



PERMIT PORTAL

Apply for and view permits and planning documents

Create Your Account/Register a New User

1. Go to <https://energovcitizenaccess.tylertech.com/WakeCountyNC/SelfService#/home>
2. Click the **Login or Register Tile** which is the 1st tile on the left or click on the Guest drop down box and click on **Register**.

The screenshot shows the 'PERMIT PORTAL' website interface. At the top left is the Wake County logo. The main header area contains the 'PERMIT PORTAL' title and a navigation menu with 'Home', 'Apply', 'Map', 'Help', and 'Search'. A blue banner below the header reads: 'New customers, please register with your email address as your username; Existing customers, please login with your email address'. In the top right corner, a user greeting 'Good Evening, Guest' is shown with a dropdown menu containing 'Log In' and 'Register'. The main content area is titled 'Welcome to Self Service' and features six tiles: 'Login or Register' (highlighted with a red box), 'Search Public Records', 'Today's Inspections', 'How-To Guides', 'Pay Invoices', and 'Apply'. Each tile includes an icon and a brief description of the service.

3. Enter your email address and click on the check box to acknowledge that you can access the email used below to complete the process.

Registration

Step 1 of 4: Email Address

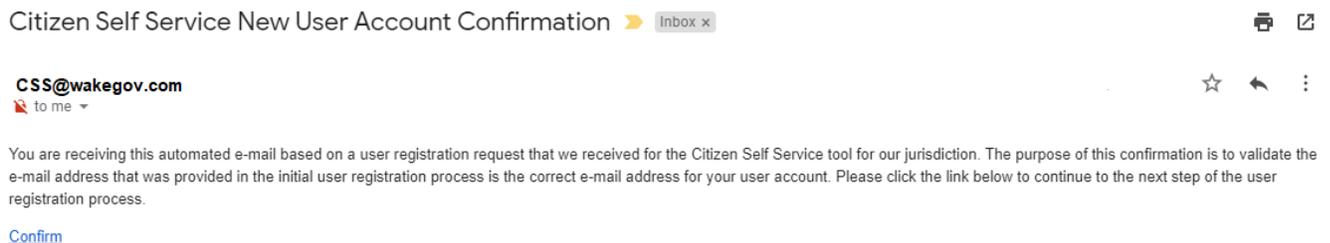
You will receive a confirmation email after submitting your email address. Click on the confirm link in the email and it will allow you to complete the registration process. When asked to create a username, please use your email address as your username. This will help in remembering your username for the Permit Portal site.

If you are having difficulties receiving the validation email, please check your Spam/Junk folder

By clicking you acknowledge that you can access the email used below to complete the registration process.

Email

4. Click **Next**. You will receive an email to confirm your registration. You will need to click the link provided to continue to the next step of the registration process.



If you are not receiving the confirmation email, please view the FAQ document for troubleshooting steps.

5. After confirming your registration, you will be directed to the Permit Portal to complete Step 2 of the registration process. Click the box for the “I am not a Robot” and complete the first part of the registration process.

**** For Username, we recommend using your email address as your Username. Unless you are creating an account for the entire office to use then create a specific username for the office. ****

During the registration process, it will search for existing contacts in our Backoffice application. If you already have a contact, then click on the “**Continue**” button. If not, you will see a continue button to go to the next step in the registration process.

Registration

Step 2 of 4: Login information

*REQUIRED

I'm not a robot  reCAPTCHA
Privacy · Terms

* Username

* Password

* Confirm Password

Email

Is this you?





[Continue](#)

6. Step 3 of the registration process is completing your personal info. Please enter all required field information and please enter a business phone so that our office will have the ability to contact you. Click on **NEXT**.

Registration

Step 3 of 4: Personal Info

*REQUIRED

* First Name

Middle Name

* Last Name

Company

* Contact Preference

* Email Address

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

Next

Hide

7. Enter your address with the Address Line 1 as the street number, Address Line 2 as the street name and select the street type. For Address type, please select "Billing". Click on **Submit** to complete registration.

Registration

Step 4 of 4: Address

*REQUIRED

Country Type	<input type="text" value="US"/>
* Address Line 1	<input type="text" value=""/>
Pre Direction	<input type="text"/>
Address Line 2	<input type="text" value=""/>
Street Type	<input type="text"/>
Post Direction	<input type="text"/>
Unit Or Suite	<input type="text"/>
City	<input type="text" value="Raleigh"/>
State	<input type="text" value="NC"/>
Postal Code	<input type="text" value="27610"/>
County	<input type="text"/>
* Address Type	<input type="text"/>

Back

Submit

8. Once submitted it will take you to your dashboard or home page. You will also receive an email that the account has been approved.

Dashboard
Home
Apply ▾
View ▾
Map
Help ▾
Search 🔍

New customers, please register with your email address as your username; Existing customers, please login with your email address

My Permits

Attention 5	Pending 8	Active 2	Draft 0	Recent 10
Temporary Food Est... 2 Tents Permit 1 Other 2	Temporary Food Est... 2 Temporary Food Est... 2 Other 4	Residential Pool, Sp... 1 Residential HVAC o... 1		Temporary Food Est... 2 Temporary Food Est... 2 Other 6

[View My Permits](#)

My Plans

Attention 6	Pending 12	Active 0	Draft 0	Recent 14
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