

Permit Portal Process Guide

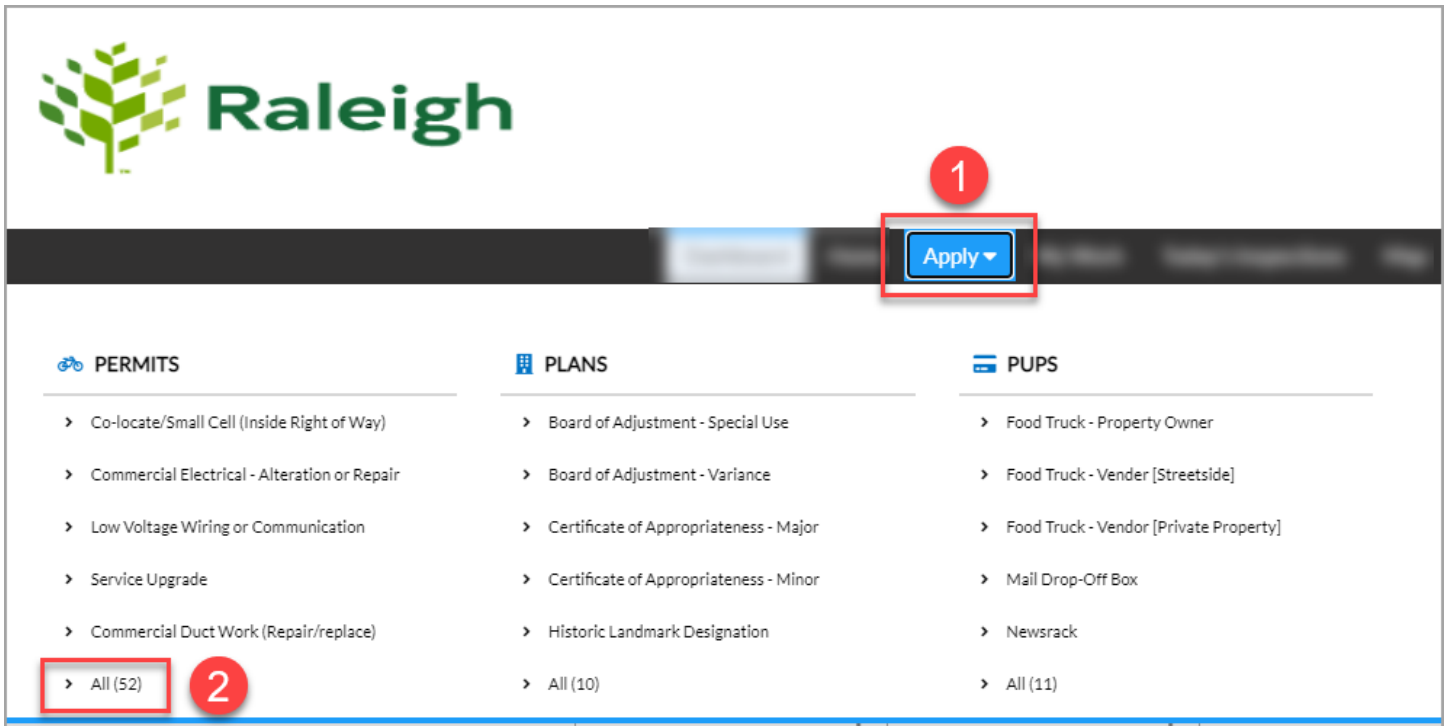
How to submit a project in Raleigh's
permit and development portal

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Apply

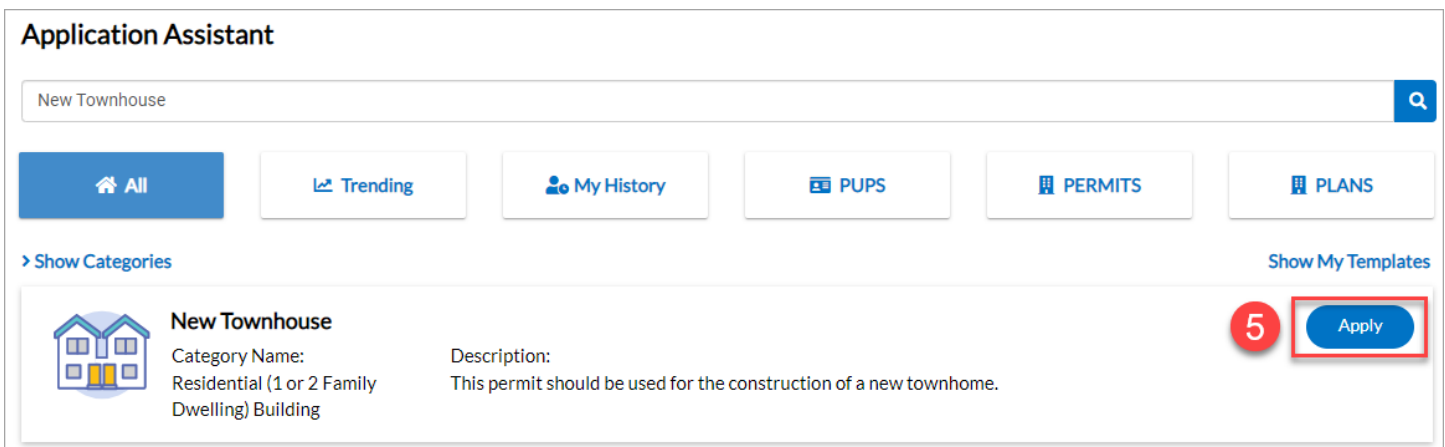
1. After customer has logged in, Select the Apply button
2. Under PERMITS select All



