

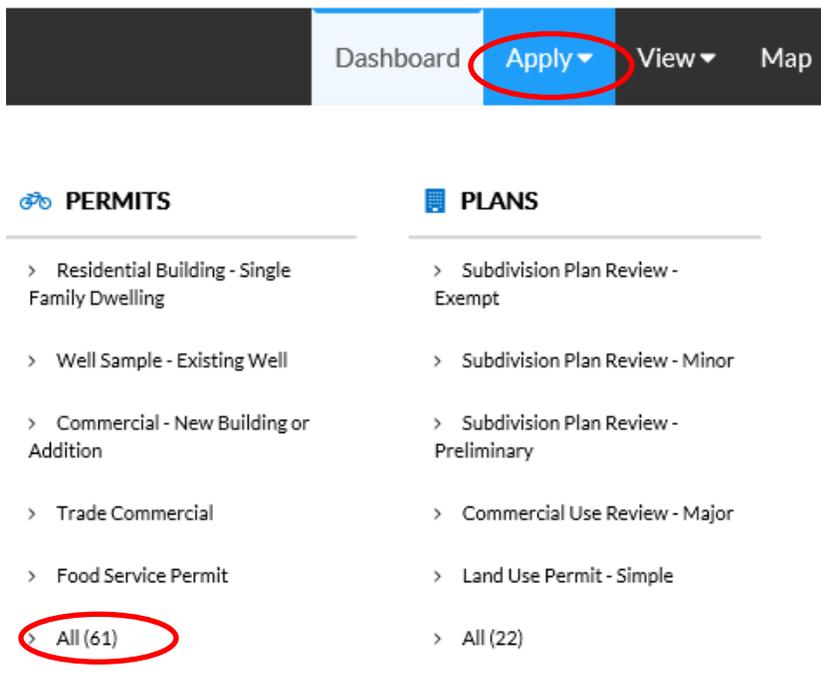
Permit Portal Instructions - Applying for a Well Permit

IMPORTANT: Only use these instructions if you are installing a new well to serve an existing building or a new well for irrigation or other uses. If you are building a new building that will rely on a private well, the well permit will be created for you as a sub-permit to the building permit.

What you will need before you apply:

- A Permit Portal account
- An address or a PIN
- A site plan in PDF or JPG format.

Once you have logged in to the Permit Portal, click on the “Apply” menu, then click “All”



Next, Click on “Wells.”

Permit Application Assistant

Categories

All 61	Building & Construction : Residential Building - Single Family Dwelling One Family Dwellings on Single Lot or Townhome Categories Main Menu	Apply
Building & Construction 24	Wells : Well Sample - Existing Well Well Water Sampling - Existing Well Categories Main Menu	Apply
Fire Services 4	Building & Construction : Commercial - New Building or Addition New Building or Addition to Existing Building Categories Main Menu	Apply
Food, Facilities, & Pools 9	Building & Construction : Trade Commercial Plumbing, Mechanical, Electrical without Building Permit Categories Main Menu	Apply
Wastewater 13		
Watershed Management 6		
Wells 5		

Next to "Wells: New Well Permit," click on the "Apply" button.

Categories

- All 61
- Building & Construction 24
- Fire Services 4
- Food, Facilities, & Pools 9
- Wastewater 13
- Watershed Management 6
- Wells 5

Wells : Well Sample - Existing Well Well Water Sampling - Existing Well Categories Main Menu	Apply
Wells : New Well Permit Permit for New Well Categories Main Menu	Apply
Wells : Well Abandonment Permit Permit for Abandonment of a Well Categories Main Menu	Apply
Wells : Well Repair Permit Well Repair Permit Categories Main Menu	Apply

Click on "Add Location" and type part of the site address:

Apply for Permit - Well Repair Permit

Dashboard Apply View Map Report

1 Locations 2 Type

Back to Application

Add Location

Address Parcel

Add Address As Location

Search Enter Manually

Add Location

Address Information

Search 1234 m

From the list of addresses that come up, click "Add" next to the one you want:

Address Information

Search 1234 m 

Address	Action
11234 MAPLECROFT CT, RALEIGH, NC 27617	Add
1234 AFTON MEADOW LN, CARY, NC 27518	Add
1234 ALEMANY ST, MORRISVILLE, NC 27560	Add
1234 AUGUST MOON CT, FUQUAY VARINA, NC 27526	Add
1234 AUTUMN DAY DR, MORRISVILLE, NC 27560	Add
1234 BRAEMAR HIGHLAND DR, ZEBULON, NC 27597	Add
1234 DALADAMS ST, RALEIGH, NC 27603	Add
1234 DOMINION OAK CIR, CARY, NC 27519	Add

The address is added to the application. Click "Next":



LOCATIONS

Type: Location
International
1234 BRAEMAR HIGHLAND,
ZEBULON, , 27597

Main Address

Parcel Number
1795568761

Main Parcel

[Remove](#)

Location

Add
Location

+

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

On the next screen, confirm that the permit type is what you want (or change it, if you made a mistake) and click “Next”:

Apply for Permit - New Well Permit

*REQUIRED



PERMIT DETAILS

* Permit Type

Description

Back

Save Draft

Next

If anyone besides you will need access to the case, such as contractors who will need to schedule inspections, add those contacts to the case. After adding other contacts, click “Next”.

