

New Townhouse

Online Application Process

Updated May 31, 2022



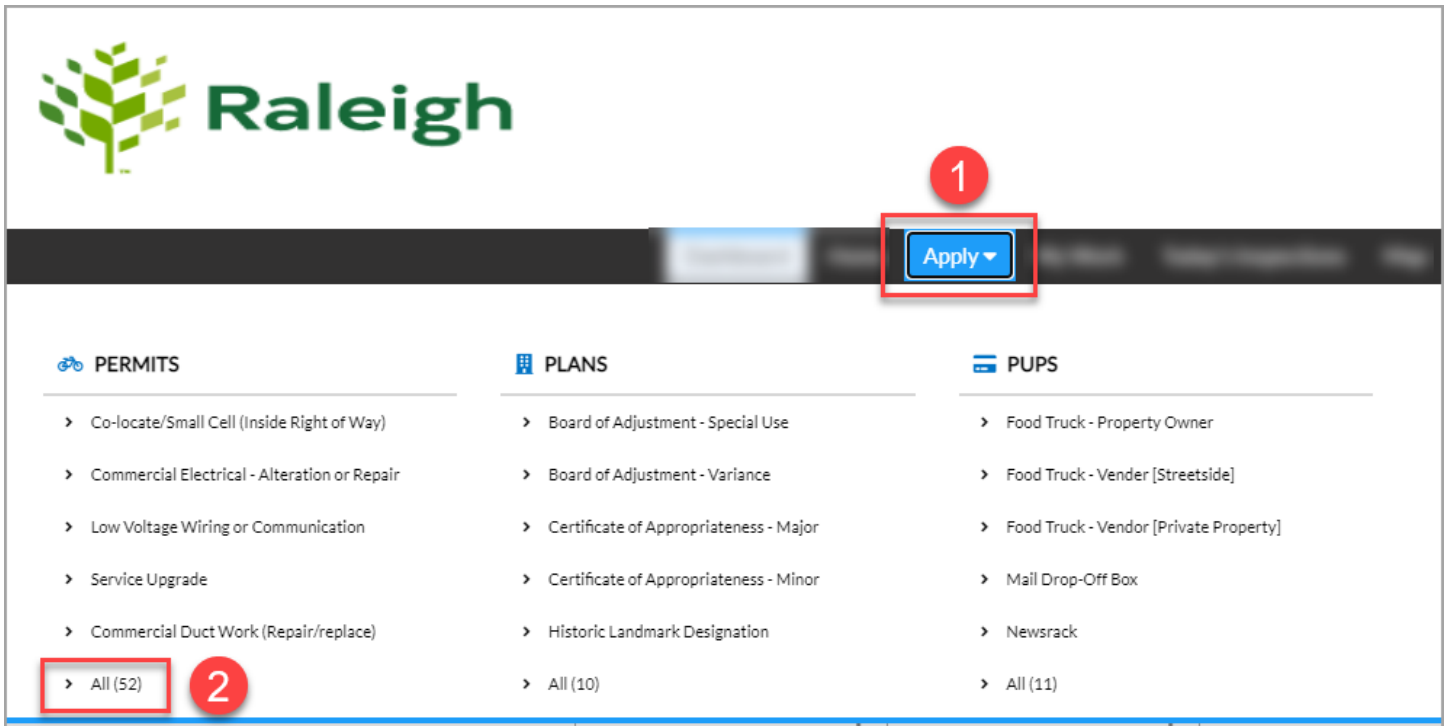
PLANNING AND
DEVELOPMENT

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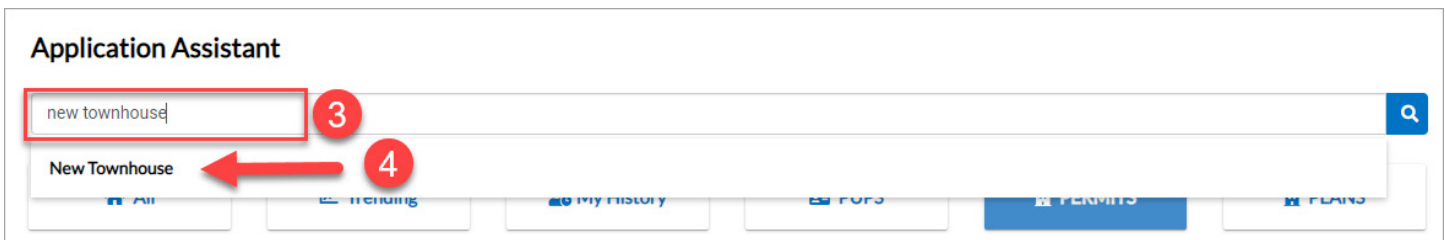
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Apply

