

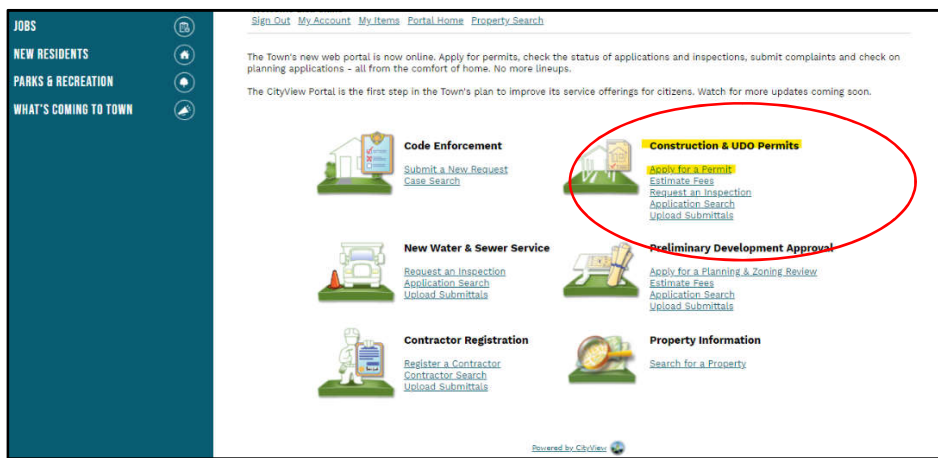


How to Apply for a Permit Town of Holly Springs CityView Portal

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To start the process: **Sign In**

- Registration is required click [here](#) for more information
- Contractors are required to complete **Contractor Registration** if they do not appear in the **Contractor Search**
- Select **Apply for a Permit** – *please note data collection will vary by application type*



Step 1 | Application Type

- Select the **application type** that best fits your needs
- Enter as much information in the **Describe the work being done** field
- Complete all the fields

The screenshot shows a multi-step process flow for permit applications:

- Step 1: Application Type (highlighted)
- Step 2: Permit Type
- Step 3: Work items
- Step 4: Description of Work
- Step 5: Location
- Step 6: Contacts
- Step 7: Upload Files
- Step 8: Review & Submit
- Step 9: Submitted

Permit Application - Description and Type
TMPPR20210001055

Required information is indicated with an asterisk (*).

Choose the application type: *

Please categorize the nature of the work* being done:

Please describe the work being done: *

Limit 4000 characters

Step 1 | Application Type - continued

- Complete all the fields

Application Details

Building Use:*

Number of Stories:*

Total Improved Square Footage:*

Owner Builder

Are you claiming owner exemption from licensure requirements as authorized by NCGS 87-14 (a)(1)?*

Water and Sewer Service Details

Water Service:*

Sewer Service:*

Estimated Construction Cost

Total Valuation:

Step 2 | Permit Type

- Select **Permit Type**, several items are greyed out and are required by default

Step 1: Application Type | **Step 2: Permit Type** | Step 3: Work Items | Step 4: Description of Work | Step 5: Location | Step 6: Contacts | Step 7: Upload Files | Step 8: Review & Submit | Step 9: Submitted

Permit Application - Select Permit Types

TMPPR20210001055

Required information is indicated with an asterisk (*).

Please choose as many Permits as are appropriate.

Search for permit types

- Building
- Electrical
- Mechanical
- Plumbing
- UDO

Step 3 | Work Items

- Choose all that apply
- Items that are grey out are required by default

Step 1: Application Type **Step 2:** Permit Type **Step 3:** Work Items **Step 4:** Description of Work **Step 5:** Location

Step 6: Contacts **Step 7:** Upload Files **Step 8:** Review & Submit **Step 9:** Submitted

Permit Application - Work Items

TMPPR20210001055

Required information is indicated with an asterisk (*).

Building Permit

Please choose as many work items as are appropriate.

