

Randolph County ePermits Guide

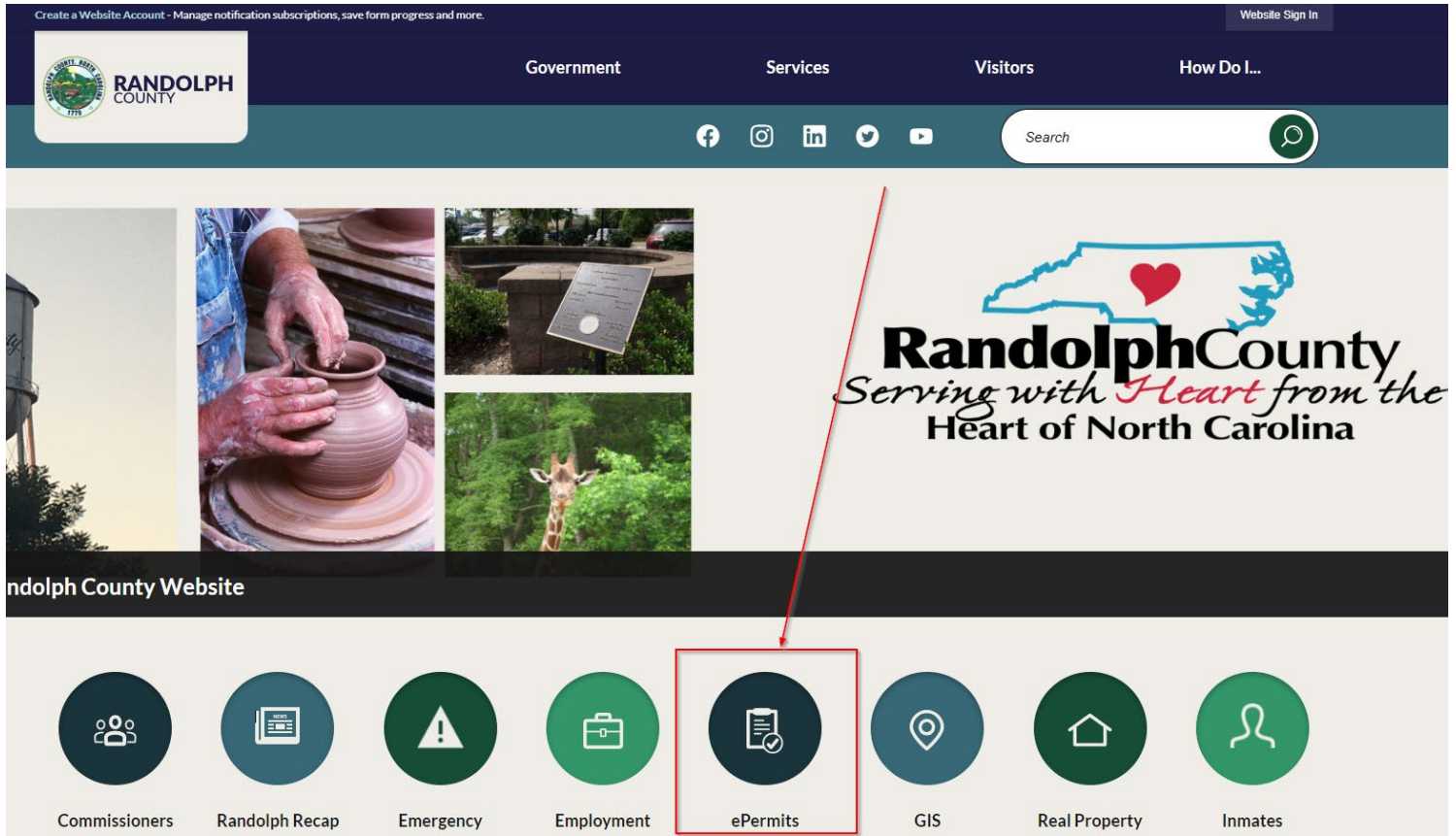
The information contained in this document is to assist citizens and contractors as they use the Randolph County ePermits website.