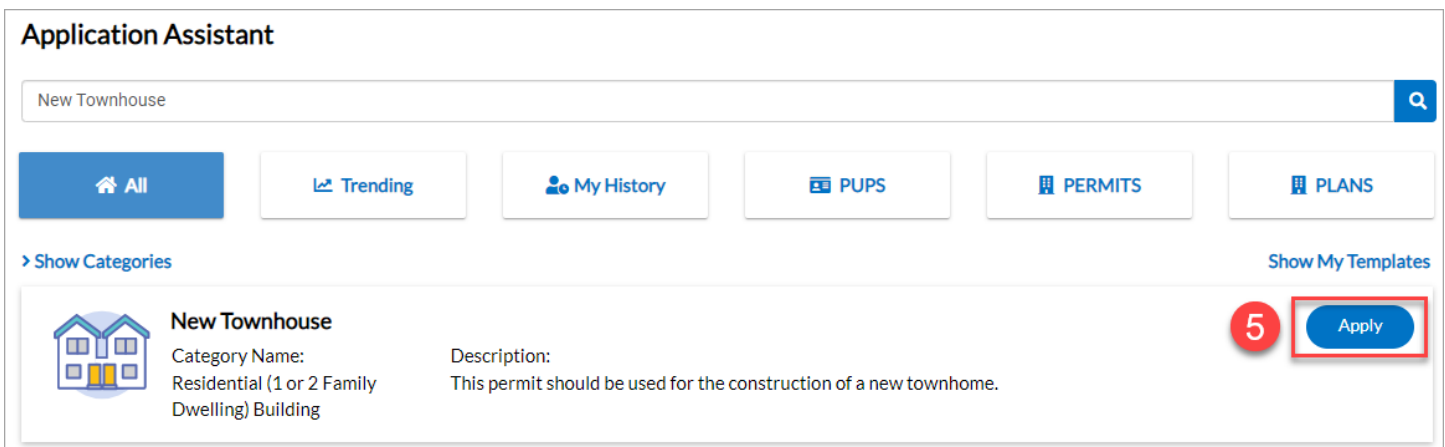
1. After customer has logged in, Select the Apply button
2. Under PERMITS select All



