

# Randolph County ePermits Guide

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

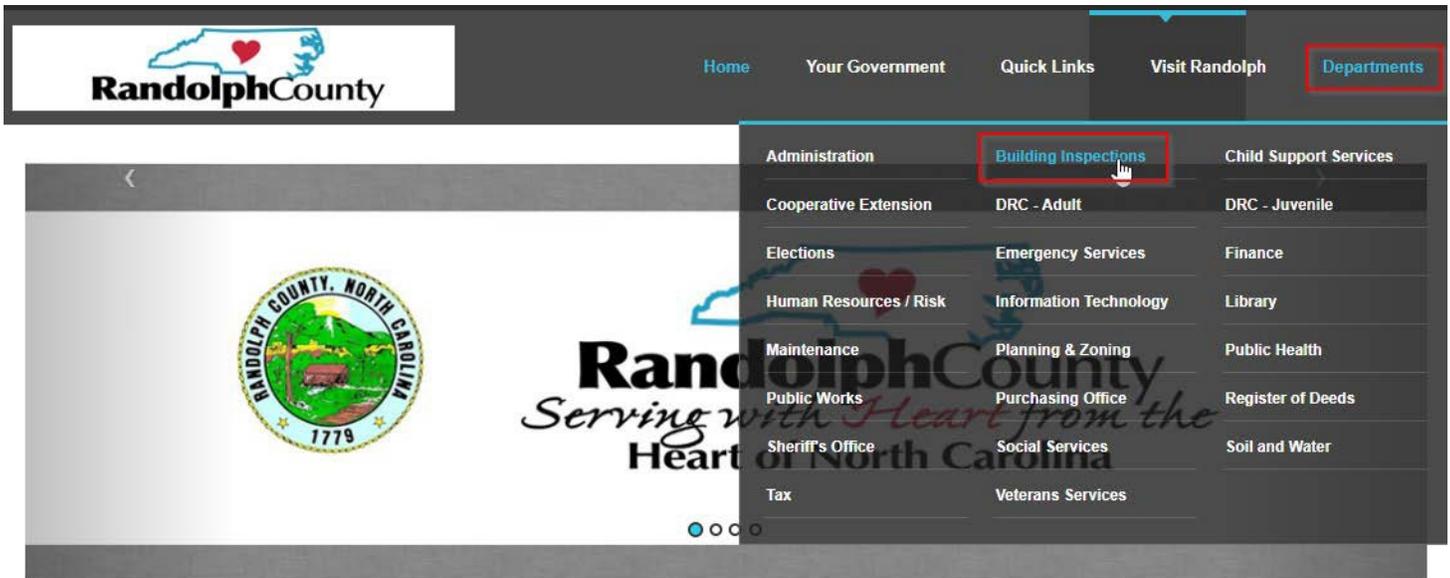
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# Logging on to ePermits:

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.



The **Randolph County Building Inspections Department** is a service agency of county government. The Inspections Department is responsible for the issuance of permits, inspection of work done by all building trades, and enforcement of the North Carolina State Building Codes and the [Randolph County Unified Development Ordinance](#).

The Randolph County Building Inspections Department performs inspections on building construction, electrical, plumbing, HVAC (heating and cooling), and insulation. Additionally, modular and mobile home setup inspections are performed, as well as compliance with Randolph County addressing requirements.



# ePermits Welcome Page

## Randolph County NC Permits

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### Welcome to Randolph County online Permits.

Public Information search is accessible by all citizens. Contractor Access is only available to licensed contractors registered with Randolph County Central Permitting.

If you are not a contractor and need to obtain a permit, please contact Randolph County Central Permitting.

204 E. Academy St

Asheboro, NC 27203

336-318-6565

<http://www.randolphcountync.gov/>

\*\*\*Please note: Properties that have not yet been assigned a physical address are not searchable (even if there is a permit number).

Please call our office for any questions or statuses on these - 336-318-6565.

You have successfully logged out.

#### 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

#### 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

[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.

- **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

**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**

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Permit Type

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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
<a href="#">BUILDING PERMIT 2019-00000011</a>		Permit Issued
<a href="#">ELECTRICAL PERMIT 2019-00000011 (Pending Processing)</a>		Pending Review
<a href="#">ELECTRICAL PERMIT 2019-00000011</a>		Permit Issued
<a href="#">PROPERTY DEVELOPMENT APPLICATION 2019-00000011</a>		Permit Issued
<a href="#">PLUMBING PERMIT 2019-00000011</a>	<a href="#">PLUMBING PERMIT 2019-00000011</a>	Permit Issued

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 know your information, please contact Randolph County Central Permitting at (336) 318-6565.

