

Permit Portal Records Guide

How to Look Up Records in the Permit and Development Portal



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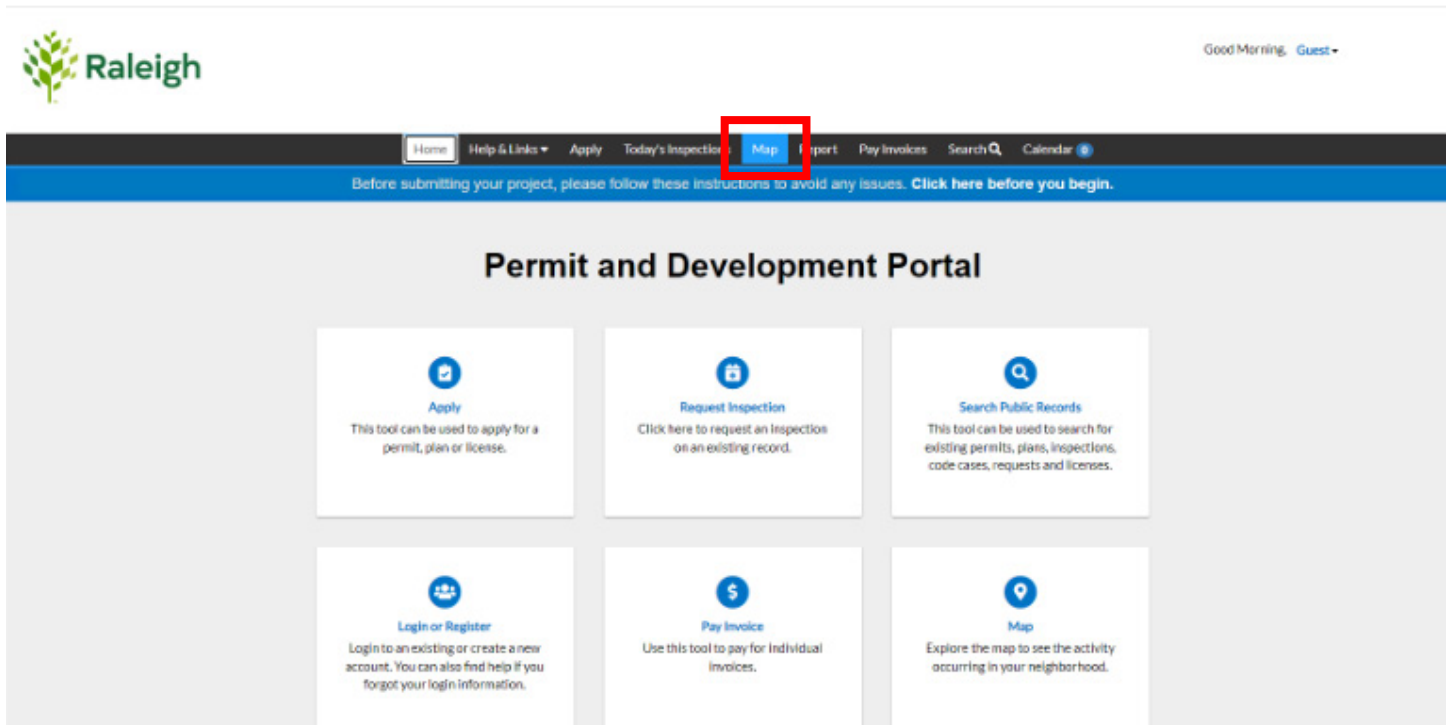
The Planning and Development Records Guide will help you navigate the self-service Permit and Development Portal for the following types of records dating back to the year 2000:

- **Certificates of Occupancy (CO):** issued when a building has passed all inspections and is ready for use. A new building cannot be legally occupied until a CO has been issued.
- **Certificates of Completeness (CC):** is used when a project has passed all inspections and is ready for use.
- **Permit information:** There are over 40 different permits to choose from in the portal. **Find more about each type of permit.**
- **Inspection information:** building and trade inspections are limited to the building and building trade permits which include only the building, plumbing, electrical, and mechanical permits.
- **Code violations:** when a property is used in a manner that is not allowed.

