

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.

Bright Idea:

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.

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[Approval steps](#)

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- 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.

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 to issue. The Status of the permit must be "Ready to Issue".
4. Click the Permit Number in the # column.
5. 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

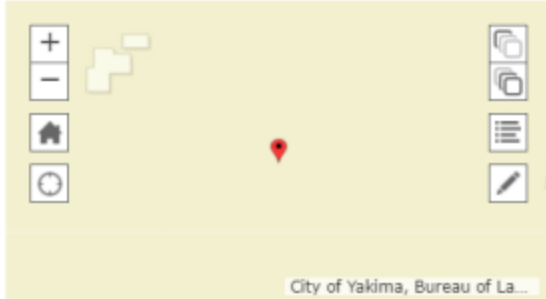
Parcel

Created 6/24/2021

Cary, NC 98903

17120111003

Submitted 7/11/2021



Approved 7/12/2021

Issued --

Closed --

Expires 1/7/2022

Give your project a name

Describe the purpose of the permit

[View Applications](#)

Your permit is ready to issue

[ISSUE MY PERMIT](#)

- 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.

Did you find this helpful?

Yes

No

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