3. Start type "New Townhouse". You don't have to type it out in full.
4. Select New Townhouse as it appears



5. Click the Apply button.



Locations

1. 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

2. Enter the desired address.

Add Address As Location

SEARCH

1 exchange pl

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

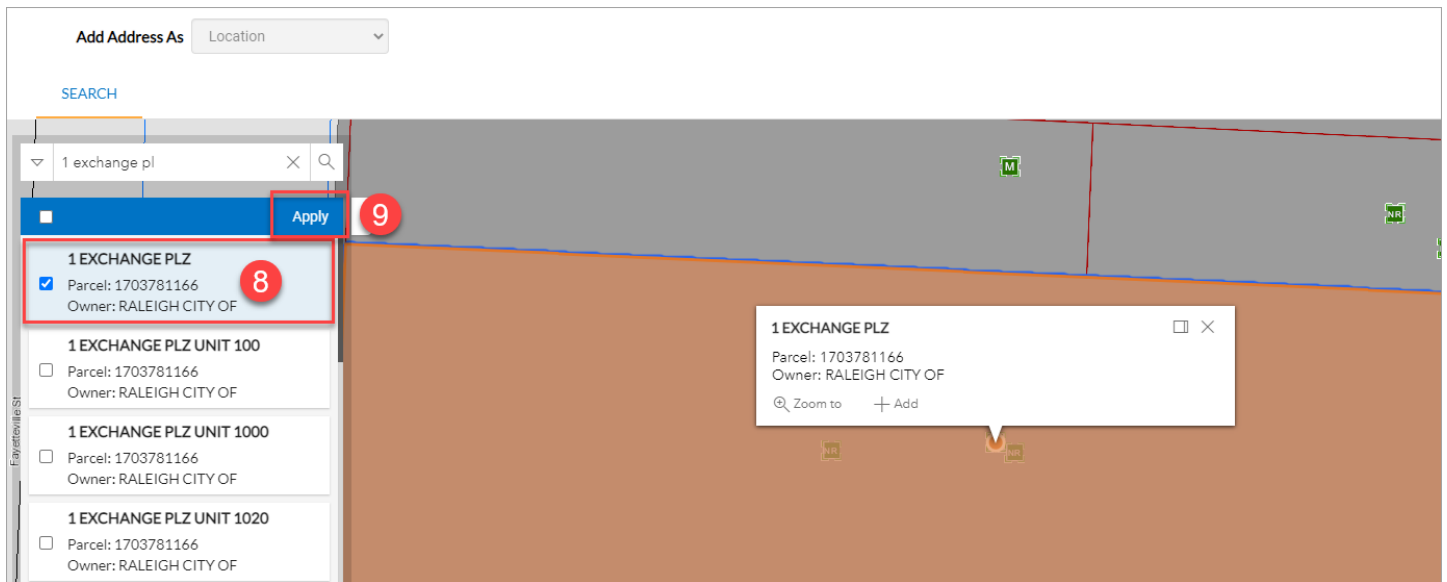
1 EXCHANGE PLZ UNIT 1020
☐ Parcel: 1703781166
Owner: RALEIGH CITY OF

1 EXCHANGE PLZ UNIT 115
☐ Parcel: 1703781166
Owner: RALEIGH CITY OF

7

3. Select the desired Address(es)

4. Click Apply.



5. Please repeat steps 6-9 to add additional lot addresses.

6. Please select the Main Address checkbox for the main lot # (this should be the address associated to your lowest lot #).

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.

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

Type: Location
1 Exchange Plz STE 115 Raleigh 27601, NC
Main Address <input type="checkbox"/>
Parcel Number 1703781166
Main Parcel <input checked="" type="checkbox"/>
<button>Remove</button>

Location

Add Location

+

7. 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.

This screenshot shows the application form during the GIS Information Processing stage. The form includes a location card with the following details: Type: Location, 1 Exchange Plz STE 115, Raleigh 27601, NC; Main Address checkbox (unchecked); Parcel Number 1703781166; Main Parcel checkbox (checked); and a Remove button. To the right is a blue 'Add Location' button with a white plus icon. At the bottom left is a 'Create Template' button. At the bottom right are 'Save Draft' and 'Next' buttons. A red arrow points to the 'Next' button, and the text 'GIS Information Processing' is displayed above it.

Type: Location
1 Exchange Plz STE 115
Raleigh 27601, NC

Main Address ☐

Parcel Number
1703781166

Main Parcel ☒

Remove

Location

Add Location

Create Template

Save Draft

Next

GIS Information Processing

This screenshot shows the application form after the GIS Information Processing stage is complete. The form layout is identical to the previous one, but the 'Next' button is now highlighted with a red border and a red circle containing the number 10, indicating it is the next step in the process.

Type: Location
1 Exchange Plz STE 115
Raleigh 27601, NC

Main Address ☐

Parcel Number
1703781166

Main Parcel ☒

Remove

Location

Add Location

Create Template

Save Draft

Next

10

Type

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

Apply for Permit - New Townhouse

REQUIRED

1

2

3

4

5

6

7

Locations

Type

Contacts

More Info

Attachments

Signature

Review and Submit

PERMIT DETAILS

Note: Please include the following information in the Description field:

• Lot numbers associated for this structure

• Approved SPR number

• Typical number (if applicable)

Permit Type

New Townhouse

Description

Lot numbers 1-5

Approved SPR = SPR-00001-2022

Typical number = TYP-00001-2022

Valuation

Back

Create Template

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 Townhouse

*REQUIRED

✓

Locations

✓

Type

3

Contacts

4

More Info

5

Attachments

6

Signature

7

Review and Submit

CONTACTS


Your project may be subject to a RW Contractor (Right of Way), Urban Forestry Contact and/or Land Disturbance Contact. If the GC is not the assigned contractor, please add them below. Otherwise, this may cause delays when permits are ready to be issued.