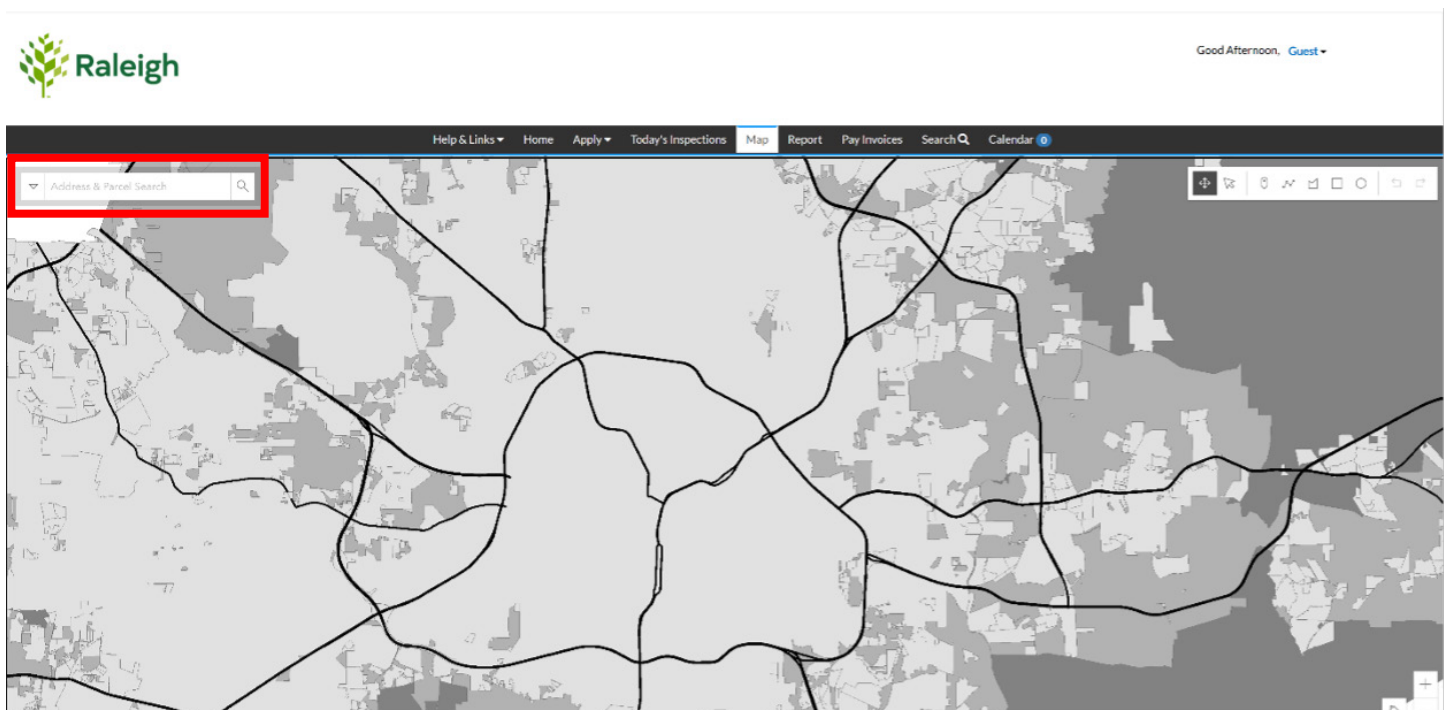
You can find these records by searching the property address or by looking under the associated building permit. The City of Raleigh typically retains applications and permits for six years after COs and CCs are issued. Drawings, plans, and surveys are retained for one year COs and CCs are issued. Records that are available on the Permit and Development Portal will not be provided in any other way. If you are unable to access records in the self-service system, and need further assistance, please contact **Planning&DSRecords@raleighnc.gov** or 919-996-2599. **Please do not submit a public records request for these records.**

