach it to the resubmittal. If the reviewer has asked that you submit additional files, click the 'Include additional new file?' slider.

Resubmit File(s)

Files ✓ Reviews ✓ Resubmit 3

Resubmit

Construction DWG with Elevation DWG Supported: .pdf Select File

File Version Resubmit Instructions
2021-11-02-Construction DWG with Elevation DWG-B1_v1.pdf 1 : Please be sure to email me at blah@Raleighnc.gov when you submit.

Residential Tier One Site Plan Checklist Supported: .pdf Select File

File Version
2021-11-02-Residential Tier One Site Plan Checklist-D1_v1.pdf 1

Include additional new file?

Back Submit

Select the appropriate file type. If the file type needed is not listed, use the 'City of Raleigh Detail' file type for all others.

Select Type

Select Type

- BOA decision paperwork
- City of Raleigh Detail
- COA placard and or paperwork
- General Liability Insurance
- Owner Exemption Affidavit
- Right-of-Way Contractor Bond
- Well and Septic permit issued by Wake County

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...

Click on the card to navigate to the appropriate location for the additional file. If additional files are needed, then repeat the step above. Click Submit.

Residential Tier One Site Plan Checklist Cancel

Previous File	New File	Size:
2021-11-02-Residential Tier One Site Plan Checklist-D1_v1.pdf	2021-09-16-Residential Tier One Site Plan Checklist-E1_v1_v2.pdf	161.84 KB

City of Raleigh Detail

Add Attachment

+

Supported: .pdf

Include additional new file?

Back

Submit

6. Once the files load, click Close.

Saving Files

2021-09-16-Construction DWG with Elevation DWG-C1_v1_v2.pdf	32 %
2021-09-16-Residential Tier One Site Plan Checklist-E1_v1_v2.pdf	0 %

Success

The file upload was submitted successfully.

Close

7. You will return to the permit. The Review tab will still have the red bubble until the next review cycle begins.

8. To view the previous file submittals, click the History button on the file card.

File Name	Category	Date Uploaded	Version	Has Corrections
2021-11-02-Construction DWG with Elevation DWG-B1_v1.pdf	Construction DWG with Elevation DWG	11/02/2021	1	Yes

Approved

Customers will receive an email stating that the Plan Review is approved. It may take a few days before the customer can see their approved plans online. At which time, they will be able to pay any outstanding fees.



Planning and Development Customer Service Center
ds.help@raleighnc.gov
(919) 996-2500