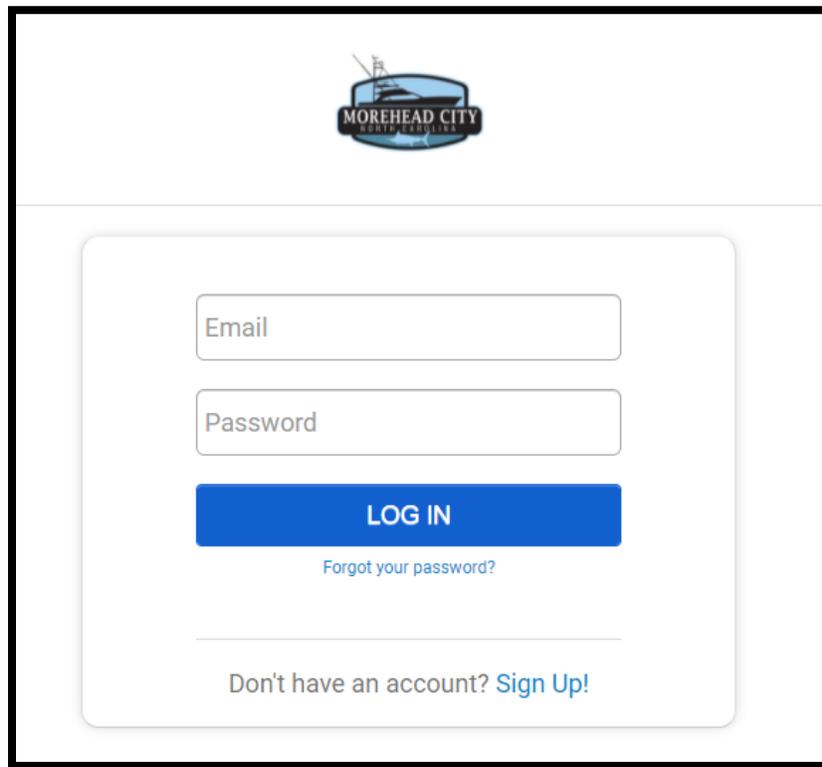


How to Submit a Building Permit

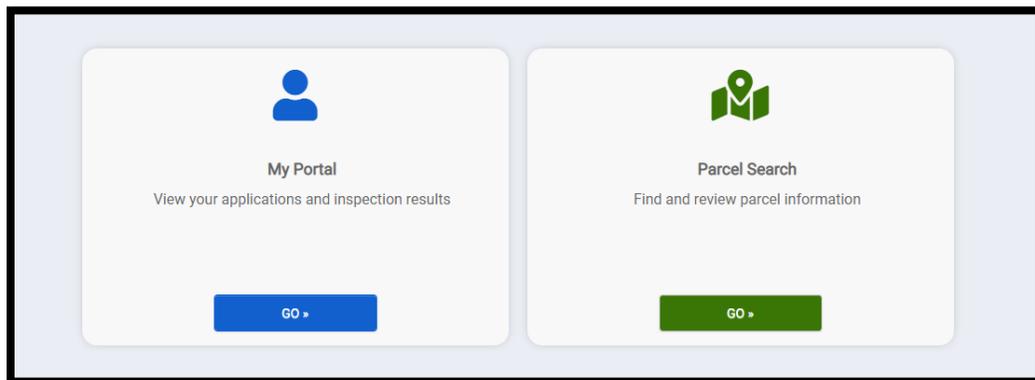
(This how-to video illustrates the use of a Residential Accessory Structure permit as an example. This permit type is selected if your project is to add a deck, porch, carport, shed or storage building to your property.)

Login to Your Portal Account.