Table of Contents

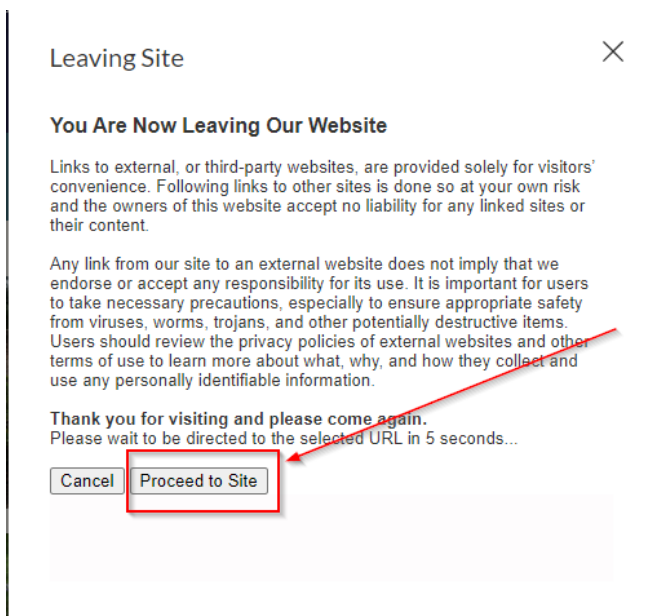
LOGGING ONTO EPERMITS:	0
EPERMITS WELCOME PAGE	1
PUBLIC INFORMATION SEARCH	2
CONTRACTOR ACCESS	3
CONTRACTOR ACCESS - MY PERMITS	4
CONTRACTOR ACCESS-REQUESTING A PERMIT	5
CONTRACTOR ACCESS- BILLING & PAYMENT	7
CONTRACTOR ACCESS- SCHEDULING INSPECTIONS	9

Logging onto ePermits:

Log onto the Randolph County Government website at <http://www.randolphcountync.gov/> click on the ePermits Icon on the Home Screen.



Click on Proceed to Site when you get the following pop up box:



ePermits Welcome Page

Randolph County NC Permits
Powered by Tyler Technologies

Welcome to Randolph County online permit search.

Randolph County ePermits website is not meant to be used from a mobile device - please request permits from a computer

PLEASE NOTE: Parcels that have not yet been assigned an address are not searchable and permits are not available to be applied for online.

You may apply for Building Permits, Fire Marshal Permits, some Planning and Zoning Permits and some Environmental Health On-Site Wastewater & Wells permits online. Contractors in good standing and who are registered with Randolph County may request account access to apply for permits.

[ePermit User Guide](#)

Documentation (PDF Only) can be uploaded with your permit request. However, for files larger than 99MB you will need to email to the appropriate department for your permit - information below.

- **BUILDING INSPECTIONS** - Email: permits@randolphcountync.gov / Phone#: 336-318-6565 / Address: 204 E. Academy St., Asheboro, NC 27203
- **ENVIRONMENTAL HEALTH** - Email: ehinfo@randolphcountync.gov / Phone #: 336-318-6262 / Address: 204 E. Academy St., Asheboro, NC 27203
- **FIRE MARSHAL'S OFFICE** - Email: firepermits@randolphcountync.gov / Phone #: 336-318-6914 / Address: 760 New Century Dr., Asheboro, NC 27203
- **PLANNING & ZONING** - Email: Plat Review Files to: plats@randolphcountync.gov OR Other Zoning Files to: planning@randolphcountync.gov / Phone #: 336-318-6555 / 204 E. Academy St., Asheboro, NC 27203

*****PLEASE NOTE: Permit fees shall be doubled for all Fire Marshal permits if any work commences prior to obtaining a permit!*****

Resident access is available for obtaining permits online. Permits can only be obtained by the property owner, living in the home for which the permit is applied. You must have your Parcel Number in order to request a permit.

Resident Access

Permits can only be obtained by the property owner, living in the home for which the permit is applied. Must have your Parcel # in order to request a permit or to access your permits. Please contact the appropriate department for your permit type with questions.

[REQUEST A PERMIT](#) [ACCESS MY PERMITS](#)

Public Information Search

Contractors, Residents and Guests may access Permit Information 24 hours a day. If you need additional information on permits or inspections, please contact the appropriate department by using the above phone numbers or email addresses, M-F between the hours of 8am - 5pm

Permit Type

Permit Number

Service Address

Contractor Access

If you already have a contractor account, please log in below. If you are a currently registered contractor with Randolph County, please click on "Activate Account". You will need your license number information. If you are not able to activate your account please call the appropriate department by using the above phone numbers or email addresses, M-F between the hours of 8am - 5pm.

Username

Password

[Activate Account](#) - Contractors who are already registered with the city may activate their account online.

[Forgot Username](#) - If you have already activated your account but have forgotten your username, simply click here to retrieve it.

