

CREATING A NEW PERMIT APPLICATION

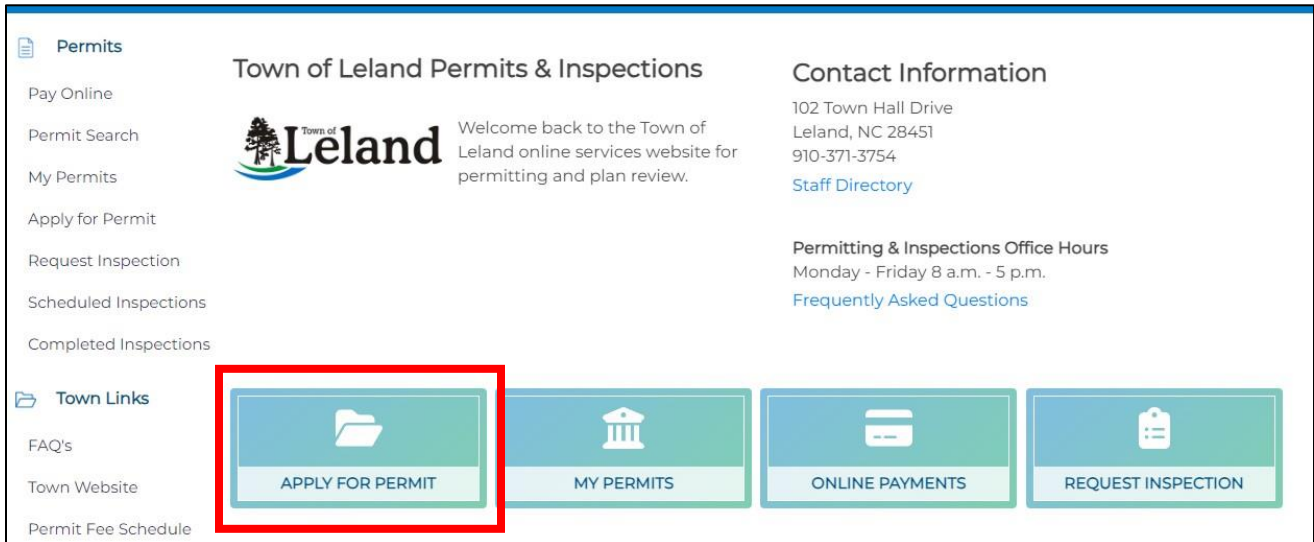


102 Town Hall Drive, Leland, NC 28451
www.townofleland.com

Permitting & Inspections Department
Phone 910-371-3754

Instructions:

1. In the Home Page of the [Town of Leland's Evolve Permitting Service](#), click "APPLY FOR PERMIT."



2. Select a permit "Category" and permit "Type" from the drop-down lists. Please select "Next Step" to proceed.

A screenshot of the "Permit Application" form. The form has a title "Permit Application" and a section titled "Type of Permit" with instructions to select a category and type from drop-down lists. Below the instructions, there are two drop-down menus: "Category" and "Type". Red arrows point to the "Category" and "Type" labels. At the bottom of the form, there are two buttons: "Cancel" and "Next Step".

- 3. Please review the application requirements and general information and **confirm your review by checking the appropriate boxes**. Please select “Next Step” to proceed.

Permit Application

Before You Begin
Please make sure you have any necessary information ready to submit with your online permit application. Please review the following checklist items and check each item to move to the next step.

Application Requirements

- Site plan drawn to scale including setbacks, proposed and existing structures, well and septic, special flood hazard areas, sidewalks and driveway width and length.
- Lien agent documentation for all projects with a construction cost greater than \$40,000. This document shall be specific to the project address
- Building plans including structural, foundation and elevation drawings.
- Health Department Approval for Septic, if applicable.
- LVL Engineered Specifications for any Laminated Engineered Beam, Post or Column.
- If installing gas piping, provide legible piping diagram including piping material, length, sizes, fuel type, appliance demand, pressure and table used for calculations. Show equipment such as regulators. This shall be uploaded prior to Rough Gas Inspection and a copy shall be onsite for all gas inspections.

General Information

- I understand that I may be asked to submit certificates of coverage of workers' compensation insurance at any time for any person, firm, or corporation carrying out work.

- 4. **Please enter the project address.** If the project address does not appear, please ensure the project address is within [town limits](#). Additionally, ensure that an [“Address Assignment”](#) with Planning and Zoning Department has been submitted. After submitting for an address assignment, select “Custom Address” to enter the assigned address to proceed. Select “Next Step” to proceed.