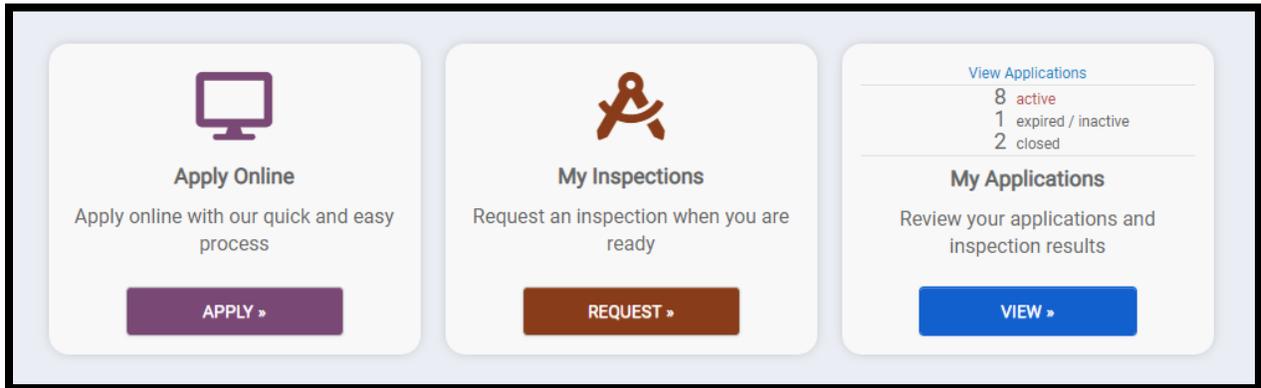


The screenshot shows the login interface for the Morehead City portal. At the top center is the Morehead City logo, which includes a stylized building and the text "MOREHEAD CITY SOUTH CAROLINA". Below the logo is a white rounded rectangle containing the login form. The form has two input fields: "Email" and "Password". Below these fields is a blue "LOG IN" button. Underneath the button is a link that says "Forgot your password?". At the bottom of the form area, there is a horizontal line and a link that says "Don't have an account? Sign Up!".

From your Portal Home Page under My Portal click "Go."

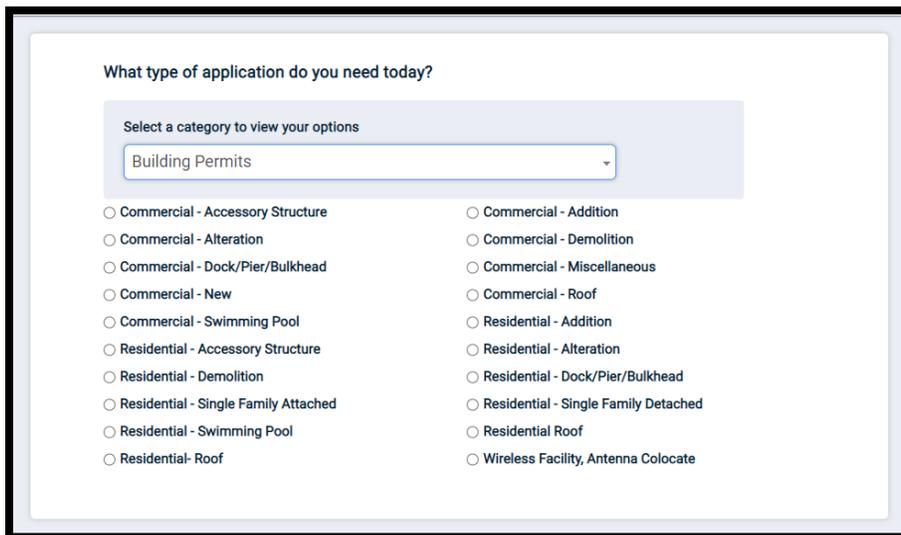


Under “Apply Online” click “Apply.”



Choose the “Building Permit” category from the drop-down menu. Once the “Building Permit” category is selected, a list of all permit types is populated. Click the “radio button” beside your requested permit type and click “Next” at the bottom of the screen to make your selection. In this example we chose Residential Accessory Structure.

(Please note that Single-Family Dwelling permits are separated into two categories: Residential Single-Family Detached indicates that the dwelling is a free-standing dwelling. Residential Single-Family Attached indicates that the dwelling is attached to another Single-Family Dwelling, for example.)



Under “Where is your project located” enter the property address. In most cases, just the entry of the address numbers will populate a drop-down list of choices. Alternatively, you may click “Enter a Parcel Number” to find your property via 15-digit Tax PIN Number. Once you have typed or selected your address from the drop-down choices, click “Save and Continue”. Please review the welcome page and click, “Get Started.”