CONTACTS

Applicant

Evan Kane (You)

336 Fayetteville St, Raleigh,
NC, US, 27601

Add
Contact

Back

Save Draft

Next

Fill out the additional information about the site.

General Info

[Next Section](#) | [Top](#) | [Main Menu](#)

Proposed Well Type

Water Supply

Existing onsite Waste Water Systems

Easements or rights-of-way on property

Surface water bodies or desig. wetlands on prop

Waste Water Disposal Type

Chemical or petroleum storage tanks on property

Respond to the Electronic Signature Agreement at the bottom of the page and click "Next".

...
(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.

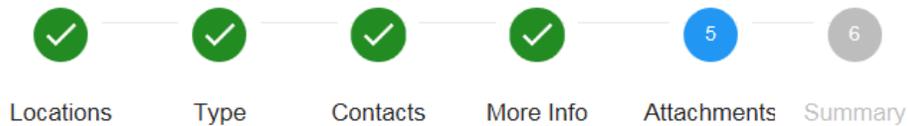
***I agree with the Electronic Signature Agreement**

[Back](#)

[Save Draft](#)

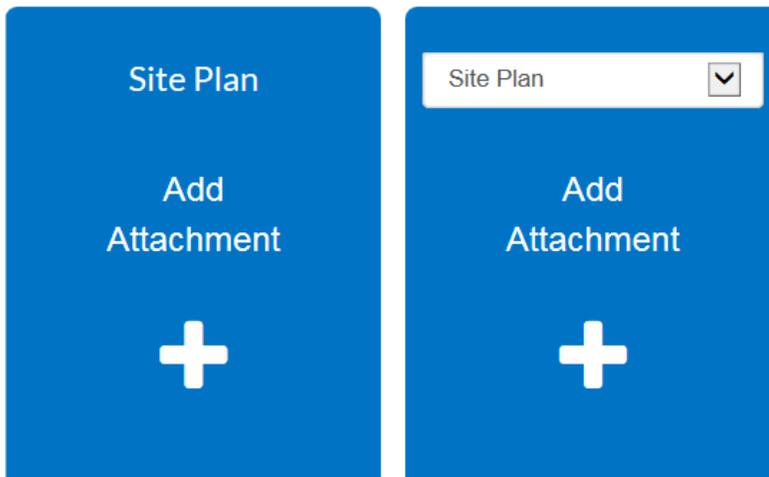
[Next](#)

Next, click “Add Attachment” and attach your site plan. After you have added your site plan, click “Next”.



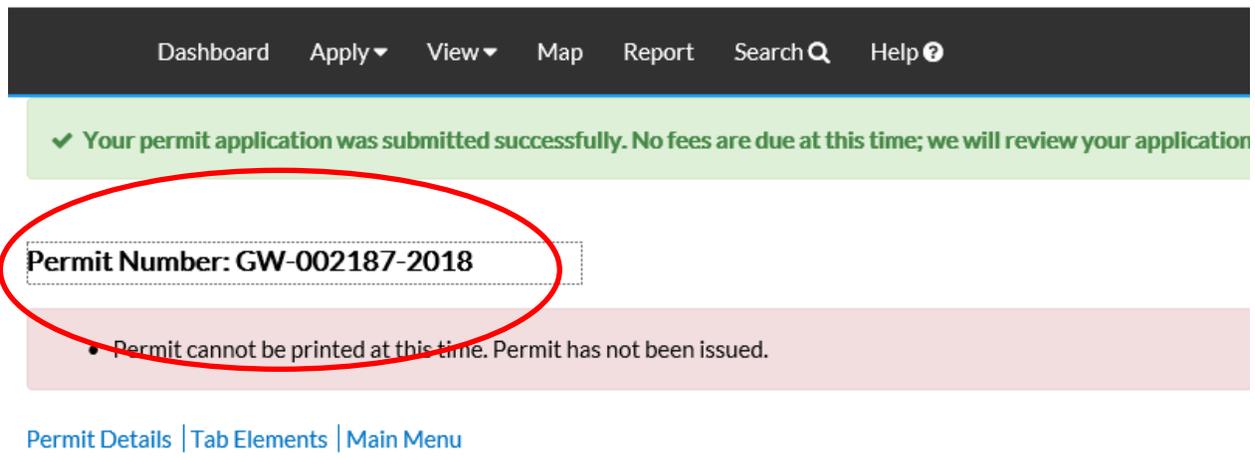
ATTACHMENTS

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx



Review the information you have filled out. If everything looks correct, click “Submit”. If not, use the “Back” button to go back and correct it.

After you submit your application, you will see the following confirmation screen. Take note of the permit number at the top of this screen.



Wake County staff will review your application and invoice you for the permit fee. Watch your email for a notice that fees are due. The email will contain the permit number and a link to the Permit Portal, where you can pay the fees with a credit card or from a bank account/e-check. You can also mail in a check for the fees after you receive the invoice.

After the permit fee is paid, Wake County staff will review your permit application and contact you to schedule a site visit or let you know if any additional information is needed.

No well construction can begin until the construction authorization has been issued. You will receive an email notifying you that that the construction authorization has been issued. The email will contain the permit number and a link to the Permit Portal. Once the construction authorization has been issued, you or your contractor (if you have added them as a contact) can schedule inspections through the Permit Portal.