[Forgot Password](#) - If you have already activated your account but have forgotten your password, simply click here to reset it.

- **Public Information Search** can be used by anyone who wants information on Building Permits within Randolph County. You can search by Permit Number or Service Address (when searching by address please begin typing the address and then select the correct address from the selections that come up).
- **Resident Access** is used for residents of a property. In order to access your property, you will need the physical address and your Parcel number.
- **Contractor Access** is reserved for only those contractors registered with Randolph Central Permitting.

Public Information Search

- You can search by Permit Type by selecting the type of permit you wish to view.
- You can search by Permit Number by keying in the permit number.
- You can search by Service Address to see all permits for that property.**

*****Please note that the software will only find permits that have a service address. If the location of the work does not have an address, you will not be able to find the permit online, even if you have a permit number. You will need to contact the appropriate department for your permit as follows:**

Building Inspections - 204 E. Academy St, Asheboro, NC 27203 - 336-318-6565

Environmental Health - 204 E Academy St, Asheboro, NC 27203 - 336-318-6262

Fire Marshals Office - 760 New Century Drive, Asheboro, NC 27205 - 336-318-6914

Planning and Zoning Office - 204 E. Academy St., Asheboro, NC 27203 - 336-318-6555

****PLEASE NOTE:** When searching by service address, begin typing the house number and part of the street name and wait until the address pops up then click on that to populate the field. Otherwise, you will not get any results.**

Public Information Search

Public Information Search

Contractors, Residents and Guests may access Building Permit Information 24 hours a day. If you need additional information on permits or inspections, please contact Randolph County Building Inspections at 336-318-6565 M-F between the hours of 8am - 5pm

Permit Type

Permit Number

Service Address

- BUILDING PERMIT
- COMMERCIAL- ELECTRICAL
- COMMERCIAL- GEN CONST ACCESSORY
- COMMERCIAL- GENERAL CONSTRUCTION
- COMMERCIAL- MECHANICAL
- COMMERCIAL- PLUMBING
- CONSULTATION VISIT
- CONSULTATIVE APPLICATION
- DEMOLITION PERMIT
- ELECTRICAL PERMIT
- FARM BUILDING- ELECTRICAL
- INSULATION
- MECHANICAL PERMIT
- MINIMUM- ELECTRICAL
- MINIMUM- MECHANICAL
- MINIMUM- PLUMBING
- MOBILE HOME- ELECTRICAL
- MOBILE HOME- GEN CONSTRUCTION
- MOBILE HOME- MECHANICAL

Search by Permit Type

Public Information Search

Contractors, Residents and Guests may access Building Permit Information 24 hours a day. If you need additional information on permits or inspections, please contact Randolph County Building Inspections at 336-318-6565 M-F between the hours of 8am - 5pm

Permit Type

Permit Number

Service Address

Search by Permit Number

Public Information Search

Contractors, Residents and Guests may access Building Permit Information 24 hours a day. If you need additional information on permits or inspections, please contact Randolph County Building Inspections at 336-318-6565 M-F between the hours of 8am - 5pm

Permit Type

Permit Number

Service Address

Search by Service Address

Public Search

All information contained within this portion of the Randolph County ePermits website is Public Record and is maintained and provided in accordance with North Carolina General Statute 132. [View Statute](#)

For permit details and Inspection results, click on the permit number below.

Permit Type

Permit Number

Service Address

Permit Number	Application Number	Status
BUILDING PERMIT 2019-00000011		Permit Issued
ELECTRICAL PERMIT 2019-00000011 (Pending Processing)		Pending Review
ELECTRICAL PERMIT 2019-00000011		Permit Issued
PROPERTY DEVELOPMENT APPLICATION 2019-00000011		Permit Issued
PLUMBING PERMIT 2019-00000011	PLUMBING PERMIT 2019-00000011	Permit Issued

Click on the permit number to find out more information for this permit.

Resident Access

If your residence has a physical address, you can request a permit online or access all of your permits to view.

Resident Access

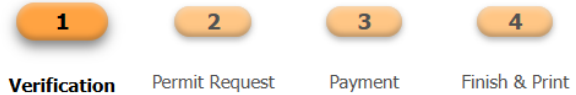
Resident Access is now available for obtaining online permits. Permits can only be obtained by the property owner, living in the home for which the permit is applied. You must have your Parcel Number in order to request a permit or to access your permits. Please contact 336-318-6565 with any questions.