The screenshot shows a web form titled "Where is your project located?". Below the title, there is a link that says "I want to enter a parcel # instead.". The form contains several input fields: "Address:" with a text box, "City:" with a text box, "State" with a dropdown menu showing "NC", and "Zip Code" with a text box.

You are now on your permit project page. The permit is now searchable by Planning & Inspections Staff should you need any remote assistance. There are nine sections which need to be filled out. Some sections (such as the Contractor tab) will indicate that they are complete before you open them. Please note that each section should still be checked to ensure all permit information is accurate.

The screenshot shows a permit project page for "Residential - Accessory Structure". At the top right, it displays "Estimated Fees \$25.00" and "Additional fees may be required". Below this, there is a table with columns for "Building Permits", "Application Number", and "Current Status". The application number is "2021-0551" and the status is "Not Submitted". A "NEED HELP?" link is also present. The main section is titled "My Project" and contains a table with columns for "Location", "Parcel", "Created", "Approved", "Issued", and "Closed". The location is "1100 BRIDGES ST, MOREHEAD CITY, NC 28557" and the parcel is "638615617011000". The application was created on "12/17/2021" and expires on "3/17/2022". Below the table, there are input fields for "Give your project a name" and "Describe the purpose of the permit". At the bottom, there are nine sections with progress indicators: "Permit Contacts" (Done), "Permit Contractors" (Done), "Permit Details" (Not Complete), "Permit Submittals" (Not Complete), "Permit Parcels" (Done), "Permit Fees" (Estimated Fees \$25.00), "Permit Inspections" (There are 22 required inspections for this permit), and "Permit Approval Steps" (Follow the approval process).

Click on the drop-down “caret” for each section to type in permit information and be sure to hit “save” at the bottom of each section. Once all required information has been entered and saved, the section will show that it is “done”.

Under “My Project,” enter a project name and description of the project.

Under the “Permit Contacts” section, the portal user account is added as the applicant and the property owner is added as the owner. This section will show as “done”. Changes to this section must be completed by Planning & Inspection staff. If ownership has not yet been updated in the Carteret County GIS, staff may request proof of ownership to update the permit records.

Contact	Role
PLANNING & INSPECTIONS annie.bunnell@moreheadcitync.org 2527266848	Submitter of the Application
TOWN OF MOREHEAD CITY Email not on record Phone number not on record	Owner of Record

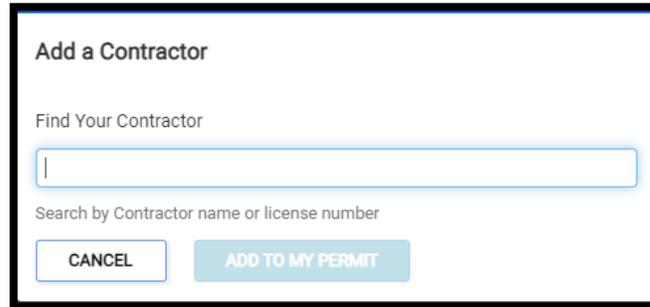
If you entered an access code when you created your account which linked the account to a contractor, that contractor will automatically show up under the contractor tab. If you need to add a contractor or subcontractors to a building permit, you would click the drop-down “caret” to expand the contractor section and click on the hyperlink that reads “add contractor”.

Contractor	License Number	Primary
APPLICANT Email not on record 123 XXX XX, XX 00000	UNLICENSED Expires On:	<input checked="" type="radio"/> X Remove

[+ ADD CONTRACTOR](#)

We have not hired a contractor for this project

You can type in the contractor by name or license number to search. Please note that some contractor license numbers begin with letters and will not be searchable without the letter first. Most electrical and mechanical license numbers use a beginning letter followed by a dot and then the number (for example: U.01234)



