

Managing your permit application

Once you have submitted your initial permit application, your jurisdiction may need further information in order to process and issue your permit. You must be [logged in](#) to the Citizen Portal to manage your permit application. You will receive email notifications throughout the application process depending on the [email notifications](#) you are set up to receive. **Note: The permitting feature may not be available depending on the configuration set up by your jurisdiction.*

Accessing the permit

1. Click **Go** in the My Portal section from the home page.
2. Click **View Applications** in the My Applications section. This will display a list of all applications you have submitted.
3. Navigate to the Permits section and locate the permit you need to view.
4. Click the Permit Number in the # column.

Permits					
#	Type	Address	Submitted	Expires	Status
B210039	SHEILA-SFR		6/9/2021	8/16/2021	Pending
B210026	SHEILA-SFR		2/16/2021	8/15/2021	Pending
B210027	SHEILA-SFR	3 N 37TH AVE	2/16/2021	8/15/2021	Pending
B210010	SHEILA-SFR	1 N 36TH AVE	1/27/2021	7/26/2021	Pending
B210006	SHEILA-SFR	1 BURNING TREE	1/19/2021	7/18/2021	Technically Completed

Managing the permit application

The sections that display on a permit depend on the permit type. The options below may not display on the permit you are viewing.

The Dude Says:

Be advised, after the permit application has been created, there are certain sections that must be completed in order for the application to be submitted. Until these sections are completed and the application has been submitted properly, the application will remain in the "Incomplete" state and will not be considered for review.

My Project

The My Project section lists the Location of the permit application, as well as relevant dates for the project, such as Created, Approved, and Expires dates. You can also give the project a name and describe the purpose of the permit.

▲ My Project ✔ Done

Please enter the site address. Begin by typing the address number, then the street name, suffix, and directional. A drop down menu will appear with valid city addresses based on your entry. Select the appropriate address from the list.

If the address is not listed, please verify that the property is within city limits.

NOTE: If you have verified the property is within city limits, and the address is not listed, please contact Community Planning & Development at 360-753-8314 for assistance.

Location

9302 Regency Pkwy Parcel
Cary, NC 98903 17120111003

Created 7/12/2021
Approved --
Issued --
Closed --
Expires 10/10/2021

Give your project a name
Regency Building Expansion

Describe the purpose of the permit
To expand the Regency building from

[Change Location](#)

SAVE **CANCEL**

Approval Steps

The Approval Steps section lists the steps required prior to issuing your permit. You can see the current status of each step as well as the date the step moved to that status.

▲ Permit Approval Steps Follow the approval process

i This text is configurable Permit Approval Steps Introduction

Step	Status	Date
Building Department-Residential Review	Pending	11/20/2020
Fire Department - Request for DST Comments	Pending	11/20/2020

Bonds

Conditions

The Conditions section lists any conditions that may need to be verified prior to issuing your permit. The current status of the verification will display next to each condition.

▲ Permit Conditions

✔ Done

Submission of as-built civil plans to the City Engineer is required prior to issuance of a Certificate of Occupancy.

A City of Raleigh General Business License is required pursuant to 2-52 of the Raleigh Municipal Code (RMC). Other City licensing standards outlined in Title 2 of the RMC shall be complied with that are applicable to the specific business type.

Permit shall be valid for 180 days.

Stamped plans must be at job site for inspection to be performed.

Contacts

The Contacts section lists any contact associated with your permit application as well as the contact's role. Additional contacts can be added if needed.

- Click **Add Contact**.
- In the window that appears, enter the **Contact's City**.
- Begin typing in the **Contact Name** field and select the appropriate contact.
- Select the role for the contact in the **What is their role in the project?** drop-down menu. Be sure to check the **Portal Access** box if they will need to access this permit from the citizen portal.
- Click **Add to My Application**.

Add a Contact ✕

A First Name, Last Name and Email match will use an existing SmartGov contact when found

Contact's City *

Contact Name: *

ELIZABETH
123456789
Email: 123456789@123.com
Phone: 123456789

What is their role in the project? *

Chief Executive Officer Portal Access

[I CAN'T FIND MY CONTACT](#)

- If you can't find the appropriate contact, click **I Can't Find My Contact**.
- In the window that appears, enter information in all required fields. Then, click **Add to My Application**.