If any work is proposed in the right-of-way or five feet adjacent to the right-of-way, a Right-of-Way Contractor (RW Contractor) or General Contractor must have the following documents on file and list as their Certifications on their portal account in accordance with City of Raleigh Code [Section 11-6001](#) and [Section 11-6002](#).

- A current Performance Bond (\$5,000 minimum) from your insurance company [Contractor Bond Template](#). Use Add Attachment to upload the Right-of-Way Contractor Bond.
- Current General Liability Insurance must list the City of Raleigh as certificate holder. Use Add Attachment to upload the General Liability Insurance Certificate.

If the documents are not up to date, no permits can be issued.

Applicant



Sweets by CeCe

Courtney (CSS) Bland-Fowler (You)

6310 Terra Verde Drive,
Raleigh, NC . 27609

Electrical Contractor

Add Contact

+

REQUIRED

General Contractor

Add Contact

+

REQUIRED

Mechanical Contractor

Add Contact

+

REQUIRED

Owner

Add Contact

+

REQUIRED

Plumbing Contractor

Add Contact

+

REQUIRED

Applicant

Add Contact

+

13

Back

Create Template

Save Draft

Next

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 : Owner

14

Search
Enter Manually
My Favorites

Search

test

Q

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	<div style="background-color: #f08080; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; float: right; margin-right: 10px;">16</div> <div style="border: 1px solid red; padding: 2px;">Add</div>
	Test	Test	11000 Kingsway Plaza Raleigh NC 27601	City of Raleigh - Test Data	test@cityofraleighnc.gov	Add
	David	Ross	2200 Wroughton Rd Raleigh NC 27601	Tesla	davidross@tesla.com	Add
	Jeffrey	Johnson	11000 Kingsway Plaza Raleigh NC 27601	Jeff Johnson	jjohnson@cityofraleighnc.gov	Add

- 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.**

Remove

Alternate Owner ✓

Add Contact


+

17

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


If the documents are not up to date, no permits can be issued.

Applicant




Remove

Electrical Contractor




Remove

General Contractor




Remove

Mechanical Contractor




Remove

Owner



Remove

Plumbing Contractor



Remove

Applicant

Add Contact

Back

Create Template

Save Draft

18Next

More Info

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

Apply for Permit - New Townhouse

REQUIRED

Locations

Type

Contacts

More Info

Attachments

Signature

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

Basement

Number of Dwelling Units

Number of Stories

Subdivision

Next Section

Top

Main Menu

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)

*Associated Lot Numbers

SC

IS

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
<div><div>Edit</div><div></div></div>	Plumbing Contractor	Plumbing Contractor's Name	765432
<div><div>Edit</div><div></div></div>	Electrical Contractor	Electrical Contractor's Name	987654
<div><div>Edit</div><div></div></div>	Mechanical Contractor	Mechanical Contractor's Name	456123
<div><div>Edit</div><div></div></div>	General Contractor	General Contractor's Name	123456

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

Attachments

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

Locations Type Contacts More Info **Attachments** Signature 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. **Please upload a single .pdf file with all lien agent postings associated with this submittal (i.e. 4 lots, 4 lien agents in one .pdf file).**

Note: For Plot Plans and Construction Drawings, NO construction drawings needed if a TYPICAL # has been assigned.

PDFs must not be secured or locked.

Fire Flow Analysis and Stormwater...
Add Attachment
+
Supported: .pdf
REQUIRED

Lien Agent
Add Attachment
+
Supported: .pdf
REQUIRED

Plot Plans and Construction...
Add Attachment
+
Supported: .pdf
REQUIRED

Residential Permit Data Form
Add Attachment
+
Supported: .pdf
REQUIRED

Select Type
Add Attachment
+
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .cav, .rft, .dxf...

[Back](#) [Create Template](#) [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.