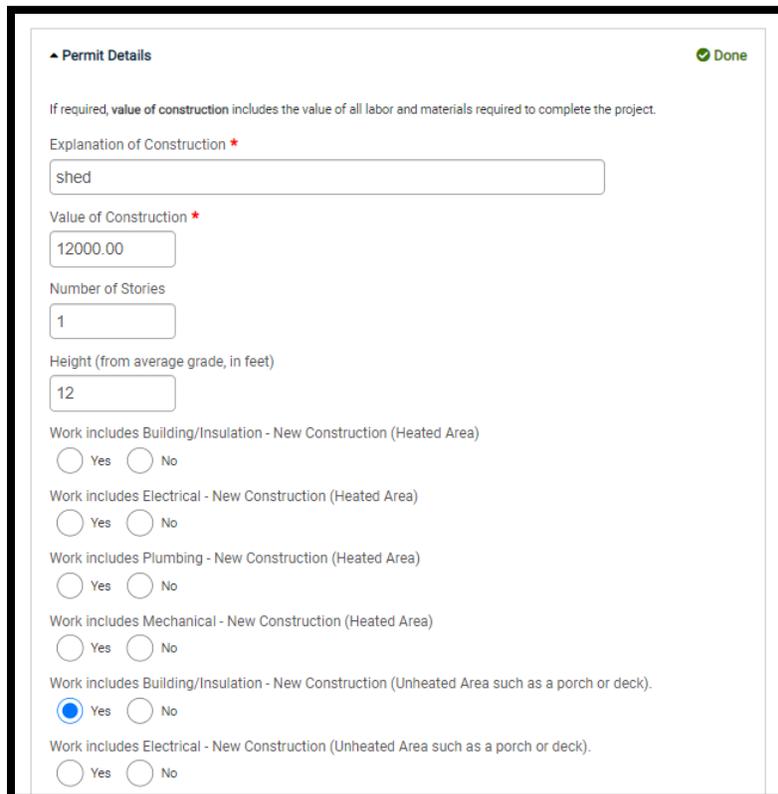
Add a Contractor

Find Your Contractor

Search by Contractor name or license number

Under the “Permit Details” section you will enter the details of the application. This includes the requested trades, square footages, bedroom and bathroom numbers, proposed structure height and other important details. Once these details have been entered, your permit fee will be adjusted automatically.

Please note that this figure is not always the final permit fee. Adjustments may need to be made by staff, additional plan review fees, and utility fees may also be due. Payment is able to be made once the permit status changes into “payment pending”.



Permit Details Done

If required, value of construction includes the value of all labor and materials required to complete the project.

Explanation of Construction *

Value of Construction *

Number of Stories

Height (from average grade, in feet)

Work includes Building/Insulation - New Construction (Heated Area)

Yes No

Work includes Electrical - New Construction (Heated Area)

Yes No

Work includes Plumbing - New Construction (Heated Area)

Yes No

Work includes Mechanical - New Construction (Heated Area)

Yes No

Work includes Building/Insulation - New Construction (Unheated Area such as a porch or deck).

Yes No

Work includes Electrical - New Construction (Unheated Area such as a porch or deck).

Yes No

Under the “Permit Submittals” section, please upload all required submittals. You can upload a file by clicking on the blue hyperlink that says “Upload”, click on “add file”, then navigate, select, and open the appropriate document. Choose “begin upload” and close when complete. Each submittal type should be uploaded under the appropriate requested document type.

The Permit Submittals section will be complete once each required submittal (those designated by an * asterisk.) has at least one file uploaded. Please note, depending on your project, additional submittals may be required. Planning & Inspection staff will reach out to you if anything further is needed to process your permit.

▲ Permit Submittals At least 1 file must be uploaded for each submittal requirement ❗ Not Complete