3. Start typing in the name of the desired application (e.g. "New Townhouse"). You don't have to type it out in full.
4. Select the desired application as it appears.



5. Click the Apply button.



Locations

6. Select the Add Location card.

Apply for Permit - New Townhouse

*REQUIRED

1

2

3

4

5

6

7

Locations

Type

Contacts

More Info

Attachments

Signature

Review and Submit

LOCATIONS

[Townhouse Submittal Requirements](#)

Please search/add all lot addresses associated with the plot plan drawings you are submitting.

Select the **Main Address** checkbox for the main lot # (this should be the address associated to your lowest lot #).

After addresses are selected, the system is processing GIS Information. Please wait for the "Next" button on the bottom right to be available.

Location

Add Location

+

REQUIRED

6

7. Enter the desired address.

Add Address As

Location

SEARCH

1 exchange plz

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(es).

9. Click Apply.

Add Address As Location

SEARCH

1 exchange pl

Apply

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
Parcel: 1703781166
Owner: RALEIGH CITY OF
Zoom to + Add

10. If applying for a Townhouse project, please repeat steps 6-9 to add additional lot addresses. Otherwise skip to step 12.

11. If applying for Townhouse project, please select the Main Address checkbox for the main lot # (this should be the address associated to your lowest lot #). Otherwise, skip to step 12.

LOCATIONS

[Townhouse Submittal Requirements](#)

Please search/add all lot addresses associated with the plot plan drawings you are submitting.

Select the **Main Address** checkbox for the main lot # (this should be the address associated to your lowest lot #).

After addresses are selected, the system is processing GIS Information. Please wait for the "Next" button on the bottom right to be available.

| | | | |
|--|---|--|--|
| <p>Type: Location</p> <p>1 Exchange Plz Raleigh 27601, NC</p> <p>Main Address <input checked="" type="checkbox"/></p> <p>Parcel Number 1703781166</p> <p>Main Parcel <input checked="" type="checkbox"/></p> <p>Remove</p> | <p>Type: Location</p> <p>1 Exchange Plz STE 100 Raleigh 27601, NC</p> <p>Main Address <input type="checkbox"/></p> <p>Parcel Number 1703781166</p> <p>Main Parcel <input checked="" type="checkbox"/></p> <p>Remove</p> | <p>Type: Location</p> <p>1 Exchange Plz STE 1000 Raleigh 27601, NC</p> <p>Main Address <input type="checkbox"/></p> <p>Parcel Number 1703781166</p> <p>Main Parcel <input checked="" type="checkbox"/></p> <p>Remove</p> | <p>Type: Location</p> <p>1 Exchange Plz STE 1020 Raleigh 27601, NC</p> <p>Main Address <input type="checkbox"/></p> <p>Parcel Number 1703781166</p> <p>Main Parcel <input checked="" type="checkbox"/></p> <p>Remove</p> |
| <p>Type: Location</p> <p>1 Exchange Plz STE 115 Raleigh 27601, NC</p> <p>Main Address <input type="checkbox"/></p> <p>Parcel Number 1703781166</p> <p>Main Parcel <input checked="" type="checkbox"/></p> <p>Remove</p> | <p>Location</p> <p>Add Location</p> <p>+</p> | | |

12. After all addresses have been entered, the system will verify the parcel and whether 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.

Type: Location

1 Exchange Plz STE 115
Raleigh 27601, NC

Main Address ☐

Parcel Number

1703781166

Main Parcel ☒

Remove

Location

Add Location

GIS Information Processing

Create Template

Save Draft

Next

Type: Location

1 Exchange Plz NC 115
27601

Main Address ☒

Parcel Number

1703781166

Main Parcel ☒

Remove

Create Template

Save Draft

Next

Type

- 1. Enter the appropriate description.
- 2. Click Next.

