

SUBMITTAL GUIDE FOR CHILD CARE, LODGING AND INSTITUTION PERMIT

****This process must be completed before applying for a building permit at the local municipality. ****

This form is found at:

http://www.wakegov.com/food/healthinspections/resources/Pages/new_food_rules.aspx

1. Click on the link to the Permit Portal (www.wakegov.com/permitportal) to create an account in the portal. ****Google Chrome is the recommended browser****
2. Once logged into the Permit Portal, click “Apply” then under “Permits” select “All 71”:

WAKE COUNTY NORTH CAROLINA

PERMIT PORTAL

Apply for and view permits and planning documents

Dashboard Home Apply View Map Help Search

PERMITS

- > Commercial New Multi Family
- > Commercial New Building or Addition
- > Commercial Structures other than Buildings
- > Commercial Trade Permit. Electrical, Mechanical or Plumbing
- > Commercial Pool, Spa or Hot Tub
- > All (71)

PLANS

- > Subdivision Plan Review - Exempt
- > Subdivision Plan Review - Minor
- > Subdivision Plan Review - Preliminary
- > Commercial Use Review - Major
- > Land Use Permit - Simple
- > All (25)

3. Type “Child Care Permit”, or “Hotel Permit”, or “Institution Permit” in the Application Assistant and select according to what permit you wish to apply for. Then click “Apply” next to the desired permit:

Child Care Permit Apply

Category Name: Food, Facilities, & Pools Description: Day care commercial centers and centers in a residence

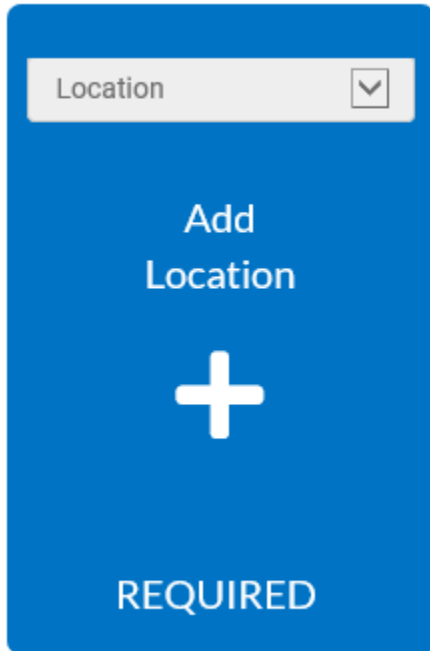
Hotel Permit Apply

Category Name: Food, Facilities, & Pools Description: This includes hotels, motels, and bed & breakfast homes. This does not include Air B&B.

Institution Permit Apply

Category Name: Food, Facilities, & Pools Description: This includes hospitals, nursing homes, and adult care facilities.

4. Click “Add Location” – Search for the physical location address using only the street number and name (do not enter the street type). **If the address is not found/known, search for the closest address.*



5. Once the address is located, click the “Add” button to add this address.

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search 336 FAYETTEVILLE

JUST THE STREET NUMBER AND NAME

CLICK THE ADD BUTTON TO ADD THIS ADDRESS

| Address | Action |
|--|--------|
| 336 FAYETTEVILLE ST, RALEIGH, NC 27601 | Add |

6. After entering the location of the business, click on “Next.”

Type: Location
336 FAYETTEVILLE ST,
RALEIGH, NC 27601

Main Address

Parcel Number
1703678520

Main Parcel

Remove

Location

Add Location

+

Create Template Save Draft Next

7. Enter the name of the business in the “Description” box. Then click the “Next” button.

PERMIT DETAILS

Enter name of facility in the “Description” box. Also add a description of the project.

* **Permit Type**

Description

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8. Add any additional contacts related to the project by clicking “Add Contact”. When finished, click the “Next” button.
9. Answer all applicable questions to the best of your ability, read the disclaimer at the bottom, and select “Next” if agree.

Disclaimer

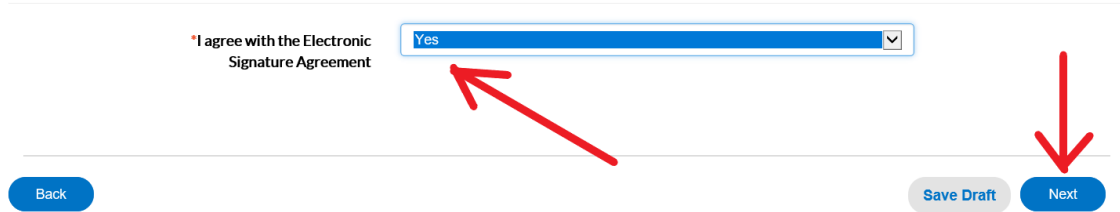
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Please read and sign the following statement to finish the application. I understand and agree that I am using an electronic application process which requires me to provide my electronic signature. I understand that my application will be signed electronically 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 County's entry onto the property. The undersigned also authorizes Wake County 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.

I agree with the Electronic Signature Agreement

Yes

Back Save Draft Next



10. Click "Add Attachment" – Attach the plans drawn to scale, menu, manufacturer's equipment specification sheets, SOP's (Standard Operating Procedure), State plan review approval letter if chain/franchised establishment and any other documents you may feel are needed, then click the "Next" button.
11. Review the information that has been entered and go back to make changes. This application can also be saved as a "Draft" and revisited later. Otherwise, click "Submit".
12. Your application has now been submitted. Click on "Continue to permit."

 **Your permit was successfully created!**

Your application was successfully submitted.

[Continue to permit](#)

13. A Permit Number will appear near the top of the screen. You will also receive an email stating your "permit/plan request is being processed".

Permit Number: HSIPOP-032700-2020

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14. You can review the status of your permit at any time through the Customer Self Service Portal.