* Required for Application
⌚ Required before permit can be closed

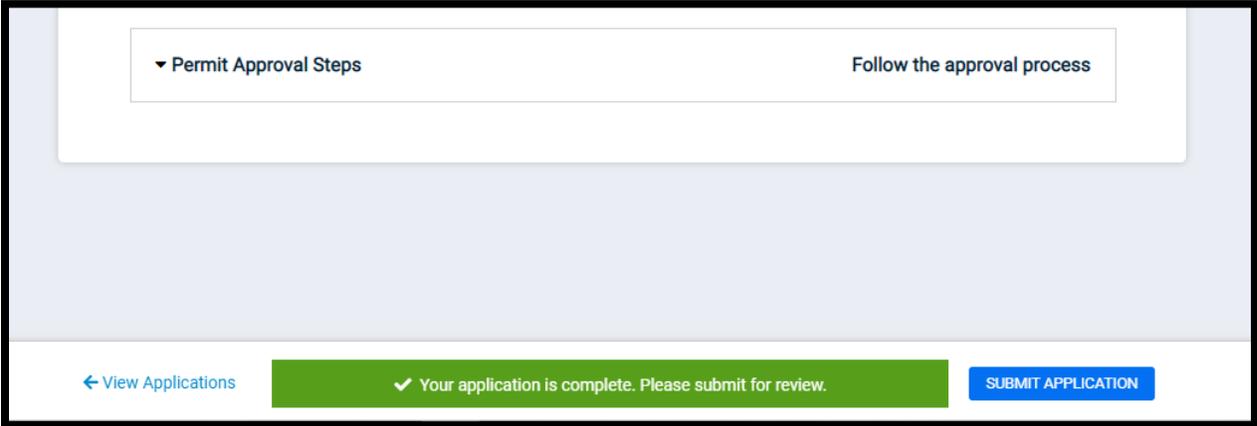
Submittal Name	Received	Version	Status	
Two sets of building plans and specifications to show materials and method of construction. *	--	1	Pending	Upload
A site plan or survey (drawn to scale), indicating placement of proposed new construction and all other existing structures located on the lot (to include, but not limited to, fireplaces, steps, condensing units, etc.) must be attached. *	--	1	Pending	Upload

Upload Submittal ✕

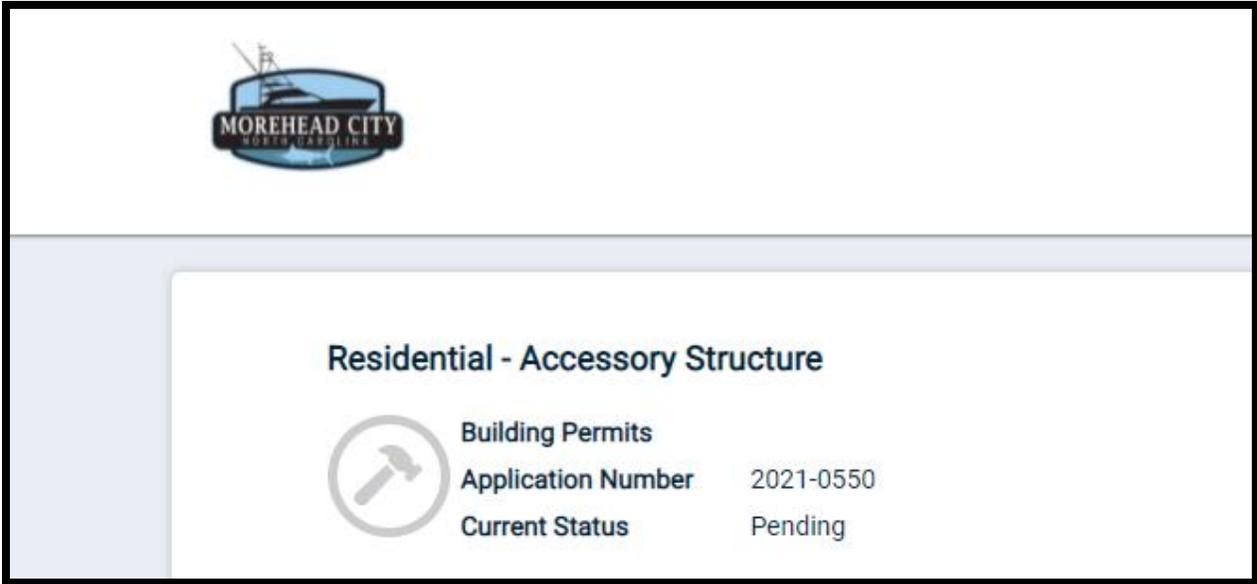
ADD FILES

⌚ Begin UploadCancel

Once all fields have been completed, a blue “Submit supplication” button will appear at the bottom of the screen. Permit information will be saved to your portal under My Applications until you are ready to submit the application. Once the application has been submitted, you will no longer be able to change the entered data. Click to submit when ready.



Once the permit has been submitted, the status will change from “not submitted” to “pending”. You can follow along in the portal to see the progress of your permit in the “workflow” section of the application. Status change emails are sent out automatically.



If you have any other questions, please see our other How-to videos or contact us via phone at 252-726-6848 ext. 125 or by email at mhcpu@moreheadcitync.org.