USING MAPS

1. Go to Permit and Development Portal and select **Map** from the black ribbon.

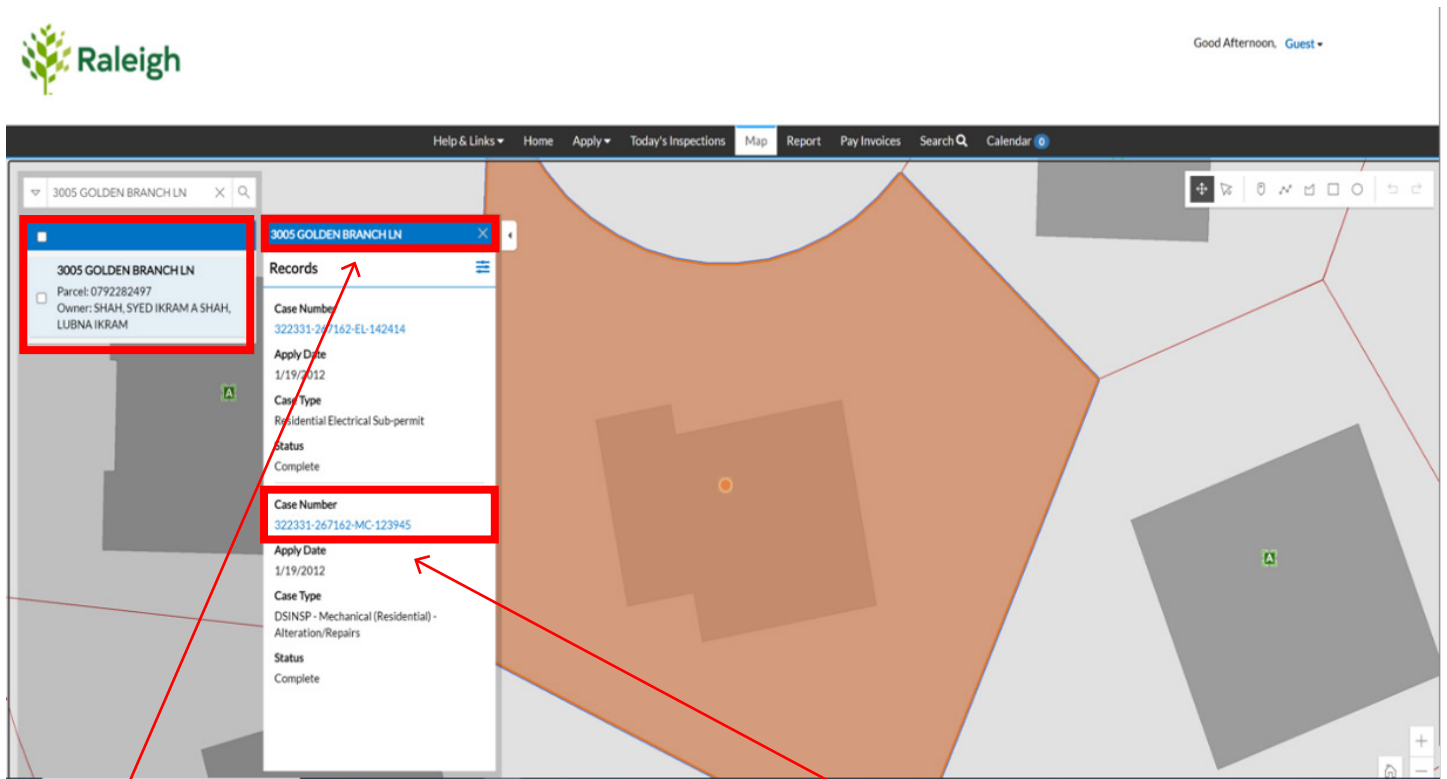


2. A large map will open.



3. Type in the address in the **Address & Parcel Search** on the left side of the page. Wait for the search results to populate. Choose the correct address from the drop-down list.