Apply for Permit - New Single Family Dwelling/Duplex/ADU

*REQUIRED

✓

Locations

2

Type

3

Contacts

4

More Info

5

Attachments

6

Signature

7

Review and Submit

PERMIT DETAILS

* Permit Type

New Single Family Dwelling/Duplex/A

* Description

Approved SPR = SPR-00001-2022

Valuation

Back

Save Draft

Next

Contacts

1. Select the appropriate required contacts by clicking on the appropriate contact card to begin adding the contact.

Apply for Permit - New Single Family Dwelling/Duplex/ADU

*REQUIRED

✓

Locations

✓

Type

3

Contacts

4

More Info

5

Attachments

6

Signature

7

Review and Submit

CONTACTS

If any work is being performed in the Right-of-Way, please select your RW Contractor from the list on the Add Contact card.

If any work in the Right-of-Way or five feet 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) from your insurance company. [Contractor Bond Template](#)
- 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 during the review process and can submit that information at resubmittal.

HOMEOWNER ACTING AS THE CONTRACTOR

According to General Statute G.S. 87-14(a)(1), if you are a homeowner acting as the contractor for your project, the [Homeowners Exemption Affidavit](#) is required. Please attach the completed form to the **Attachments** section by selecting the Owner Exemption Affidavit File type.

Applicant



Courtney (CSS) Bland-Fowler (You)

Sweets by CeCe

6310 Terra Verde Drive

Electrical Contractor

Add Contact

+

REQUIRED

Mechanical Contractor

Add Contact

+

REQUIRED

Plumbing Contractor

Add Contact

+

REQUIRED

General Contractor

Add Contact

+

REQUIRED

Owner/Builder

Add Contact

+

REQUIRED

General Contractor

Add Contact

+

REQUIRED

Permit Portal Process Guide | 2024 Online Application Process

7

- 2. The contact type you are entering is listed at the top of the Add Contact page.
- 3. Search for the desired contact.
- 4. Click the Add button next to the desired contact.

[Back to Application](#)

Add Contact

Add Contact As : Electrical Contractor

Search

Enter Manually

My Favorites

Search

Sort

Relevance

| Favorite | First Name | Last Name | Address | Company | Email | Action |
|----------|------------|-----------|---------|---------|---------------------------------|----------------|
| | | | | test | ScrambledEmail154034A0@No.Email | <div>Add</div> |
| | | | | | | <div>Add</div> |
| | | | | | | <div>Add</div> |
| | | | | | | <div>Add</div> |
| | | | | | | <div>Add</div> |
| | | | | | | <div>Add</div> |

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

Alternate Owner


Add Contact


+

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


attach the completed form to the **Attachments** section by selecting the Owner Exemption Affidavit File type.


Applicant






Electrical Contractor






Remove


Mechanical Contractor






Remove


Plumbing Contractor






Remove

General Contractor





Remove

Select Type

Add Contact

+

Back

Save Draft

Next

More Info

1. Enter information in all relevant and required fields. If applicable, Contractor License Info Details for all 4 contractors is required (GC/M/E/P).

Apply for Permit - New Townhouse

*REQUIRED

✓

Locations

✓

Type

✓

Contacts

4

More Info

5

Attachments

6

Signature

7

Review and Submit

MORE INFO

Please enter the information for the lowest lot #. City staff will create permits/cases # for any associated lots provided in this submittal.

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](#).

Building

Next Section | Top | Main Menu

Basement

Number of Dwelling Units

Number of Stories

Subdivision

Please add the main lot # associated with this submittal package (this should be your lowest lot #)

*Main Lot #

Main Lot # is required.

Please list the additional lot numbers associated with this submittal package (i.e. 2-4)

*Associate Lot Numbers









Permit Portal Process Guide | 2024 Online Application Process

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Contractor License Info Details is a REQUIRED table. Click + Add Row to enter the GC/M/E/P contractor license information.

Contractor License Info Details

+ Add Row

| | Contractor Type | Contractor Name | Contractor License Number |
|---|-----------------------|------------------------------|---------------------------|
|   | Plumbing Contractor | Plumbing Contractor's Name | 765432 |
|   | Electrical Contractor | Electrical Contractor's Name | 987654 |
|   | Mechanical Contractor | Mechanical Contractor's Name | 456123 |
|   | General Contractor | General Contractor's Name | 123456 |

2. When all relevant and required fields have been entered, click Next.

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)

Yes

Back

Save Draft

Next

Attachments

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

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Signature

7

Review and Submit

Attachments

LIEN AGENT INFORMATION (<https://www.liensnc.com/>)
NC law requires appointment of a lien agent. Contractors/subcontractors can give notice when they are working on the project. Lien Agent appointments are not required for improvements under \$30,000, or to the owner's existing residence, or for public building projects.

Note: Construction drawings with elevation drawings (both drawings in one PDF file)

HOMEOWNER ACTING AS THE CONTRACTOR
According to General Statute G.S. 87-14(a)(1), if you are a homeowner acting as the contractor for your project, the [Homeowners Exemption Affidavit](#) is required. Please attach the completed form by selecting the Owner Exemption Affidavit File type drop-down below.

RIGHT-OF-WAY WORK
If any work is being performed in the Right-of-Way, please select your RW Contractor from the list on the Add Contact card.
If any work in the Right-of-Way or five feet 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) from your insurance company. [Contractor Bond Template](#)
- 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 during the review process and can submit that information at resubmittal.