The screenshot displays a user interface for uploading documents. At the top, four cards represent attached files, each with a PDF icon, a title, a size, and a 'Remove' button:

- Fire Flow Analysis and Stormwater...** (Size: 162.65 KB)
- Lien Agent** (Size: 31.5 KB)
- Plot Plans and Construction Drawings** (Size: 207.72 KB)
- Residential Permit Data Form** (Size: 229.39 KB)

Below these cards is a blue dropdown menu labeled 'Select Type' with a red arrow pointing to it and a red circle with the number '21'. The dropdown is open, showing a list of file types:

- 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

Below the dropdown, supported file formats are listed: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

At the bottom of the interface, there are four buttons: 'Back', 'Create Template', 'Save Draft', and 'Next'. The 'Next' button is highlighted with a red box and a red circle with the number '22'.

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

Locations

Type

Contacts

More Info

Attachments

Signature

Review 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

New Townhouse | Online Application Process

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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.

Good Afternoon, [Sweets by CeCe](#)

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

Apply for Permit - New Townhouse REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Submit

Locations

Location 1 Exchange Plz Raleigh 27601, NC

Parcel Number 1700781166

Location 1 Exchange Plz UNIT 100 Raleigh 27601, NC

Attachments

Fire Flow Analysis and Stormwater Calculations

Lien Agent

Plot Plans and Construction Drawings

Residential Permit Data Form

Back Create Template Save Draft 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 Development Services team to update any needed information. Each listed contractor will receive an email identifying them as a contractor of this permit.

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

✓ Your application was successfully submitted!

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.

Continue to permit

Permit Summary

Click on the various tabs to view your submitted information.

Permit Number: BLDR-000174-2022

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

Type:	New Townhouse	Status:	Submitted - Online	Project Name:
IVR Number:	133994	Applied Date:	05/13/2022	Issue Date:
District:	CITY-RALEIGH	Assigned To:		Expire Date:
		Valuation:	\$0.00	Finalized Date:
Description:	Lot numbers 1-5 Approved SPR = SPR-00001-2022 Typical number = TYP-00001-2022			

Summary

Locations

Fees

Reviews

Inspections


Attachments

Contacts

Sub-Records

More Info

Progress



0% Completed

- Completed
- In Progress
- Not Started

Fees

\$0.00

View Details

Workflow

- ☒ Application Completeness Review [Townhouse] - Started - Scheduled for 05/17/2022
- ☐ Plan Review [BLDR | Townhouse]
- ☐ Create/Link - Electrical (Residential)
- ☐ Create/Link - Mechanical (Residential) Permit
- ☐ Create/Link - Plumbing (Residential) Permit
- ☐ Create/Link - UC / Stubs Permit(CORETJ)
- ☐ Create/Link - Urban Forestry [Tree Impact Permit]
- ☐ Final Review [BLDR | 3 Day Review]
- ☐ FEES - Building (Residential) Permit Fees

Available Actions

i
No Actions

New Townhouse | Online Application Process

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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:

Message
REF: CASE #BLDR-023832-2021

Address: [REDACTED]

Dear Customer,

The plan review cycle for the above referenced case requires resubmittal.

Please login to our customer portal to track your application progress, see review comments, make payments, locate approved plans, etc.

<https://permitportal.raleighnc.gov/>

Please remember that at this time the portal cannot be used for a resubmittal. Resubmittals must be done via the same email address where the initial submittal took place.

For example:
CommercialBuilding@raleighnc.gov
DowntownDS@raleighnc.gov
SiteReview@raleighnc.gov

Thank you,

Your Development Services Team

City of Raleigh

ITLM: GLOBAL - PM - 1b Plan Review Complete (Fail)

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.


Permit Number: BLDR-023832-2021

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

Type:	New Single Family Dwelling/Duplex	Status:	In Review	Project Name:	
IVR Number:	112772	Applied Date:	11/02/2021	Issue Date:	
District:	CITY-RALEIGH	Assigned To:		Expire Date:	
		Valuation:	\$595,254.00	Finalized Date:	
Description:	2 story Single Family Dwelling.				

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

Progress



5% Completed

- Completed
- In Progress
- Not Started

Workflow

- ❌ Application Completeness Review [SFD] - Failed : 11/01/2021
- ❌ Plan Review [BLDR | New Building] - Failed : 11/02/2021
- ✅ Application Completeness Review [SFD] - Passed : 11/02/2021
- ☐ Plan Review [BLDR | New Building]

Available Actions

- ⚠️ Resubmit File
2021-09-16-Construction DWG
Next Version: 2 [Resubmit](#)
- ⚠️ Resubmit File
2021-09-16-Residential Tier One
Next Version: 2 [Resubmit](#)

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](#)

Application Completeness Review [SFD]

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

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**

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.