REQUEST A PERMIT

ACCESS MY PERMITS

In order to request a permit or view your permits you will need the following information:

Request A Permit



Please answer the following questions to verify you are the owner of a property.

* What is your address?

Your resident address (where the permit will be issued to)

* What is your parcel number?

The parcel number including any dashes (usually found on your tax records)

CONTINUE...

You will see all permits and their status in this area:

My Permits

Please allow up to 48 hours for processing. You will be notified via email when your application is approved and you can pay your fees online.

PERMIT SUPPORTING DOCUMENTATION INFORMATION

***Supporting Documentation for new and existing permits can now be uploaded through ePermits. All documents must be in PDF format with size no larger than 99MB per permit. ***

FILES LARGER THAN 99MB MUST BE EMAILED AS FOLLOWS:

- Building Permit Documents to - permits@randolphcountync.gov
- Fire Permit Application Documents to - FMPermits@randolphcountync.gov
- Planning and Zoning **Plat Review Permit** Documentation to - plats@randolphcountync.gov / all other Planning and Zoning documentation to - planning@randolphcountync.gov
- Environmental Health On-Site Wastewater and Wells to - ehinfo@randolphcountync.gov

***Please be sure you are emailing your documents to the correct email address so there are no delays in the processing of your permit/application.**

To view applications that have been Denied, Canceled and Completed you must choose the Show All button below.

We accept the following credit cards: Visa, MasterCard and Discover. We will also now accept eCheck as a form of payment.

- Credit Card payments – 2.95% fee or minimum of \$1.95 per transaction
- eCheck payments - \$1.95 fee per transaction

Below is a list of the permits associated with your account. Click on a permit to get additional information, schedule inspections, or even make payments!

Please note:

When requesting a permit, if you do not see the permit for which you are requesting, it may not be available to request online.

Contractor Access

If you are a currently registered contractor with Randolph County Central Permitting, you may activate your account online. If you are not currently registered with Randolph County please contact our office (336) 318-6565.

Contractor Access

If you already have a contractor account, please log in below. If you are a currently registered contractor with Randolph County, please click on "Activate Account". You will need your license number information. If you are not able to activate your account or do not know your information, please contact Randolph County Central Permitting at (336) 318-6565.

Username
Password

Begin by clicking Activate Account

[Activate Account](#) - Contractors who are already registered with the city may activate their account online.

[Forgot Username](#) - If you have already activated your account but have forgotten your username, simply click here to retrieve it.

[Forgot Password](#) - If you have already activated your account but have forgotten your password, simply click here to reset it.

Company Identity Verification

Please answer the following questions to help us verify you are an authorized agent.

* Business Name

* Contractor License Type Contractor License Number

I hereby assert that I am an authorized agent of the business described above.

You will need to verify your company identification:

- o **Business Name** - Start typing and choose from the drop down.
- o **Contractor License Type** - You must choose the correct one - if you are unsure please call our office.
- o **Contractor License Number**- Numbers only- if your license number has letters, do not include those.
- o Check the box verifying that you are an authorized agent of the business.

Username and Password Guidelines

- o **Username** - must contain at least 7 characters with no spaces.
- o **Password**- must be at least 8 characters consisting of at least (1) Uppercase letter, (1) lowercase letter and (1) number.

There is only **one account per business**. If you have multiple users that will access the account, they will have to share login information.

You can only have **one email associated with an account** to receive updates. This email should be accessible to all users accessing the system

Contractor Access - My Permits

Randolph County NC Permits

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My Permits Request Permit Billing & Payment My Account

Welcome, APGREESON

My Permits

Below is a list of the permits associated with your account. Click on a permit to get additional information, schedule inspections, or even make payments!