Create a new contact

First Name: * Last Name: *

Address: *

City: * State: * Zip Code: *

Email Address: *

Phone Number: * Phone Type: *

What is their role in the project?: *

Contractors

The Contractors section lists any contractor associated with your permit.

▲ Permit Contractors ✔ Done

i This text is configurable Permit Contractors Introduction

Contractor	License Number	Primary
#1 HANDY-MAN INC Email not on record	XXXXXXXXXX Expires On: 5/1/2022	<input checked="" type="radio"/>

We have not hired a contractor for this project

Details

The Details section lists any attributes associated with your permit application. Any value you entered for an attribute during the application process will display here.

▲ Permit Details

✔ Done

📘 This text is configurable

Project Lead:

Code Inspector ▼

Stories:

3

Units:

7

Fees

The Fees section lists any fees associated with your permit application. You will see each fee, the amount charged, amount paid, remaining balance, and the amount that is currently due. As your permit application is processed, other fees may be added to your permit or existing fee amounts may be updated.

- Click **Pay Online** to [pay your fees online](#).

▲ Permit Fees

Current Fees \$85.39

📘 This text is configurable

Fee	Amount	Paid	Balance	Due Now
Commercial Building Addition B210045				
Building Permit	\$ 0.00	\$0.00	\$ 0.00	\$ 0.00
Building Plan Review	\$ 0.00	\$0.00	\$ 0.00	\$ 0.00
State Commercial Surcharge IBC Regulated	\$ 25.00	\$0.00	\$ 25.00	\$ 25.00
Total	\$ 25.00	\$ 0.00	\$ 25.00	\$ 25.00

PAY ONLINE

Fixtures

The Fixtures section lists any fixtures associated with your permit, as well as the quantity and cost per unit.

▲ Permit Fixtures

✔ Done

❗ A base fee will apply in addition to the fixture amounts shown below. The total fee amount is calculated above.

▲ Plumbing Fixtures

	Enter Quantity	Value Per Unit	Value
Atmospheric Breaker	<input type="text" value="Qty"/>	\$8.04 Each	\$0.00
Bar Sink	<input type="text" value="Qty"/>	\$11.23 Each	\$0.00
Bathtub	<input type="text" value="Qty"/>	\$11.23 Each	\$0.00
Clothes Washer	<input type="text" value="Qty"/>	\$11.23 Each	\$0.00
Dishwasher Commercial	<input type="text" value="Qty"/>	\$11.23 Each	\$0.00

Inspections

The Inspections section lists any inspections associated with your permit application. You may have the option to click **Request Inspection** and [schedule the inspection](#). If the inspection has been completed, you can click the documents icon (📄) to view the results.

▲ Permit Inspections

Schedule the required inspection(s)

❗ Only ISSUED permits with No Fees Due or PENDING/VALID Licenses that are NOT EXPIRED will be available for inspection requests.

	Date	Status
Commercial Building Addition		
Building - Erosion Control Inspection		<input type="button" value="REQUEST INSPECTION"/>
Footing/Setbacks		<input type="button" value="REQUEST INSPECTION"/>
Foundation		<input type="button" value="REQUEST INSPECTION"/>
Building - Floor Slab Insulation Inspection		<input type="button" value="REQUEST INSPECTION"/>
Building - Bond Beam Inspection		<input type="button" value="REQUEST INSPECTION"/>
Building - Roof Sheathing Inspection		<input type="button" value="REQUEST INSPECTION"/>

Notes

The Notes section lists any notes associated with your permit application. Each note will include the note text and the date the note was created. If you are able to issue your permit on the portal, a copy of your permit report will be available in the notes section. This will allow you to print a copy of your permit.

▲ Permit Notes 🔔 1 Note

📘 Print, sign, and post your permit to the jobsite.

7/1/2021

DL-X

Related Permits

The Related Permits section lists any permits that are required in order for the current permit to be issued or closed.

- If you do not have one of the required permits, click the **Apply Now** button to begin the application process for the required permit.