Permit Application

Enter Project Address

Assigned GIS Address - To search for the assigned GIS address, enter the street number and street name. When the street direction precedes the street name, enter street direction and street name. For example "N Culverton".

Custom Address - If no address has been assigned, select Custom Address to enter a location description and Parcel ID number. Use the [Map Search](#) to find your parcel ID number.

Street Number

Street Name - Do not enter street suffix (Rd., St., Ave, etc.), or PO Box.

If address is not assigned.
[Custom Address](#)

Cancel Previous **Next Step**

- 5. Please review the list of open permits for the project address to **ensure that no duplicate permit applications are created**. Select “Next Step” to proceed.

Permit Application

Permit Information for this Address
Any permits issued to the same address will be listed. Please don't create duplicates. Click Next Step to continue with your application.

List of open permits. Please don't create a duplicate.

ID 16342 (Under Review 7/6/2021) 110 - Residential Addition	Test to uploads Test to uploads Test to uploads T	Details
ID 17973 (Under Review 1/24/2022) 110 - Residential Addition	.	Details
ID 18895 (Under Review 3/31/2022) 204 - Commercial Alteration	9,235 sf interior renovations and	Details

- 6. Please enter all applicable permit information for the proposed scope of work. Each permit type will have distinct question fields. Please enter the permit details and select “Next Step” to proceed.

Permit Application

Permit Details
Provide all applicable information for the scope of work area only.

Lot Number
NA if there is no lot number

Description
Provide detailed description of work taking place.


Cost of Construction
This includes cost of materials and the reasonable cost a contractor would charge for the work.

Heated Sq. Ft.
Enter numeric value of the sq. ft. only.

- 7. **Select associated contacts to provide access to the permit application.** Please ensure contacts have an active account with the Town of Leland’s Online Permitting Portal. It is recommended to enter contacts at initial submittal to prevent any administrative fees when making contact changes after permit issuance.

Permit Application

Select Contacts

 Select the associated contacts, **including all contractors and subcontractors working on your project**. Make sure you include the state license holder as a contact. Choose the type of work they will be performing from the drop-down lists. To search for a contact in our database, click "Search Contact". Suggested contact types are listed based on your project type.

It is recommended that the permit applicant select all contacts that may need access to the permit at any time. In order to add a contact after the application is submitted, you must reach out to staff and an administrative fee will be charged, per permit.

Financial	Name	Organization	Type
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- 8. **Upload all required and associated documents.** Select “Add Document” to add any documents not listed. Select “Next Step” to proceed.









Permit Application

Upload Documents

Upload documents to be submitted with your permit. Select "Add Document" to add any documents that aren't listed such as any additional documentation supporting your application or request.

For plan review revisions:

1. Upload the [Plan Revision Form](#)
2. Add date to revised file name. Ex -[filename]mmddy.pdf

	 Adjacent Plot Plan	Upload
	 Appendix G- Engineers Inspection Report	Upload
	 Building Plan * Required	Upload
	 Elevation Certificate	Upload
	 Energy Test	Upload
	 Health Dept. Approval for Septic	Upload
	 Lien agent documentation	Upload

- 9. **Review all terms and conditions** for permit application submission. **Check the box to indicate agreement with the conditions** and **enter full name to electronically sign** as the permit holder. Select “Finish” to submit permit application.

The screenshot shows a web form titled "Permit Application". Under the heading "Permit Signature", there is a list of terms and conditions enclosed in a red bracket. Below the terms is a checkbox labeled "I agree to the conditions." with a red arrow pointing to it. Underneath is a text input field labeled "Type your name to electronically sign." with another red arrow pointing to it. At the bottom of the form are three buttons: "Cancel", "Previous", and "Finish".

WHAT'S NEW?

- 1. A five-digit permit ID will be assigned to the permit application. A permit number will be assigned upon permit issuance.
- 2. Review the status of the permit application to stay alert on any changes through the Online Permitting Service.
- 3. Emails will be sent out to notify the contact(s) about permit modifications, missing information, plan review results, billing, and other relevant updates.
- 4. Review our [Frequently Asked Questions](#) page, to learn more about our residential and commercial plan review times. Please note that plan review times may change in cases of missing documentation, increase in workload, internal processing delays, etc.
- 5. For questions related to permit processing, please email us at Inspections@TownofLeland.com