4. You may be given a list of potential matches or taken directly to a match. If there is a list, click on the **light blue box** with the Parcel and Owner for the one you want. (TIP: Do not click on the checkbox/apply option because this will take you out of the map and to the application assistant.)



5. A list of available planning and development - related records will open next to the address.

6. Scroll down to the record you are looking for and select the **blue case number**.

7. A new browser tab will open with the applicable information. You may find COs under building permits, in addition to being listed as separate records by address. Either way you view them, the record is the same.

The screenshot shows the Raleigh Permit and Development Portal interface. At the top, the Raleigh logo is on the left and "Good Afternoon, Guest" is on the right. A navigation bar includes links for Home, Help & Links, Apply, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. The main content area displays details for Permit Number 322331-267162-EL-142414. Below the permit number, there are tabs for Permit Details, Tab Elements, and Main Menu. A table lists the following information:

| Field | Value |
|----------------|-----------------------------------|
| Type | Residential Electrical Sub-permit |
| Status | Complete |
| Project Name | |
| Permit Number | 0 |
| Applied Date | 01/18/2012 |
| Issue Date | 01/18/2012 |
| District | CITY-RALEIGH |
| Expire Date | |
| Valuation | \$1.00 |
| Finalized Date | 03/05/2012 |
| Description | REPLACE GAS PACE |

Below the table, there are tabs for Summary, Location, Fees, Attachments, Contacts, Sub-Records, and More Info. The Summary tab is active, showing a Progress section with a 100% Completed status, a Workflow section with a green dot indicating completion, and an Available Actions section with a "No Actions" message. The Fees section shows a total of \$0.00.

SEARCH PUBLIC RECORDS

Go to Permit and Development Portal and select the **Search Public Records** box.

The screenshot shows the Raleigh Permit and Development Portal home page. At the top, the Raleigh logo is on the left and "Good Afternoon, Guest" is on the right. A navigation bar includes links for Home, Help & Links, Apply, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. Below the navigation bar, a blue banner reads: "Before submitting your project, please follow these instructions to avoid any issues. [Click here before you begin.](#)". The main content area is titled "Permit and Development Portal" and features six service tiles:

- Apply**: This tool can be used to apply for a permit, plan or license.
- Request Inspection**: Click here to request an inspection on an existing record.
- Search Public Records**: This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses. (This tile is highlighted with a red border in the original image.)
- Login or Register**: Login to an existing or create a new account. You can also find help if you forgot your login information.
- Pay Invoice**: Use this tool to pay for individual invoices.
- Map**: Explore the map to see the activity occurring in your neighborhood.

1. In the **Search Bar**, type in the permit number or street address. (NOTE: The whole street name will appear. Only provide the street number and name. Do not include the suffix (i.e., Street, Lane, Road, Way, etc. Do not select the automatic pop-up address.)

Help & Links ▾ Home Apply ▾ Today's Inspections Map Report Pay Invoices Search Calendar

Public Information

Search for Exact Phrase ☒

2. Click **Search**

Help & Links ▾ Home Apply ▾ Today's Inspections Map Report Pay Invoices Search Calendar

Public Information

Search for Exact Phrase ☒

3. Inspection and Permit information will be displayed.

Public Information

Search for Exact Phrase ☒

Found 11 results

Filter Results

[Next](#) | [Top](#) | [Paging Options](#) | [Filter Options](#) | [Main Menu](#)

Permit Number 283210-237046-FP-027320 Applied Date 09/24/2010
Type FIRE - Fire Protection - Fire Alarm Issued Date 10/19/2010
Project Name Expiration Date
Status Complete Finalized Date 12/06/2010
Main Parcel 1726933461
Address **4211 FOX** RD 2787713
Description CONNECTING ALL APARTMENT BUILDINGS TO MAIN PANEL I