STORMWATER
For projects where the total limits of disturbance are greater than or equal to 12,000 square feet but are less than one acre, the Erosion and Sediment Control Plans and the [Financially Responsible Ownership Form](#) may be included as attachments to the BLDR submittal for a New Single Family Dwelling. "Stormwater Other" may be used for additional documentation related to various stormwater requirements.

Construction DWG with Elevation DWG

Add Attachment

+

Supported: .pdf

REQUIRED

Lien Agent

Add Attachment

+

Supported: .pdf

REQUIRED

Plot Plans or Survey

Add Attachment

+

Supported: .pdf

REQUIRED

Residential Permit Data Form

Add Attachment

+

Supported: .pdf

REQUIRED

Residential Tier One Site Plan Checklist

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

Add Attachment

+


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

Back

Save Draft

Next

2. If additional files need to be added, select the desired file type and click on the card to locate the file to be uploaded.
3. Once all files have been attached, click Next.




Construction DWG with Elevation DWG

2021-09-16-Construction DWG with Elevation DWG.pdf

Size: 11 MB

Remove




Lien Agent

2021-09-16-Lien Agent-A1_v1.pdf

Size: 31.5 KB

Remove




Plot Plans or Survey

2021-09-16-Plot Plans or Survey-B1_v1.pdf

Size: 207.72 KB

Remove




Residential Permit Data Form

2021-09-16-Residential Permit Data Form-D1_v1.pdf

Size: 229.39 KB

Remove



Residential Tier One Site Plan Checklist

2021-09-16-Residential Tier One Site Plan Checklist-...

Size: 161.84 KB

Remove

Select Type

Select Type

BOA decision paperwork

City of Raleigh Detail

COA placard and or paperwork

Erosion and Sediment Control Plans

Financial Responsibility Ownership Form

General Liability Insurance

Owner Exemption Affidavit

Response To Comments

Right-of-Way Contractor Bond

Stormwater Other

Well and Septic permit issued by Wake County

Back

Save Draft

Next

Signature

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

Apply for Permit - New Single Family Dwelling/Duplex REQUIRED

✓

✓

✓

✓

✓

6

7

LocationsTypeContactsMore InfoAttachmentsSignatureReview and Submit

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.

Enable Type Signature ☒

Test User

Test User

Courtney (CSS) Bland-Fowler
September, 03 2021

X

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

X

Test User

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

Clear

Back

Create Template

Save Draft

Next

Review and Submit

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 'Apply for Permit - New Townhouse' page in the Raleigh Permit Portal. The top navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Help & Links, Search, and Calendar. The user is logged in as 'Sweets by CeCe'. The page title is 'Apply for Permit - New Townhouse' with a 'REQUIRED' status. A progress bar at the top shows seven steps: Locations, Type, Contacts, More Info, Attachments, Signature, and Review and Submit. The 'Review and Submit' step is highlighted with a blue circle and a 'Submit' button. Below the progress bar, the 'Locations' section lists two locations: '1 Exchange Plz Raleigh 27601, NC' and '1703781166'. The 'Attachments' section lists four items: 'Fire Flow Analysis and Stormwater Calculations', 'Lien Agent', 'Plot Plans and Construction Drawings', and 'Residential Permit Data Form'. At the bottom, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Submit'.

Submitted

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 Customer Service to update any needed information.

The screenshot shows the 'Submitted' page in the Raleigh Permit Portal. The top navigation bar is the same as the previous page. The main content area features a green checkmark icon and the text 'Your application was successfully submitted!'. Below this, a message states: '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.' At the bottom, there is a blue button labeled 'Continue to permit'.

Permit Summary

Click on the various tabs to view your submitted information.

NEW

Permit Number: BLDR-004110-2024

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: New Single Family Dwelling/Duplex/ADU

Status: Submitted - Online

Project Name:

IVR Number: 287868

Applied Date: 03/22/2024

Issue Date:

District: CITY-RALEIGH

Assigned To:

Expire Date:

Valuation: \$0.00

Finalized Date:

Description: test

Summary

Locations

Fees

Inspections

Attachments

Contacts

Sub-Records

More Info

Progress

0% Completed

Completed

In Progress

Not Started

Fees

\$0.00

View Details

Workflow

☐ Plan Review [BLDR | New Building]

☐ Create/Link - Electrical (Residential)

☐ Create/Link - Mechanical (Residential) Permit

☐ Create/Link - Plumbing (Residential) Permit

☐ Create/Link - Right of Way (Residential)

☐ Create/Link - UC / Stubs Permit(COR ETJ)

☐ Create/Link - Urban Forestry [Tree Impact Permit]

☐ Final Review [BLDR | 3 Day Review]

☐ FEES - Building (Residential) Permit Fees

Available Actions

No Actions

Email to the Applicant

Once the online permit application is submitted, the Applicant will promptly receive an email similar to the example below, confirming receipt of the application along with an anticipated processing timeframe..