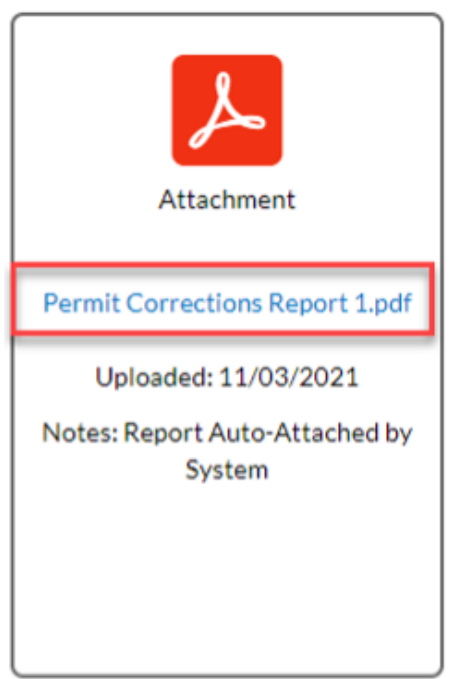
1. Click on the Attachments Tab.
2. The files needing to be resubmitted have red bubble with an explanation mark in it.

The screenshot shows the 'Attachments' tab selected in a navigation bar. Below the navigation bar, there's a header section with links: 'Attachments | Next Tab | Permit Details | Main Menu'. A red banner at the top of the main content area states: 'At least one file needs to be resubmitted.' Below this, there's a grid of file cards. Each card has a red Adobe PDF icon and a red bubble with an exclamation mark indicating a correction. The first card is titled 'Construction DWG with Elevation DWG' and has a status of 'Corrections Added'. It includes a 'Resubmit Instructions' section with a red box highlighting the text: 'Please be sure to email me at [redacted]@Raleighnc.gov when you submit.' Below the instructions are 'Resubmit' and 'Markups' buttons. The second card is titled 'Residential Tier One Site Plan Checklist' and also has a status of 'Corrections Added' with a 'Resubmit' button. The third and fourth cards are titled 'Attachment' and 'Permit Corrections Report 1.pdf', both with a status of 'Uploaded: 11/02/2021' and 'Notes: Report Auto-Attached by System'. The fifth card is titled 'Lien Agent' and has a status of '2021-11-02-Lien Agent-'. The sixth card is titled 'Plot Plans or Survey' and has a status of '2021-11-02-Plot Plans or'. The seventh card is titled 'Residential Permit Data Form' and has a status of '2021-11-03-Residential Permit'. The eighth card is a blue 'Add Attachment' button with a 'Select Type' dropdown menu.

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

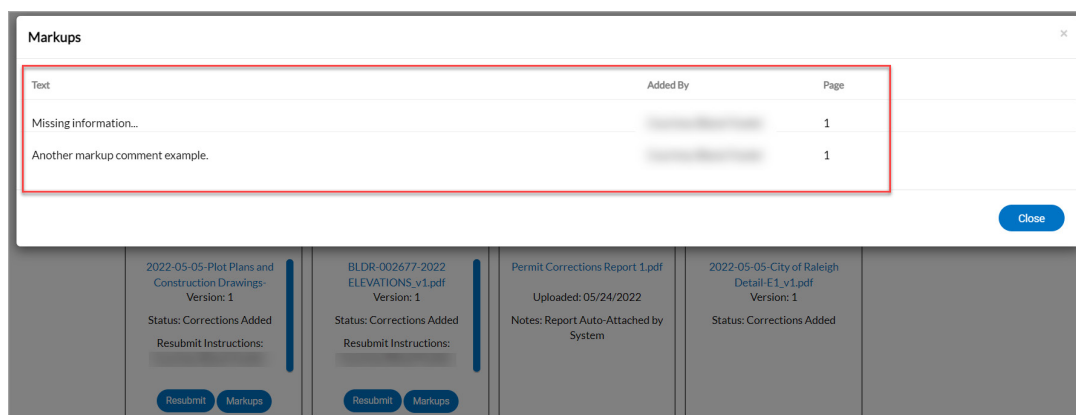
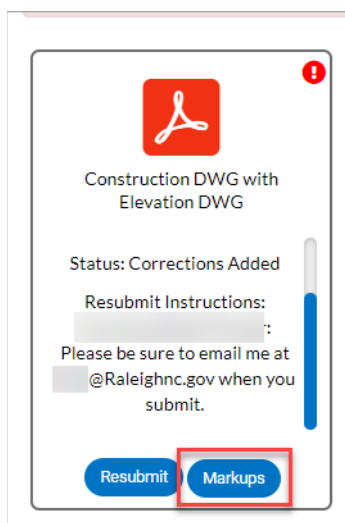
This is a close-up of the first file card from the screenshot. It shows the 'Construction DWG with Elevation DWG' file. The status is 'Corrections Added'. A red box highlights the 'Resubmit Instructions' section, which contains the text: 'Please be sure to email me at [redacted]@Raleighnc.gov when you submit.' Below the instructions are 'Resubmit' and 'Markups' buttons.