Show Active Only Show All

No. of permits per page 10

Permit Number	Address	Description	Status
BUILDING PERMIT 2019-0000077	609 SALEM RIDGE DR RANDLEMAN, NC 27317	Test for email template with Esuite selected in bldg	Pending Payment
BUILDING PERMIT 2019-0000075	609 SALEM RIDGE DR RANDLEMAN, NC 27317	test for notifications	Pending Payment
BUILDING PERMIT 2019-0000073	609 SALEM RIDGE DR RANDLEMAN, NC 27317		Pending Payment
BUILDING PERMIT 2019-0000071	609 SALEM RIDGE DR RANDLEMAN, NC 27317		Pending Payment
MECHANICAL PERMIT 2019-0000036	609 SALEM RIDGE DR RANDLEMAN, NC 27317	NOTIFICATION TESTING - NOTIFICATION MGR FOR ESUITE	Pending Payment
BUILDING PERMIT 2019-0000069	609 SALEM RIDGE DR RANDLEMAN, NC 27317	NOTIFICATION TESTING	Permit Issued
PLUMBING PERMIT 2019-0000020	609 SALEM RIDGE DR RANDLEMAN, NC 27317	TEST #2 FOR NOT. MGR - ESUITE - RECIPIENT - NO MESSAGE	Permit Issued
BUILDING PERMIT 2019-0000067	609 SALEM RIDGE DR RANDLEMAN, NC 27317		Permit Issued
MECHANICAL PERMIT 2019-0000033	609 SALEM RIDGE DR RANDLEMAN, NC 27317	TEST FOR NOTIFICATION	Permit Issued
PLUMBING PERMIT 2019-0000018	609 SALEM RIDGE DR RANDLEMAN, NC 27317		Permit Issued

From here you can view your permit s:

- o Can view All Permits or Active Only permits.
- o Request a new permit
- o Pay for permits that have been approved
- o Modify your account- Username or password only

Clicking the **BLUE** Underlined Permit Number will take you into that permit to view its information, pay fees or request inspections.

Contractor Access-Requesting a Permit

After you have logged on to your contractor account, you may request permits online. Keep in mind, if you are not authorized for that permit type, the software will not allow you to request that permit type.

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My Permits **Request Permit** Billing & Payment My Account

Request Permit

* Permit Type

* Worksite Address

* Description of Work Being Done

Description of Location

Comments/Additional Info

Lot Number

Current Property Value

Estimated Improvement Value

Improvement Sq. Ft.

* Contact Email Address

* Phone Number

EXT.

By submitting this permit request you are asserting that you are an authorized agent of GREESON CONSULTING.
You must also read and agree to the [Terms and Conditions](#)

* Anything marked with a Red asterisk is **REQUIRED**.

REQUIRED FOR ALL PERMITS

- Select appropriate permit from Permit Type.
- Enter the Worksite Address .
- Description of the work being done - if you run out of room in this section please add the additional information in the Comments/Additional Info section.
- Contact email address (will populate from current information on file)
- Phone Number (will populate from current information on file)

Each permit type has its own required fields. Although, adding detailed information in the fields that are not required will aid in the processing of your permit.

See the next page for an example:

Request Permit

- 1 2 3 4
- Verification **Permit Request** Payment Finish & Print

* Permit Type **BUILDING PERMIT**

* Worksite Address

Contractor **Epermit Testing**

* Description of Work Being Done
Description

Description of Location

Comments/Additional Info

I have documents to include with this permit request

Lot Number

Current Property Value

Estimated Improvement Value

* Improvement Sq. Ft. **1.00**

* Contact Email Address **joe.smith@gmail.com**

* Phone Number **(336) 555-1212**

EXT.

JOB CONTACT INFORMATION

* JOB CONTACT NAME **joe smith**

* JOB CONTACT PHONE NUMBER **336-555-1212**

PERMIT INFORMATION

* TYPE OF USE **COMMERCIAL**

* TYPE OF STRUCTURE **ACCESSORY**

* CLASS OF WORK **ADDITION**

TYPE OF CONSTRUCTION

TYPE OF OCCUPANCY

* NUMBER OF DWELLING UNITS **1**

* DISTURBING MORE THAN ONE ACRE? **N/A**

* TYPE OF FOUNDATION **1**

* NUMBER OF STORIES **0**

* NUMBER OF BEDROOMS **0**

* NBR OF BATHROOMS **1**

* NUMBER OF FIREPLACES **0**

* TYPE OF MODULAR FRAME **N/A**

* SURETY BOND **N/A**

NC MODULAR VALIDATION #

* TYPE OF MOBILE HOME **N/A**

* HEATED AREA 1ST FLOOR **15000**

* HEATED AREA 2ND FLOOR **0**

* HEATED AREA 3RD FLOOR **0**

* TOTAL HEATED AREA **15000**

* UNHEATED AREA 1ST FLOOR **0**

* UNHEATED AREA 2ND FLOOR **0**

* UNHEATED AREA 3RD FLOOR **0**

* TOTAL UNHEATED AREA **0**

* PORCHES AND DECKS AREA **0**

* FINISHED BASEMENT AREA **0**

* UNFINISHED BASEMENT AREA **0**

* CONSTRUCTION VALUE **200000**

TEMP OCCUPANCY EXPIRATION DATE

* WORKER'S COMPENSATION COVERAGE **Has/have three (3) or more employees and have obtained workers' compensation insurance to cover them.**

I am the owner of the above listed property and I agree to the [Terms and Conditions](#) of this website.