City of Raleigh - Permit Submitted Online #BLDR-004110-2024

To: [redacted]

CC:

From:

Message

We have successfully received your submission, BLDR-004110-2024. Once your project is processed you will receive an email notification with the updated project status.

We are currently experiencing a high volume of submittals. We ask for your patience as it could take up to 5-7 business days for your submission to be reviewed.

If you have any questions or concerns, please call the Customer Service Center at (919)996-2500 or email DS.Help@RaleighNC.gov.

***This is an autogenerated email. Please do not reply to this email. ***

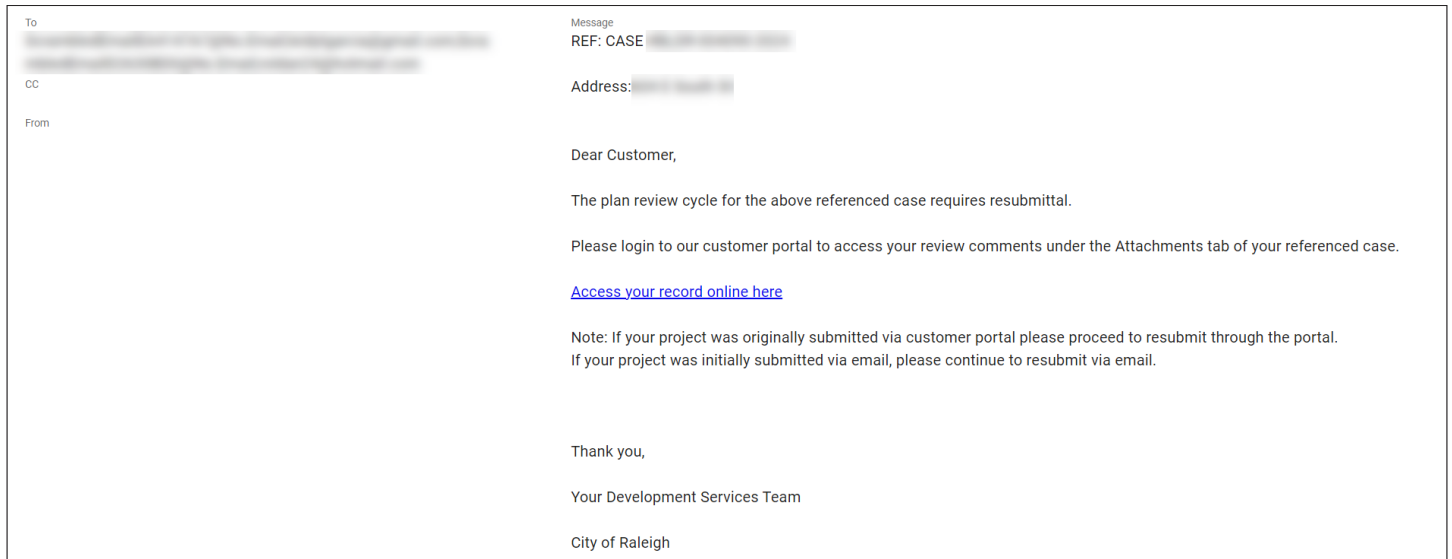
NEW

Permit Portal Process Guide | 2024 Online Application Process