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.

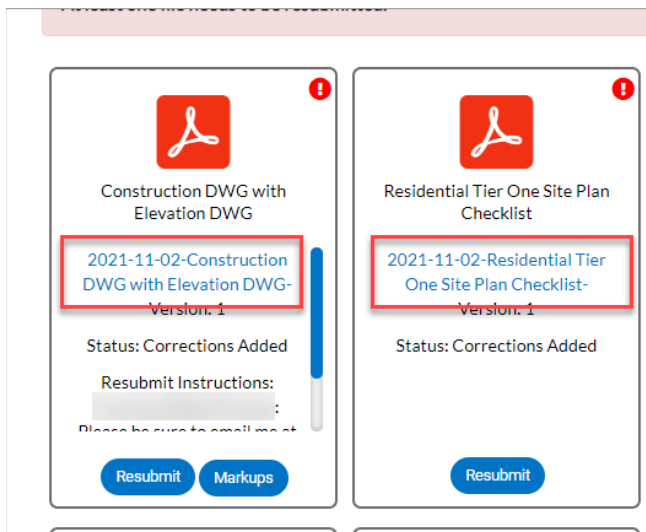


Markups

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.

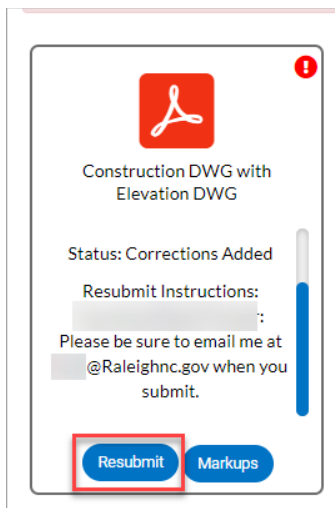


Resubmitting Files

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 mark-ups. 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

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 • [REDACTED] • 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

New Townhouse | Online Application Process

23


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 ✓ **3** Resubmit

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

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

New File

2021-09-16-Residential Tier One Site Plan Checklist-E1_v1_v2.pdf

Size:

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.

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

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments Sort

At least one file needs to be resubmitted.




Construction DWG with Elevation DWG

Status: Corrections Added

Resubmit Instructions:
Courtney Bland-Fowler:
Please be sure to email me at
blah@Raleighnc.gov when you
submit.

[Resubmit](#) [Markups](#)




Residential Tier One Site Plan Checklist

2021-11-02-Residential Tier One Site Plan Checklist-
Version: 1

Status: Corrections Added

[Resubmit](#)




Attachment

Permit Corrections Report 1.pdf

Uploaded: 11/02/2021

Notes: Report Auto-Attached by System




Attachment

Permit Corrections Report 1.pdf


Uploaded: 11/03/2021

Notes: Report Auto-Attached by System




Lien Agent

2021-11-02-Lien Agent-



Plot Plans or Survey

2021-11-02-Plot Plans or




Residential Permit Data Form

2021-11-03-Residential Permit

Select Type

Add Attachment

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