CONTINUE...

Contractor Access - Billing & Payment

- Click Billing & Payment tab
- Place a check mark in the box beside the permit(s) you want to pay for
- Click Complete Payment
- Payment Summary will open up -you must place a check in the box for "Agree to the Terms and Conditions"
- Pay with Credit Card - this takes you to the Payment screen .
- An email confirmation will be sent confirming that the payment was received and another email will be sent when the permit is issued.

Randolph County NC Permits

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My Permits **Request Permit** **Billing & Payment** **My Account**

Billing & Payment

Selected Items

The following items are selected to be paid during this transaction. You may also select additional items (

<input checked="" type="checkbox"/>	2019-00000071 - BUILDING PERMIT	\$40.00
	BUILDING PERMIT FEE	\$30.00
	HOMEOWNER RECOVERY FEE NC	\$9.00
	HOMEOWNER RECOVERY FEE - COUNTY	\$1.00
	MOBILE HOME SET UP FEE	\$0.00
	MODULAR HOME PERMIT FEE	\$0.00
	TEMPORARY OCCUPANCY FEE	\$0.00
	Total	\$40.00

REQUEST PERMIT... **COMPLETE PAYMENT...**

Payment Information


Payment Summary -----

2°22-11JOO,1J248 4 - ELECTRICAL PERMIT

\$1.11J

ELECTRICAL PERMIT FEE	\$0.00
ELECTRICAL FARM BUILDING PERMIT	\$0.00
SAW SERVICE PERMIT FEE	\$0.00
LOW VOLTAGE PERMIT FEE	\$0.00
TEMPORARY POWER FEE	\$0.00

Total \$1.11J

 I have read and agree to the [Terms and Conditions](#) of this online payment

E: [Continue with Payment](#) 

or [go back and make changes](#)

When you press, "Pay With a-edit Card" a popup will appear for you to enter your or, edit card information and payment.

(; **Payments | Randolph County**

Enter your payment information

When would you like to pay?

@ Now

Q Later

How are you going to pay?

0 Enter new credit card

0 Enter new eCheck

Once you select your payment method all the fields that need to be filled out will open up

Where should we send your receipt?

[Email for receipt*]

You will not be charged until you review your payment on the next step

[Continue](#)

Summary

Subtotal \$7.00

Any additional fee may be charged based on your method of payment

Your Service Fee will show up once you select your payment method - Credit Card or eCheck

Contractor Access - Scheduling Inspections

- From your **My Permits** page click on the permit link you want to schedule inspections for
- Near the bottom of the page you'll find the inspections associated with that permit.
- Click the blue **REQUEST** button - this brings up a new page where you can choose which inspections you want to schedule.
- After Inspections are requested they will move to the bottom of the available inspections. Status will change to **Pending**
- You will receive an email notification once the status has changed to **Scheduled**.
- You will also receive a Notification once the inspection has been completed (passed, failed, etc)

Inspections

REQUEST

Inspections

Inspection Type	Request Inspection Comment	Requested Date
BUILDING-ABOVE CEILING		Anytime ▾
BUILDING-CITY ZONING APPROVAL	INSPECTIONS FOR TESTING	11/5/2019 Anytime ▾
BUILDING-CONSULTATION	INSPECTIONS FOR TESTING	11/5/2019 Anytime ▾
BUILDING-FIRE APPROVAL		Anytime ▾
BUILDING-FOOTING	INSPECTIONS FOR TESTING	11/5/2019 Anytime ▾
BUILDING-FOUNDATION		Anytime ▾
BUILDING-FRAMING		Anytime ▾
BUILDING-INSULATION FINAL		Anytime ▾
BUILDING-INSULATION ROUGH		Anytime ▾
BUILDING-MARRIAGE WAIT		

11/05/2019	BUILDING-CITY ZONING APPROVAL	INSPECTIONS FOR TESTING	Pending	CANCEL REQUEST
11/05/2019	BUILDING-CONSULTATION	INSPECTIONS FOR TESTING	Pending	CANCEL REQUEST
11/05/2019	BUILDING-FOOTING	INSPECTIONS FOR TESTING	Pending	CANCEL REQUEST