▲ Related Permits 📘 Additional permits identified for your project

Additional permits are needed for your project. Below are those directly related to the permit you are currently viewing

[🏗️ VIEW ALL REQUIRED PERMITS](#)

* Required for review and approval of your application

🕒 Required before the parent permit can be closed

Permit Type	Reference Number	Current Status
Annexation *	--	APPLY NOW
Certificate of Occupancy 🕒	--	APPLY NOW

Parcels

The Parcels section lists the parcels associated with the permit application. You can click the Parcel number to view information related to the parcel.

▲ Permit Parcels ✅ Done

📘 This text is configurable

Parcel Number	Primary Owner	Primary Address
17120111003 (view notes)	APPLE TREE CONSTRUCTION COMPANY	9302 Regency Pkwy Cary, NC 98903

Public Notice

The Public Notice section lists any public notices that have been published for this permit application. You can click the public notice description to view it in your web browser.

▲ Permit Public Notices

✔ Done

This text is configurable and formatable

Description	Begin Date	End Date	Document
PublicNotice.png	7/11/2021	7/31/2021	PublicNotice.png

Structures

Submittals

The Submittals section lists any submittals needed for your permit application. You can see if the submittal is required, if it has been received, the version number, status of the submittal, and how many files have been submitted.

- Upload submittals by clicking on **_ Files** next to the appropriate submittal item.
- Click the **Upload** button.
- Click the **Add Files** button in the window that appears and choose the file(s) from your computer.
- Add Comments if necessary.
- Click the **Begin Upload** button until a green check mark displays next to the file(s).
- Click **Close**.

▲ Permit Submittals

At least 1 file must be uploaded for each submittal requirement

✔ Done

* *Required for Submittal*

Submittal Name	Received	Version	Status	
Building Application	--	1	Pending	0 Files
Business License	--	1	Pending	0 Files
Contractors License	--	1	Pending	0 Files
2 Copies of Site Plan	--	1	Pending	0 Files
Planning Review	--	1	Pending	0 Files
2 Sets of Building Plans	--	1	Pending	0 Files

Valuations

The Valuations section lists any valuation associated with your permit application. You can view the quantity of each valuation, as well as the rate and total value.

▲ Permit Valuations ✔ Done

📘 This text is configurable

▲ Building Valuations

		Rate	Total Value
Accessory, sheds, building	SQFT	\$26.02 Each	--
Assembly, arenas	SQFT	\$132.10 Each	--

Permit Associations

You can view associated code enforcement cases and licenses from this section. Code enforcement cases and licenses will only display if they have been configured correctly.

▲ Permit Associations ✔ Done

This is some random text for the section

Associated Licenses

License	Type	Status	Last Worked
SG2-21-0001	SG2-5822 LIC TYPE	Pending	10/29/2021 9:16 AM

Associated Cases

Case	Type	Status	Last Worked
21-0747-C	Hazard Tow	Active	10/28/2021 2:14 PM

- Once all required sections on the permit application are completed and display a green checkmark, click **Submit Application** at the bottom of the page.

Issuing the permit

Depending on the permit type you are applying for, your jurisdiction may allow you to issue your permit directly from the Citizen Portal as long as all requirements have been met.

- Click **Go** in the My Portal section from the home page.
- Click **View Applications** in the My Applications section. This will display a list of all applications you have submitted.
- Navigate to the Permits section and locate the permit to issue. The Status of the permit must be "Ready to Issue".
- Click the Permit Number in the # column.
- Click **Issue My Permit** at the bottom of the screen.

Commercial Building Addition



Code Administration - Permitting

Permit Number B210044

Current Status Ready To Issue

Current Fees

\$0⁰⁰

Additional fees may be required!

Please complete the following information to submit your permit application.

[NEED HELP?](#)

My Project

Done

Location

9302 Regency Pkwy
Cary, NC 98903

Parcel
17120111003

Created	6/24/2021
Submitted	7/11/2021
Approved	7/12/2021
Issued	--
Closed	--
Expires	1/7/2022

City of Yakima, Bureau of La...

Give your project a name

Describe the purpose of the permit

[View Applications](#)

Your permit is ready to issue

[ISSUE MY PERMIT](#)

6. A confirmation window will appear at the top of the page notifying you that your permit has been issued. The Status of your permit will change to reflect that it has been issued and the updated Issued and Expiration dates will display.