



## Online Development Center

RALEIGH, NORTH CAROLINA



### Apply for Permits

Apply and purchase Electrical, Mechanical and Plumbing permits online.



### View Permits

Search and view permit information.

ePermits is a web based application on the [Online Development Center](#) designed for contractors to apply, pay for and print electrical, mechanical and/or plumbing permits on-line for minor alterations and repairs that are in no way associated with a project that also requires a building permit. Contractors with an active account to this system may obtain one permit or all three; however, if your project requires a trade permit in addition to either an electrical, mechanical and/or plumbing permit, clients are asked to not use the e-permits tool but rather obtain a complete permit package by visiting the Development Services Customer Service Center located at 1 Exchange Plaza, Suite 400, Raleigh, NC. The e-Permits tool is intended for stand-alone permit types and not for building projects (i.e. additions or completing unfinished basements/attics). If your project requires a complete permit package, please consider using other permitting services offered by the City of Raleigh.

### What types of projects are allowed?

Residential, Group Housing (apartments) or Commercial permits may be issued to do the following:

- Pay for and schedule re-inspections online
- Repair or replace underground water or sewer service
- Fixtures and water heaters may be replaced in all occupancies
- One additional fixture may be added to an existing plumbing system for a Single Family Dwelling, Townhome or Duplex
- Repair or replace electrical service
- Install temporary electrical boards
- Change a water heater fuel source or add a flue for an existing HVAC system
- New electrical circuit or fuel piping for a Single Family Dwelling, Townhome or Duplex. Please note that adding a circuit is *not* finishing a new room
- Installing a new appliance, deck receptacle, light, smoke detector, or new fan
- New circuit in the garage or A/C window unit
- Minor electrical repairs are limited to a single circuit
- Contractor may add a Rough-In inspection but the permit card will only show a final inspection. This will allow for a hook up of a new appliance, disposal, dishwasher, extra sink or washer/dryer connection

## What types of projects are NOT allowed?

Any project that also requires a Building Permit may **NOT** use the e-Permit system to process permits such as:

- Any project that requires a plan review (i.e. Hood system, Fire system, finishing a bathroom, etc.)
- Finishing a room that requires a building permit
- Installation (circuit) of a pool or hot tub that also requires a building permit
- Install an A/C system in an existing house that did not have A/C previously; Also may not install a new HVAC system with an e-Permit (permitting is charged per square foot)
- Irrigation system installation

## What happens if the ePermits system is misused to process permits?

When a permit is inappropriately processed using the e-Permits system, it causes Level I inspectors to be dispatched instead of a Level III inspector, which is legally required for certain types of jobs. If a contractor uses the e-permit system inappropriately to process permits, they can expect the following:

- Contractor will be contacted and advised of the misuse
- Inspection will not be rejected
- Contractor will be required to purchase a new permit in person at the Development Services Customer Service Center located at 1 Exchange Plaza, Suite 400, on Fayetteville Street in Raleigh NC
- The City of Raleigh will void the original e-permit as invalid
- **THERE WILL BE NO REFUND FOR VOIDED E-PERMITS!**

## Are there any prerequisites/requirements to this process?

- **Before accessing this system, you must have a City of Raleigh authorized user id and password. Contact the Development Services Customer Service Center at 919-996-2500 for information needed to access this application for the first time or use specific contact information provided at the right for immediate assistance**
- Program supports Internet Explorer 8, Chrome, or Mozilla Firefox
- Contractor information (contractor license, contact information, business license, workman's comp, liability insurance, etc.) must be complete, current and valid in the City of Raleigh Contractor file. Contact the [Development Services Customer Service Center](#) at 919-996-2495 to confirm the accuracy of all required data
- Contractor must have a City of Raleigh [Business License](#), if work is being done within the Raleigh [City Limits](#)
- Contractor must have proof of Workman's Compensation, if applicable

## How do I start the process?

- Must first obtain an **authorized user id and password from the City of Raleigh**
- Log into the [Online Development Center](#)
- Click Apply for Permits

### **What do I need to submit to the City?**

- Contractors do not need to submit any paperwork to the City of Raleigh
- The permit application is completed and submitted online
- Property Owner's Designated [Lien Agent](#) Information, if project cost is >\$30,000 \*Please note that the receipt from NC Liens must be presented as evidence of Lien Agent designation

### **Where can I find detailed information regarding submittals?**

- [Online Development Center](#)
- [Scheduling Inspections and Re-Inspections](#)
- [Commercial Plan Review Contact List](#)
- [Special Inspections](#)

### **Where do I submit my application?**

The permit application is completed and submitted online.

### **What are the keys to success?**

- Contractor must call the [DSCSC](#) to establish an account (a user ID and password is required)
- **Remember to print your permit package!** The system will prompt you to print the permit package at the end of the process. You may print as many copies as you want and even save it to your computer
- The inspection card needed for the field will be printed in the permit package. It is not necessary for these types of permits to be printed on a yellow inspection card

### **What fees are involved and when do I pay them?**

- A minimum permit fee per trade will be assessed. Payment is made on line using a Visa or Master Card during the online process
- See [Development Services Fee Schedule](#) for the current minimum permit fee

### **How long will this process take?**

One (1) permit takes approximately five (5) minutes. It will take less time as contractor becomes more familiar with the on-line application.