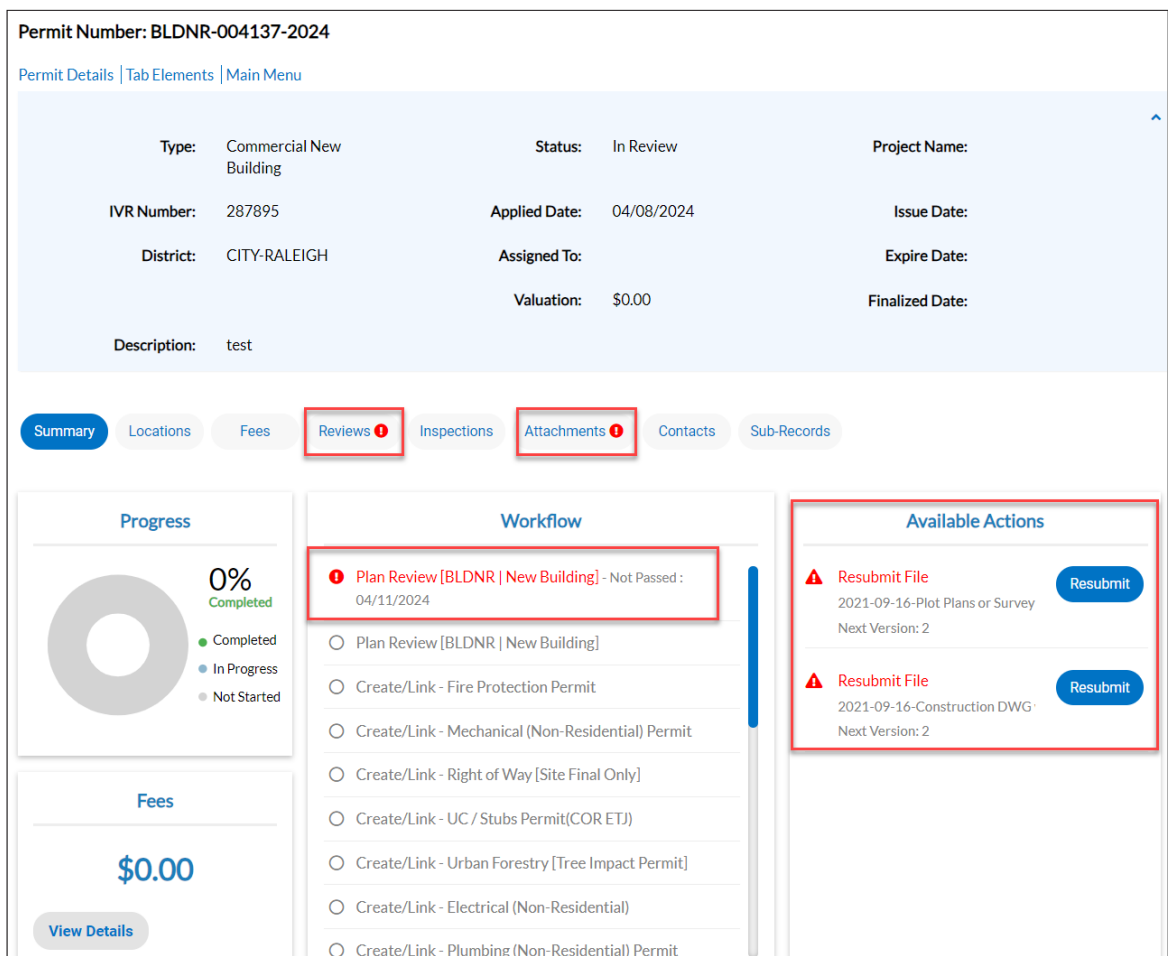
16

Requires Resubmit

When a review requires resubmittal or additional information, you will receive an email like the one 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**.

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

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

✓ 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

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)

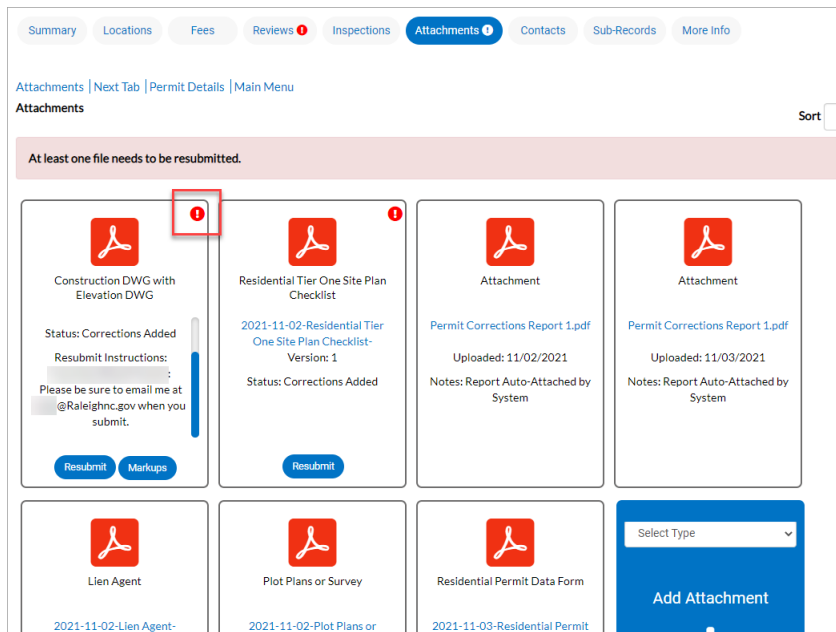
| Correction Type | Add assumed property lines | Category | Building - New Building |
|-----------------|--|----------|-------------------------|
| Comment | Add assumed property lines per Sec. 705.3 when buildings are less than 60' apart | | |