Username   
Password

**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:

- 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  
Powered by Tyler Technologies

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
<a href="#">BUILDING PERMIT 2019-0000077</a>	609 SALEM RIDGE DR RANDLEMAN, NC 27317	Test for email template with Esuite selected in bldg	Pending Payment
<a href="#">BUILDING PERMIT 2019-0000075</a>	609 SALEM RIDGE DR RANDLEMAN, NC 27317	test for notifications	Pending Payment
<a href="#">BUILDING PERMIT 2019-0000073</a>	609 SALEM RIDGE DR RANDLEMAN, NC 27317		Pending Payment
<a href="#">BUILDING PERMIT 2019-0000071</a>	609 SALEM RIDGE DR RANDLEMAN, NC 27317		Pending Payment
<a href="#">MECHANICAL PERMIT 2019-0000036</a>	609 SALEM RIDGE DR RANDLEMAN, NC 27317	NOTIFICATION TESTING - NOTIFICATION MGR FOR ESUITE	Pending Payment
<a href="#">BUILDING PERMIT 2019-0000069</a>	609 SALEM RIDGE DR RANDLEMAN, NC 27317	NOTIFICATION TESTING	Permit Issued
<a href="#">PLUMBING PERMIT 2019-0000020</a>	609 SALEM RIDGE DR RANDLEMAN, NC 27317	TEST #2 FOR NOT. MGR - ESUITE - RECIP-CONT - NO MESSAGE	Permit Issued
<a href="#">BUILDING PERMIT 2019-0000067</a>	609 SALEM RIDGE DR RANDLEMAN, NC 27317		Permit Issued
<a href="#">MECHANICAL PERMIT 2019-0000033</a>	609 SALEM RIDGE DR RANDLEMAN, NC 27317	TEST FOR NOTIFICATION	Permit Issued
<a href="#">PLUMBING PERMIT 2019-0000018</a>	609 SALEM RIDGE DR RANDLEMAN, NC 27317		Permit Issued

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.

**Randolph County NC Permits**  
Powered by Tyler Technologies

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:



\*\*\*Please enter as much and as detailed information you can. This will aid in the processing of your permit  
\*\*\*Please leave the section FOR OFFICE USE ONLY blank (if applicable).

Request Permit

* Permit Type	BUILDING PERMIT
* Worksite Address	725 MCDOWELL RD ASHEBORO, NC 27205
* Description of Work Being Done	Addition to building
Description of Location	Randolph County Office Building
Comments/Additional Info	Additional information here

REQUIRED INFORMATION

Lot Number	
Current Property Value	
* Estimated Improvement Value	\$75000.00
* Improvement Sq. Ft.	3000.00
* Contact Email Address	JOE.SMITH@RANDOLPHCOUNTYNC.G
* Phone Number	(336) 555-1212
EXT.	

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 SERVICE?	NO
* NUMBER OF DWELLING UNITS	1
DISTURBING MORE THAN ONE ACRE?	YES - SUBMIT STATE PERMIT
TYPE OF FOUNDATION	CRAWL SPACE
NUMBER OF STORIES	2
NUMBER OF BEDROOMS	0
NBR 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
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	

DO NOT COMPLETE THIS SECTION

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](#)

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 (l

<input checked="" type="checkbox"/>	<b>2019-0000071 - BUILDING PERMIT</b>	<b>\$40.00</b>
	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
	<b>Total</b>	<b>\$40.00</b>

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

# Randolph County NC Permits

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[My Permits](#) [Request Permit](#) [Billing & Payment](#) [My Account](#)

## Payment Information

### Payment Summary

<b>2019-0000071 - BUILDING PERMIT</b>		<b>\$40.00</b>
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	
<b>Total</b>		<b>\$40.00</b>

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:  /

Phone:

Email:

Randolph Permit  
WEB:

### PAYMENT INFORMATION



Payment Method:

Select...  
Discover  
Mastercard  
Visa

I'm not a robot



[MAKE PAYMENT](#)

[CLEAR FORM](#)

[CANCEL](#)

Powered by [Bridgepay Network Solutions](#).

# 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



## 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-MARTAGE WALL		Anytime ▾

11/05/2019	BUILDING CITY ZONING APPROVAL	<a href="#">INSPECTIONS FOR TESTING</a>	Pending	<a href="#">CANCEL REQUEST</a>
11/05/2019	BUILDING CONSULTATION	<a href="#">INSPECTIONS FOR TESTING</a>	Pending	<a href="#">CANCEL REQUEST</a>
11/05/2019	BUILDING-FOOTING	<a href="#">INSPECTIONS FOR TESTING</a>	Pending	<a href="#">CANCEL REQUEST</a>