[Previous](#) | [Next](#) | [Top](#) | [Paging Options](#) | [Filter Options](#) | [Main Menu](#)

Permit Number 040436-041976-SC-006977 Applied Date 02/15/2002
Type DSENG - Right of Way - Right-of-Way Work Issued Date 02/18/2002
Project Name Expiration Date
Status Complete Finalized Date 02/15/2002
Main Parcel 1726933461
Address **4211 FOX** RD 2787713
Description DIGGING

[Previous](#) | [Next](#) | [Top](#) | [Paging Options](#) | [Filter Options](#) | [Main Menu](#)

Permit Number 034137-035362-EL-017432 Applied Date 10/18/2001
Type DSINSP - Electrical (Non-Residential) - Alteration/Repairs Issued Date 10/18/2001
Project Name Expiration Date
Status Complete Finalized Date 04/26/2002
Main Parcel 1726933461
Address **4211 FOX** RD 2787713
Description POOL BONDING AND POOL LITE CONDUIT ONLY

4. Click on the **blue case number** you wish to view (i.e., depending on the type of record you want to view it will display a "permit number" or "inspection number").

[Home](#) [Help & Links](#) [Apply](#) [Today's Inspections](#) [Map](#) [Report](#) [Pay Invoices](#) [Calendar](#) 1

Public Information

Search All for ☒ Exact Phrase

Found 16 results

Filter Results

All 16

Permit 12

Inspection 3

Request 1

[Next](#) | [Top](#) | [Paging Options](#) | [Filter Options](#) | [Main Menu](#)

Permit Number 030445-031421-EL-015439

Type Sub Permit

Project Name

Status Complete

Main Parcel 1726933461

Address 4211 FOX RD 2787713 Raleigh, NC 11111

Description CONSTRUCTION TRAILER

Applied Date 08/13/2001

Issued Date 08/13/2001

Expiration Date

Finalized Date 08/15/2001

5. If there are any documents available for download, they will be located under the **Attachments** tab.

Permit Number: 051238-053669-SI-004303

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

| | | | | | |
|-----------------|-------------------|---------------|------------|---------------|------------|
| Type: | Sign Permit | Status: | Complete | Project Name: | |
| IVR Number: | 0 | Applied Date: | 08/09/2002 | Issue Date: | 08/09/2002 |
| District: | CITY-RALEIGH | Expire Date: | | | |
| Finalized Date: | 09/23/2002 | | | | |
| Description: | WYNSLOW PARK APTS | | | | |

[Summary](#) [Locations](#) [Fees](#) [Attachments](#) [Sub-Records](#) [More Info](#)

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6. Once the permit is selected, the available permit information will be visible for you to print. To Print, right click and select print from the menu.

Permit Number: 283210-237046-FP-027320

Permit Details | Tab Elements | Main Menu

| | | | | | |
|--------------|--|---------------|------------|-----------------|------------|
| Type: | FIRE - Fire Protection - Fire Alarm | Status: | Complete | Project Name: | |
| IVR Number: | 0 | Applied Date: | 09/24/2010 | Issue Date: | 10/19/2010 |
| District: | CITY-RALEIGH | Expire Date: | | | |
| Square Feet: | 0.00 | Valuation: | \$0.00 | Finalized Date: | 12/06/2010 |
| Description: | CONNECTING ALL APARTMENT BUILDINGS TO MAIN PANEL I | | | | |

Summary Locations Fees Attachments Sub-Records

Progress: 100% Completed

Workflow

Available Actions

Print... (highlighted with a red box)

ADVANCE SEARCH FEATURES

The Advance Search Feature will allow you to search for existing permits, plans, inspections, code cases, requests, licenses, and permits.