| 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 | | |

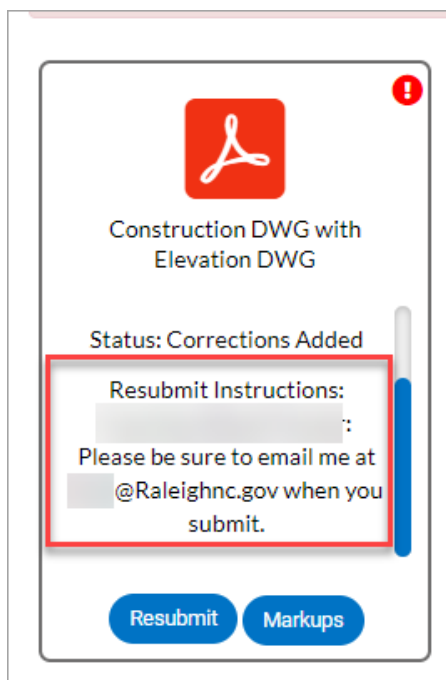
Attachments Tab

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

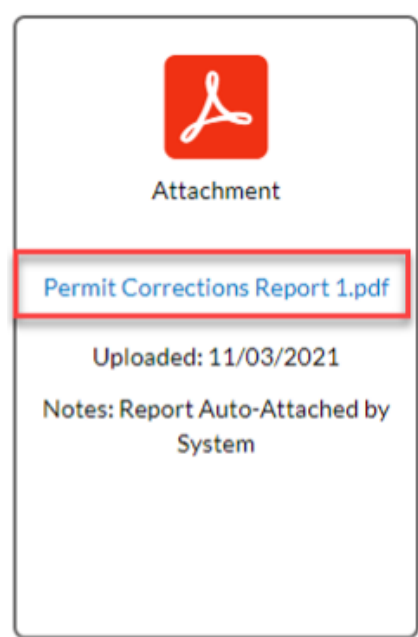
1. Click on the Attachments tab.
2. The files needing to be resubmitted have a red bubble with an explanation mark in it.



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

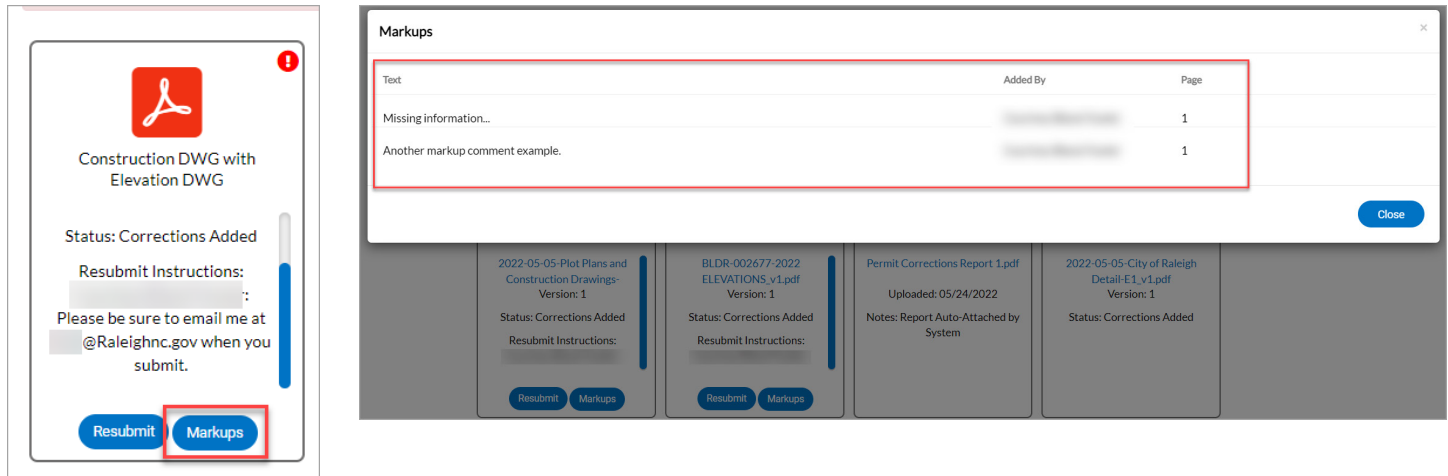


4. Review the corrections report under Attachments for a summary of corrections. It's possible that there are multiple Permit Corrections Reports listed, select the one with the most recent date.

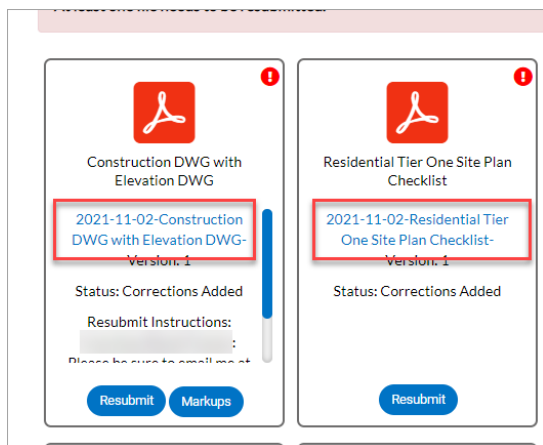


Markups

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.



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

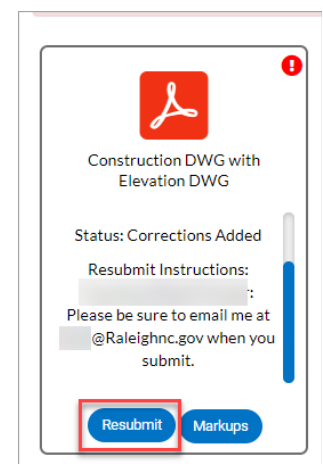


Resubmitting Files

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**.



