

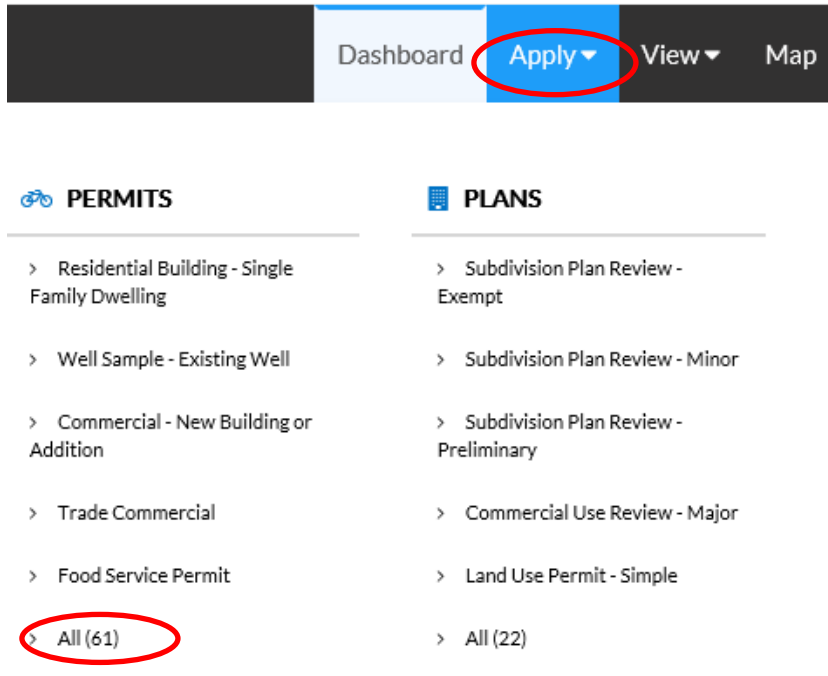
Permit Portal Instructions - Applying for a Well Permit

IMPORTANT: Only use these instructions if you are planning to use an existing well to serve a new building.

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.”

Categories

All 70

Building & Construction 24

Fire Services 6

Food, Facilities, & Pools 9

Wastewater 20

Watershed Management 7

Wells 4

Building & Construction: Commercial - Multi Family
Three or More Attached Residences

[Categories](#) | [Main Menu](#)

Apply

Building & Construction: Commercial - New Building or Addition

New Building or Addition to Existing Building

[Categories](#) | [Main Menu](#)

Apply

Building & Construction: Commercial - Non-Building
Fence, Wall, Sign, Awning, Tower, etc.

[Categories](#) | [Main Menu](#)

Apply

Building & Construction: Commercial - PM&E Work
Plumbing, Mechanical, Electrical without Building Permit

Apply

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

Permit Application Assistant

Categories

All 70

Building &
Construction 24

Fire Services 6

Food, Facilities, &
Pools 9

Wastewater 20

Watershed
Management 7

Wells 4

Wells : Permit for Abandonment of a Well

Permit for Abandonment of a Well

[Categories](#) | [Main Menu](#)

Apply

Wells : Permit for New Well

Permit for New Well

[Categories](#) | [Main Menu](#)

Apply

Wells : Approve Existing Well for New Construction

Approve Existing Well for New Construction

[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:

1

2

LocationsType

LOCATIONS

Location

Add Location

+

DashboardApplyViewMapReport

[Back to Application](#)

Add Location

Address

Parcel

Add Address AsLocation

Search

Enter Manually

Address Information

Search1234 m

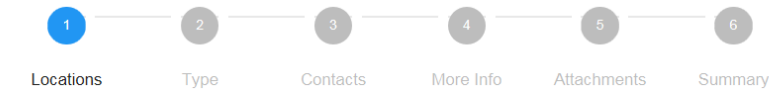
From the list of addresses that come up, click “Add” next to the one you want:

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”:

PERMIT DETAILS

* Permit Type

Approve Existing Well for Ne


Description

Back

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

Applicant

Add
Contact

+

Back

Save Draft

Next

Fill out the additional information about the site.

