Randolph County
ePermits Guide

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

Log onto the Randolph County Government website at http://www.randolphcountync.gov/ and follow the below instructions:

1. Click on the Departments link at the top of the page.
2. Click on the Building Inspections link from the Department menu.

3. Click on the ePermits logo on the right side of the screen.
Public Information Search can be used by anyone who wants information on Building Permits within Randolph County.

Contractor Access is reserved for only those contractors registered with Randolph County 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 Randolph County Central Permitting for any information on those permits.
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 336-318-6666 M-F between the hours of 8am - 5pm.

Search by Permit Type

Search by Permit Number

Search by Service Address

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

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

Username and Password Guidelines

- Username – must contain at least 7 characters with no spaces.
- 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

From here you can view your permits:

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

Clicking the **BLUE** Underlined Permit Number will take in to 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.

*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

#### REQUIRED INFORMATION

- **Permit Type:** BUILDING PERMIT
- **Worksite Address:** 725 McAllister Rd, Asheboro, NC 27205
- **Description of Work Being Done:**

#### Description of Location

- **Location:** Randolph County Office Building

#### Comments/Additional Info

- **Additional Information:**

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### JOB CONTACT INFORMATION

- **JOB CONTACT NAME:** JOHN SMITH
- **JOB CONTACT PHONE NUMBER:** 336-555-1212

### PERMIT INFORMATION

- **TYPE OF USE:** COMMERCIAL
- **TYPE OF STRUCTURE:** SITE BUILT
- **CLASS OF WORK:** ADDITION
- **SAW SERVICES:** NO
- **NUMBER OF DWELLING UNITS:** 1
- **DISTURBING MORE THAN ONE ACRE:** NO
- **TYPE OF FOUNDATION:** CRAWL SPACE
- **NUMBER OF STORIES:** 2
- **NUMBER OF BEDROOMS:** 0
- **NUMBER OF BATHROOMS:** 4
- **NUMBER OF FIREPLACES:** 0
- **TYPE OF MODULAR FRAME:** N/A
- **SURETY BOND:** N/A
- **TYPE OF MOBILE HOME:** N/A
- **HEATED AREA 1ST FLOOR:** 1500
- **HEATED AREA 2ND FLOOR:** 1500
- **HEATED AREA 3RD FLOOR:** 0
- **TOTAL HEATED AREA:** 3000
- **UNHEATED AREA 1ST FLOOR:** 0
- **UNHEATED AREA 2ND FLOOR:** 0
- **UNHEATED AREA 3RD FLOOR:** 0
- **PORCHES AND DECKS AREA:** 0
- **TOTAL UNHEATED AREA:** 0
- **FINISHED BASEMENT AREA:** 0
- **UNFINISHED BASEMENT AREA:** 0
- **CONSTRUCTION VALUE:** 75000.00
- **WORKER’S COMPENSATION COVERAGE:** Has/have three (3) or more employees and

### FOR OFFICE USE ONLY

- **TYPE OF CONSTRUCTION:**
- **TYPE OF OCCUPANCY:**
- **NC MODULAR VALIDATION #:**
- **TEMP OCCUPANCY EXPIRATION DATE:**

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By submitting this permit request you are certifying that you are an authorized agent of GREESON CONSULTING.

You must also read and agree to the Terms and Conditions.

**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.
Payment Information

Payment Summary

2019-00000071 - BUILDING PERMIT

- 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

I have read and agree to the Terms and Conditions of this online payment.

Pay with Credit Card

or go back and make changes

BILLING INFORMATION

(Must match the billing address for your credit card)

Name: 
Address: 
Address: 
City: 
State / Zip: Select... / 
Phone: 
Email: 
Randolph Permit WEB: 40.00

PAYMENT INFORMATION

Payment Method: Select... Select Discover Mastercard Visa

I'm not a robot

MAKE PAYMENT CLEAR FORM CANCEL
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

<table>
<thead>
<tr>
<th>Inspection Type</th>
<th>Request Inspection Comment</th>
<th>Requested Date</th>
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<tbody>
<tr>
<td>BUILDING-ABOVE CEILING</td>
<td></td>
<td></td>
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<tr>
<td>BUILDING-CITY ZONING APPROVAL</td>
<td>INSPECTIONS FOR TESTING</td>
<td>11/5/2019</td>
</tr>
<tr>
<td>BUILDING-CONSULTATION</td>
<td>INSPECTIONS FOR TESTING</td>
<td>11/5/2019</td>
</tr>
<tr>
<td>BUILDING-FIRE APPROVAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUILDING-FOOTING</td>
<td>INSPECTIONS FOR TESTING</td>
<td>11/5/2019</td>
</tr>
<tr>
<td>BUILDING-FOUNDATION</td>
<td></td>
<td></td>
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<tr>
<td>BUILDING-FRAMING</td>
<td></td>
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</tr>
<tr>
<td>BUILDING-INSULATION FINAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUILDING-INSULATION ROUGH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MENDING-MARRIAGE WAIT</td>
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Pending
Pending
Pending