

### City of Wilmington Online Permit Portal

Updated August 6, 2025

The City of Wilmington is excited to launch its new digital permitting solution: <u>Development & Permitting</u> <u>Services</u>. This online platform is your portal to obtaining city-issued permits and plan approvals. You can apply for a permit, pay associated fees, track review progress, and submit revised plans through one convenient and easy-to-use portal.

Applications for the following permits and plans will only be accepted through the online platform:

#### Plan Review (Live)

- Pre-TRC Consultation-Site Plan
- Pre-TRC Consultation-Preliminary Plan

Once you have completed the Pre-TRC Consultation Process, you will receive a link to apply for a formal site plan or preliminary plan application.

#### **Zoning Permits (Starting August 11, 2025)**

- Accessory Structure
- Bed & Breakfast
- Billboard Sign
- Community Garden
- Group Home
- Home Occupation
- Mobile Food Unit

- Sandwich Board
- Sexually-Oriented Business
- Shipping Container
- Sidewalk Café
- Sign
- Street Furniture

- Temporary Sign
- Temporary Use
- Tree Removal
- Vehicle Towing
- Zoning Compliance

#### Historic Preservation Permits (Starting August 11, 2025)

• Certificate of Appropriateness (COA)-Minor Works

#### **Engineering Permits (Coming Soon)**

- Right-of-Way
  Encroachment
- Right-of-Way Permit
- Oversized/Overweight House Move
- Stormwater Permit (Starting August 11, 2025)

## **Getting Started**

#### 1. My Account: Login or Register

- All applicants must <u>register for an account</u> before submitting an application
- Select My Account 'Login or Register'
- If you previously created an account, log in using your email address or other linked account (Google, Apple, Microsoft, Facebook)
- If you are registering for the first time, select "Create an account" and follow the steps to register

# 23

#### 2. Apply

 Find the application type by using one of the following filters or typing keywords into the search bar:













PLANS

Pro Tip: Unless you are applying for a Pre-TRC Consultation for a site plan or preliminary plan, the application type you are looking for will be under Permits.

Select



- Follow steps to complete the application
- Each application type will have required information and documentation specific to the permit being requested
- If you don't have required documents ready to upload, you can save a draft of your application and come back to it later

#### 3. Track Your Application

- Use the 'Dashboard' for an overview of all plans, permits, inspections, and invoices associated with your account
- Use the 'My Work' tab for a detailed list of all plans, permits, and invoices that have been submitted

#### 4. Ask for Help

If you have questions or need assistance, please get in touch with the review team via telephone or email:

**Engineering Permits** 

**Historic Preservation** 

**Plan Review** 

**Zoning Permits** 

**Stormwater:** rob.gordon@wilmingtonnc.gov

<u>preservation@wilmingtonnc.gov</u> 910.254.0900 <u>planreview@wilmingtonnc.gov</u> 910.254.0900 zoning@wilmingtonnc.gov 910.254.0900

910.341.7807 **Right-of-Way:** 

ROWpermit@wilmingtonnc.gov 910.341.5899