Search for work items

- Deck/Porch, Uncovered
- Deck/Porch/Patio, Covered
- Foundation Type - Basement
- Foundation Type - Crawl
- Foundation Type - Monolithic Slab
- Foundation Type - Stemwall & Slab
- New Home Construction
- Screened-In Porch

Electrical Permit

Please choose as many work items as are appropriate.

Search for work items

- Electrical Trade

Plumbing Permit

Please choose as many work items as are appropriate.

Search for work items

- Plumbing Trade

Step 4 | Description of Work

- When complete with Description of Work – **click Next Step: Location**

Permit Application - Description of Work
TMPPR20210001057

Required information is indicated with an asterisk (*).

– • **Building Permit Work Items**

New Home Construction
EA: *
Please enter the quantity for this work item in the units specified

Deck/Porch/Patio, Covered
SQ FT: *
Please enter the quantity for this work item in the units specified

Foundation Type - Crawl
EA: *
Please enter the quantity for this work item in the units specified

Screened-In Porch
SQ FT: *
Please enter the quantity for this work item in the units specified

Step 5 | Location

- For lots recorded within 10-15 days, if your address doesn't auto-complete as you type, click "Can't find ad address?" and enter your address

Permit Application - Location of Work Being Done
TMPPR20210001057

Required information is indicated with an asterisk (*).

Locations

128 S MAIN ST , Unit., HOLLY SPRINGS, NC 27540

[Find location in Map](#)

Location Type(s) to Search For:

Search for location:
128 S MAIN ST , Unit., HOLLY SPRINGS, NC 27540

[Can't find address?](#)

The location you have selected: *

Step 6 | Contacts

- For permits that require a licensed contractor, choose a contractor for each trade within the address book.

Step 1: Application Type

Step 2: Permit Type

Step 3: Work Items

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Permit Application - Contacts

TMPPR20210001055

Required information is indicated with an asterisk (*).

For permits that require a licensed contractor, please add all contractors to the contact list by choosing the respective contact type and business name using the link above. A permit that requires a licensed contractor will not be issued until all contacts are provided. The Contractor Registration link is on the Portal Home Page if they are not listed in the Address Book.

Type	Contact
Property Owner	HOLLY SPRINGS TOWN OF, Address:TOWN ATTORNEY
Applicant	[REDACTED]
Building Contractor	Choose Building Contractor From Address Book
Electrical Contractor	Choose Electrical Contractor From Address Book
Plumbing Contractor	Choose Plumbing Contractor From Address Book
Mechanical Contractor	Choose Mechanical Contractor From Address Book

[Add Business From Address Book](#)

Previous Step: Location

Next Step: Upload Files

Save this Application for Later

Step 7 | Upload Files

- Upload all requested documentation

Step 1: Application Type

Step 2: Permit Type

Step 3: Work Items

Step 4: Description of Work

Step 5: Location

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Permit Application - Upload Documents

TMPPR20210001055

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 200MB in size.
- Accepted file extensions:
 - pdf, dwg, cad, jpg, docx, xlsx
- All plans shall be to scale.
- Recommended naming conventions:
 - Keep filename consistent.
 - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
 - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
 - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

Type	Status	Date Verified
▼ Certificate of Insurance ⓘ	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ Workers Compensation Affidavit ⓘ	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ Preliminary Plot/Site Plan ⓘ	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ Designated Lien Agent ⓘ	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ Plans ⓘ	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		

▼ **Upload Additional Documents**

Select any documents you wish to provide:

Provide a short description of this set of documents:

Step 8 | Review & Submit

- Review your information for completeness
- Agree to the legal notice
- Complete the captcha
- Click **Submit Application & you're done!**

[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#)

Step 1:
Application Type

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Permit Application - Review & Submit

TMPPR20210001055

Please review the information below and if it is correct, press the submit application button to submit your application.

▼ **Permit Information**

Permit Type: New Home Construction: Single Family/Duplex/Townhomes
 Category of Work: New
 Description of Work: New Single-Family Home
 Locations: Address
 128 S MAIN ST , Unit., HOLLY SPRINGS, NC 27540
 Property
 0649913710
 Contacts: Building Contractor