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

Plot Plans and Construction Drawings Supported: .pdf

| File | Version | Resubmit Instructions |
|---|---------|-----------------------|
| 2022-05-05-Plot Plans and Construction Drawings-C1_v1.pdf | 1 | |

Markups

| Text | Added By | Page |
|---------------------------------|----------|------|
| This is another markup comment. | | 1 |
| This is a markup comment. | | 1 |

Residential Permit Data Form Supported: .pdf

| File | Version | Resubmit Instructions |
|------------------------------------|---------|-----------------------|
| BLDR-002677-2022 ELEVATIONS_v1.pdf | 1 | |

Markups

| Text | Added By | Page |
|---------------------------------|----------|------|
| Missing information... | | 1 |
| Another markup comment example. | | 1 |

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.

Resubmit File(s)

✓Files

✓Reviews

3Resubmit

Resubmit

Construction DWG with Elevation DWG

Supported: .pdf

Select File

| File | Version | Resubmit Instructions |
|--|---------|-----------------------|
| 2024-04-08-Construction DWG with Elevation DWG-A1_v1.pdf | 1 | |

Non-Residential Permit Application

Supported: .pdf

Select File

| File | Version | Resubmit Instructions |
|---|---------|-----------------------|
| 2021-09-16-Plot Plans or Survey-B1_v1.pdf | 1 | |

Back

Submit

Click Submit.

Resubmit File(s)

✓Files

✓Reviews

3Resubmit

Resubmit

Construction DWG with Elevation DWG

Cancel

| Previous File | New File | Size: |
|--|---|-------|
| 2024-04-08-Construction DWG with Elevation DWG-A1_v1.pdf | 2021-09-16-Construction DWG with Elevation DWG_v2.pdf | 11 MB |

Non-Residential Permit Application

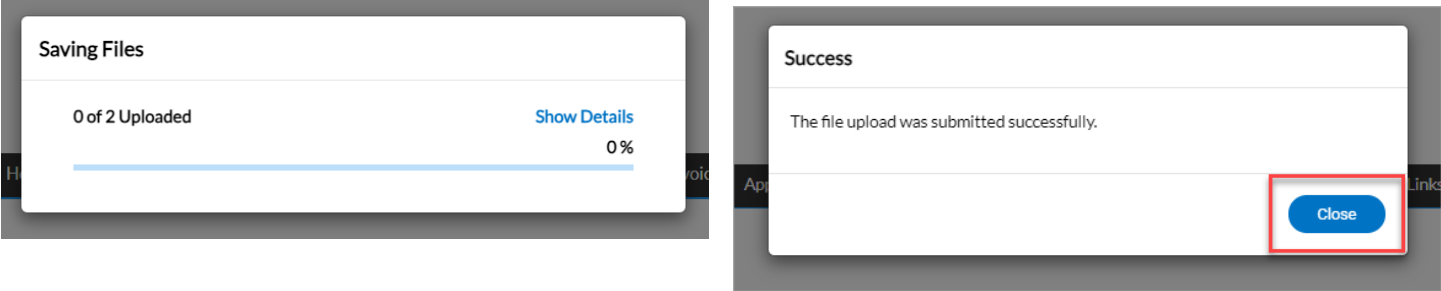
Cancel

| Previous File | New File | Size: |
|---|---|-----------|
| 2021-09-16-Plot Plans or Survey-B1_v1.pdf | 2021-09-16-Plot Plans or Survey-B1_v1.pdf | 207.72 KB |

Back

Submit

6. Once the files load, click Close.



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

Permit Number: BLDNR-004137-2024

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Commercial New Building

Status: In Review

Project Name:

IVR Number: 287895

Applied Date: 04/08/2024

Issue Date:

District: CITY-RALEIGH

Assigned To:

Expire Date:

Valuation: \$0.00

Finalized Date:

Description: test

Summary

Locations

Fees

Reviews 1

Inspections

Attachments

Contacts

Sub-Records

Progress

0% Completed

Completed

In Progress

Not Started

Fees

\$0.00

View Details

Workflow

Plan Review [BLDNR | New Building] - Not Passed : 04/11/2024

Plan Review [BLDNR | New Building]

Create/Link - Fire Protection Permit

Create/Link - Mechanical (Non-Residential) Permit

Create/Link - Right of Way [Site Final Only]

Create/Link - UC / Stubs Permit(COR ETJ)

Create/Link - Urban Forestry [Tree Impact Permit]

Create/Link - Electrical (Non-Residential)

Create/Link - Plumbing (Non-Residential) Permit


Available Actions

No Actions

Permit Portal Process Guide | 2024 Online Application Process

23

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



Construction DWG with Elevation DWG

2021-11-05-Construction DWG with Elevation DWG-
Version: 2

Status: Under Review

History

File History

Sort File Name

| 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 |

Close

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