General Info

[Next Sec](#)

Well Type

Private drinking water well

Water Supply

On-site Private Well

Existing Use

0005 VERIFY WELL ONLY

Replacement Well

No

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**

Yes



Back

Save Draft

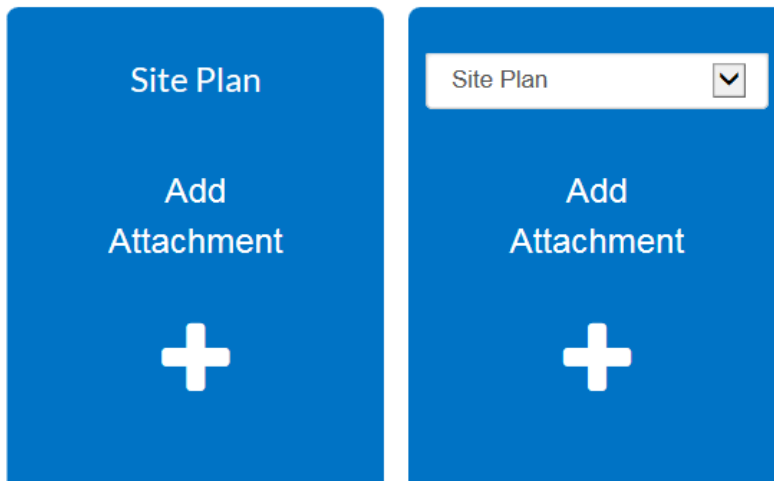
Next

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



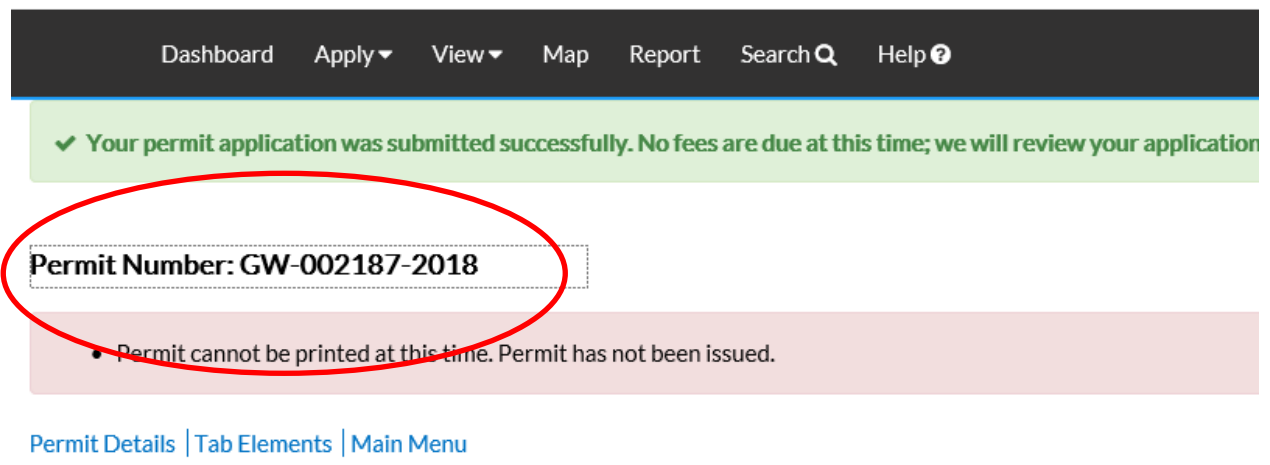
ATTACHMENTS

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.

You will receive an email notifying you that the permit has been issued. The email will contain the permit number and a link to the Permit Portal. Once the permit has been issued, you or your contractor (if you have added them as a contact) can schedule inspections through the Permit Portal.