Below is an example of how to find code enforcement violations using the advanced search option:

1. Go to the portal permitportal.raleighnc.gov.
2. Select the **Search Public Records**

Raleigh

Good Afternoon, Guest

Home Help & Links Apply Today's Inspections Map Report Pay Invoices Search Calendar

Before submitting your project, please follow these instructions to avoid any issues. [Click here before you begin.](#)

Permit and Development Portal

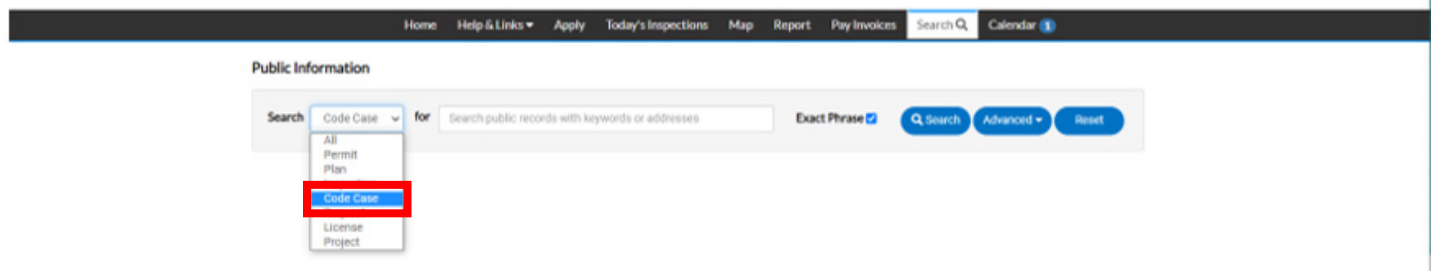
Apply: This tool can be used to apply for a permit, plan or license.

Request Inspection: Click here to request an inspection on an existing record.

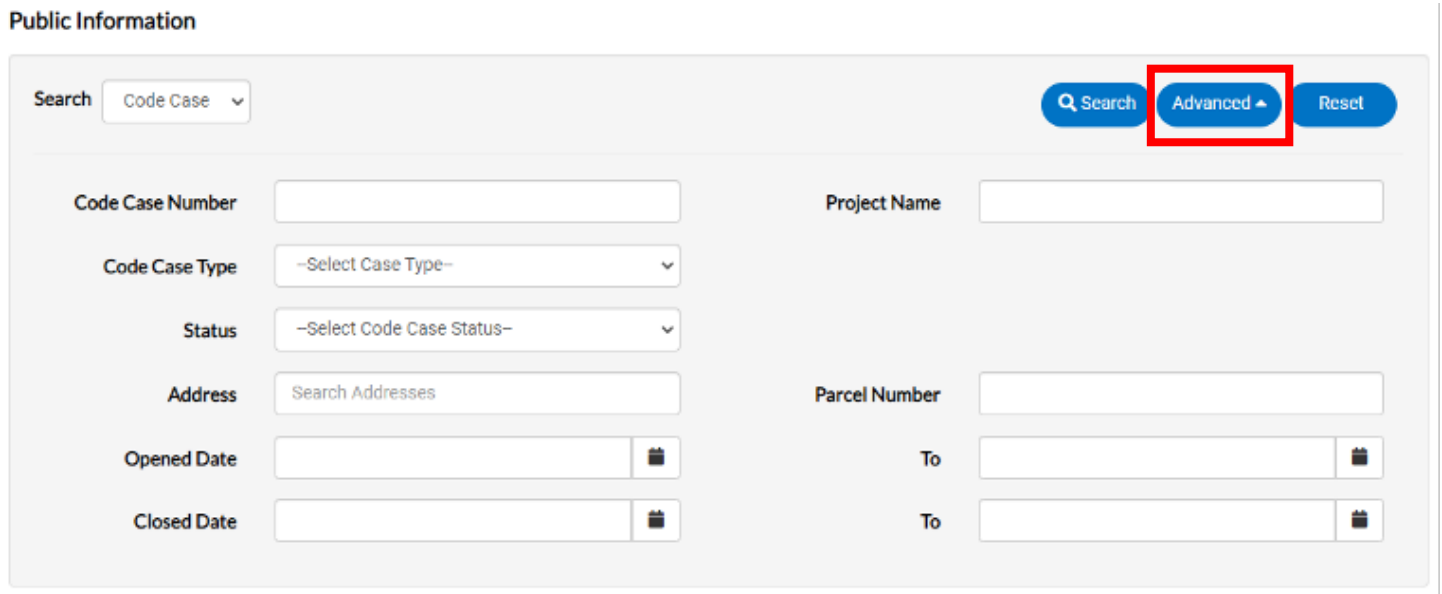
Search Public Records: This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.

