TOWN OF CHAPEL HILL
Development Services

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Online Permitting Services – Subpermits Guide

You must have a verified Online Permitting Services User Account in order to submit permit applications. To register for an Online Permitting Services User Account, please refer to the Online Permitting Services Account Registration guide.

1. Create Permit Application

1. Log in with your username and password on https://permits.townofchapelhill.org by clicking on the 🔑 Log in button on the top right of the screen. Once you login, you will be taken to the homepage.

2. Access new permit applications from the homepage of Online Permitting Services or click the **Apply** button in the top right of the screen.

3. Choose the type of permit you would like to create (***Electrical, Mechanical, or Plumbing***) by clicking on its name.

4. Enter the street address for your permit and click **Continue**. Only include the number and street name (I.e. 100 Market Street). Choose the correct address from the list of search results. If the address for which you are looking does not return, try modifying your search. You can also view additional address help by clicking the **Help** button.

5. Select a Land Use for the permit. This is the use of the building where the permitted work will occur. If you are unsure, refer to the Land Use Guide to determine what the correct land use of the property is. *Choosing an incorrect Land Use may delay the processing of your permit*.

6. Type a detailed description of your work in the **Description** box. This should be a summary of the Scope of Work document. Click **Continue** at the bottom of the page and the rest of the application form will appear

7. In the **Contractor** section, click **Add** to search for a contractor. Enter their name, Business License Number (optional), and their trade (electrical, mechanical, plumbing) and select **Find**. Select the contractor from the search results and click **Add.** If you have more than one

contractor, click **Add** to search for additional contractors. If you are a contractor or you work for a contracting business, you must add yourself or your business in this section.

8.   Review information in the **General - A. Header** section. This information will show up automatically based on Orange or Durham County's parcel data. If you see information that needs to be corrected, please contact Development Services.

9.   Enter the Construction Cost in the **General - E1. Construction** section. Note the definition of Construction Cost. This information is not used to determine sub permit fees.

NOTE: You may save, cancel, or delete your application at any time by clicking the appropriate button in the upper left box on the application page. Once you save an application, you can return to it through the **Your Items** page – see the **Manage Your Permits** section for additional information.

10. Complete all fields in the corresponding subsections for the following subpermit types:
- Electrical - **Trade – Electrical**
- Mechanical - **Trade – Changeout , Trade – Electrical** and **Trade – Mechanical**
- Plumbing - **Trade – Changeout , Trade – Electrical** and **Trade – Plumbing**

11. Submit a **Signed Scope of Work** document. Click the button under the **Submit a Signed Scope of Work** section to select the document from your computer. Once you have selected a document you will see an upload box. Confirm that you have selected the correct document and click **Upload**. You do not need to submit a general document.

12. Review your application by clicking the **View & Print** button at the bottom of the page. Submit your application by clicking the green **Submit** button.

13. Read and complete the **Applicant's Statement** and click the green **Submit** button to finalize the submission. On the next page you may print your application summary.
    NOTE: This statement, along with the signature on your Account Affidavit will serve as your authorization of your permit application. You will receive an email notification indicating that your permit application was successfully submitted.

2. Manage Your Permits

You can view all of your active permits by clicking the [🔖 Your Items] button in the top right of the screen. This page will display some basic information about your permit, including its status. If you click on the blank area of the permit record, it will expand to show additional information such as the next scheduled inspection and its date.

600 Church St · Electrical · Ref Code: BF84DZ

✏ View   🖶 Print Summary

Applicant:	Status:	Date Filed:	Closed:
Jay Heikes	Permit Approved	5/19/2014	No

Next Inspection:	Inspection Date:	Date Closed:	Lead Staff:

View: You can view detailed information on permits that you have submitted by clicking the **View** button.

Print Summary: You can view a printer-friendly version of your permit by clicking **Print Summary**. The print summary also includes a history of the permit's status as well as a listing of inspections and any currently deficient inspection correction items.

Edit: You can edit permits that you have not yet submitted by clicking the **Edit** button. If the application has already been submitted, then you will see the view button.

3. Payments

Once your application has been approved, you will receive an email indicating that your permit has been approved and fees are due. Online Permitting Services will also display a pay fees icon under a permit that has been approved. Click on the **Pay Fees** button to get started.

Clicking on **Pay Fees** will take you to a Checkout page where you can see the items in Your Cart and review the required payments. Click **Remove** beside any of the fees to remove it from Your Cart. Click **Cancel** at any time to exit the Checkout page. Click the blue **Pay Now** button to proceed with checkout. You can also leave this page, and the fees will remain in your cart.

You will be taken to a payment page after clicking **Pay Now**.

1. Fill out your credit card information.

2. Verify information and click the **Pay Now** button.

3. You will then be taken to a receipt page. You will also receive an email indicating that your payment has been received. **NOTE:** Payment of permit fees does not constitute the issuance of the permit. You will receive a separate email informing you that your permit has been issued.