Login or Register Pay Invoice Map

3. On the next page, select **Code Case** from the search dropdown.

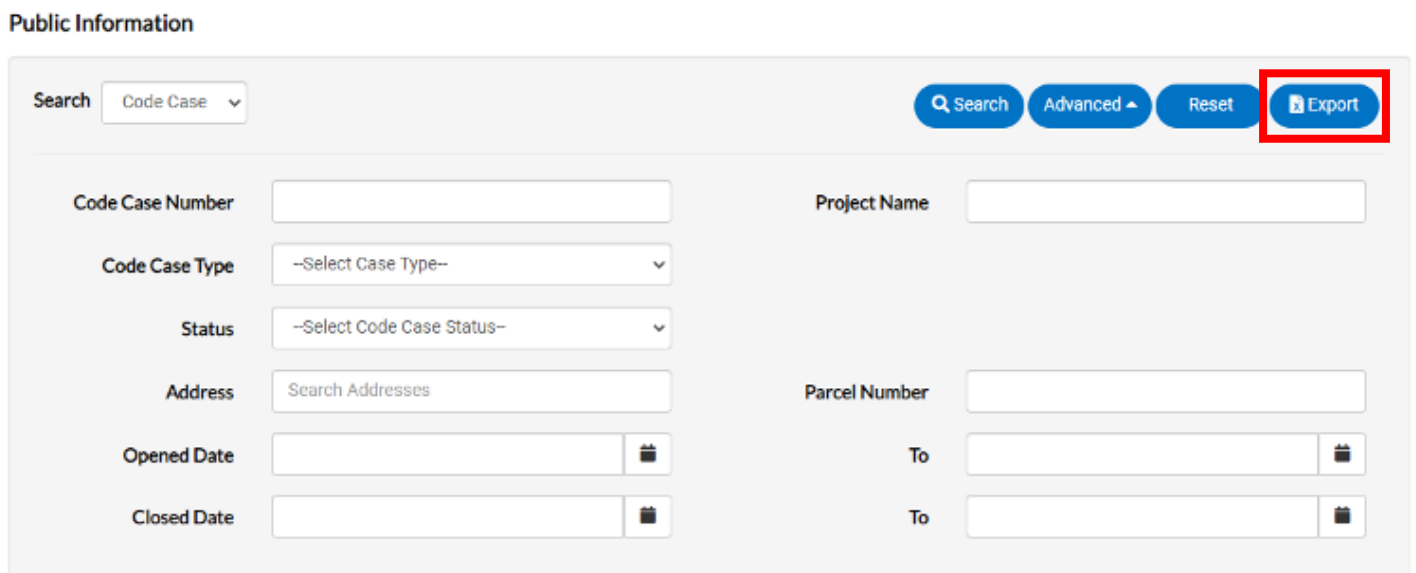


4. On the same page select **Advanced**. You will get a bunch of options, shown below.



5. Select the type of Code Case you are interested in, Status, or both. You can set dates or leave them blank.

6. Once the results pop up, you will see the **Export** button to the right.



7. There are other ways to export. Select a location on your device for the files, and they will download in an Excel format.



If your search was not successful, please visit our [Public Records Requests](#) webpage.



Raleigh

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