

Permit Portal

Quick Reference Guide



This reference guide will assist with using the portal to obtain permits, request inspections, and view permit information.

Please be prepared to provide the following for each permit type listed below.

Residential Zoning Permits – A site plan that includes existing and proposed structures, additions, driveways, and the distances from all property lines and structures on the property. All site plans must be drawn on a copy of the recorded survey. If a survey is unavailable, please use a GIS map of the parcel.

Septic Permits – Approved zoning permit and site plan

Building Permits – General contractor name and license number, sub-contractor name and license number, lien agent document (obtained at liensnc.com), structural (building) plans, workers compensation affidavit, manufactured home set-up contractor name and license number (if applicable), and Environmental Health approval. If a homeowner is acting as their own general contractor an owner general contractor affidavit is required.

Trade Permits – Contractor name and license number for each applicable trade

Permit applications must be submitted in the following order:

1. Zoning Permit
 - a. Town zoning approval must be secured and uploaded to the building permit application for projects located in the towns of Bunn, Louisburg, Franklinton, and/or Youngsville. Skip this step if the project site is located within a Town's Jurisdiction.
2. Septic and/or Well Permits
 - a. Please do not submit septic and/or well permit applications for projects utilizing County and/or Town water and sewer.
3. Building Permit

ADDITIONAL RESOURCES

Zoning Permits

Planning Department (919) 496-2909

Building Permits and Trade Permits

Inspections Department (919) 496-2281

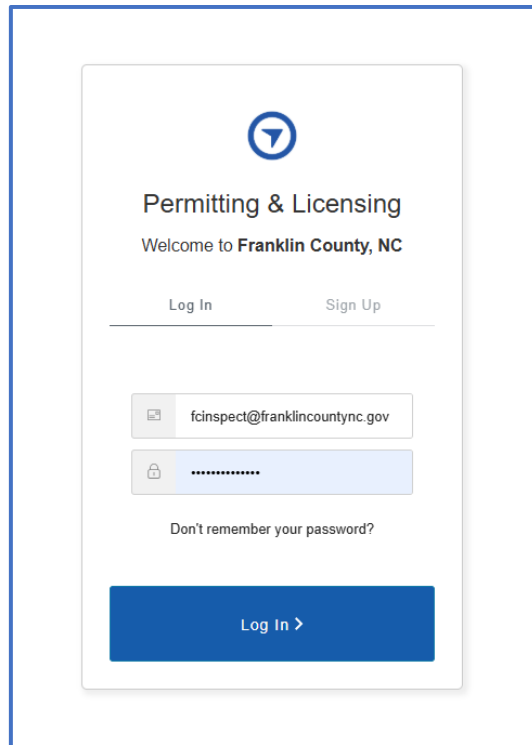
Septic and Well Permits

Environmental Health (919) 496-8100

PERMIT PORTAL

Please use the link below to access the Permit Portal.

<https://franklincountync.portal.opengov.com/categories/1096>

A screenshot of the Franklin County, NC Permitting & Licensing portal login page. The page features a blue circular logo with a white 'Y' shape at the top center. Below the logo, the text 'Permitting & Licensing' is displayed in a bold, black font, followed by 'Welcome to Franklin County, NC' in a smaller, regular black font. There are two links, 'Log In' and 'Sign Up', separated by a horizontal line. Below these links are two input fields: the first is for an email address, with 'fcinspect@franklincountync.gov' entered, and the second is for a password, represented by a series of dots. A link 'Don't remember your password?' is located below the password field. At the bottom of the form is a large blue button with the text 'Log In >' in white.

1. Login or select Sign Up to create a new account.
2. Select the permit type and click Apply Online.
3. Enter the applicable project information.
 - a. Additional instructions are provided at each step of the application.
 - b. The application may be saved as a draft for completion at a later time.
4. Attach the required documents.
5. Submit the application.
 - a. Once the application is approved, an email will be generated to prompt payment. Permit fees are based upon the permit type.

PORTAL PAYMENTS

Credit cards and e-checks are accepted in the Portal. To make a payment, login to the Portal and click Payments under Your Records on the left side of the screen. Select the payment(s) from the list and proceed with payment processing.

Franklin County, NC

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Profile

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Applications

Projects

Permits & Docs

Payments

Inspections

Payments

Payment	Record ID	Location	Status
Plan Review Fee	Building Permit I-25-71	127 South Bickett Boulevard LOUISBURG, NC 27549	Balance Due

APPLICATION ATTACHMENTS

Follow the steps below to add attachments to the permit application.

1. Login to the Portal and click Applications under Your Records on the left side of the screen.
2. Click Attachments under Your Submission on the left side of the screen.
3. Click Upload next to the document type or scroll to the bottom of the screen and click Add Attachment.

VIEWING PLANS

Follow the steps below to view and/or print the approved structural (building) plans.

1. Login to the Portal and click Permits and Docs under Your Records on the left side of the screen.
2. Select the permit.
3. Click Attachments on the left side of the screen.
4. Scroll to locate and open the most current version of the plans. The approved plans will be marked with a red stamp.
5. Print the plans.
 - a. The structural (building) plans will enter review once the plan review fee has been paid. Once approved and the permit fee has been paid, please print the approved structural (building) plans **in color**. The approved, red-stamped structural (building) plans must be at the project site at the time of inspection.

Building Permit

I-25-63

[Your Submission](#)

Attachments

[Guests \(0\)](#)

Application Review

Town/ETJ Addressing Review/Assignment

Attachments

Attachment	File
Lien form	No file uploaded Upload
Owner Contractor Notarized Forms	No file uploaded Upload
Plans	

INSPECTIONS

Follow the steps below to request an inspection.

1. Login to the Portal and click Permits and Docs under Your Records on the left side of the screen.
2. Select the permit which requires inspection.
3. Select the Type of Inspection being requested.
4. Click + New Appointment.
5. Use the calendar to request a date for the inspection. Click Next.
6. An email confirmation will be generated once the inspection has been scheduled.

Inspection requests must be submitted through the permit portal. We do not schedule inspections by phone, email, and/or voicemail. Please call the Inspections Department to cancel and/or modify scheduled inspections.

New Appointment

1 Request Dates

2 Add Appointment Contact

3 Add Notes
Optional

< January 2025 >

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Selected Dates



No dates added yet
Click on the dates in the calendar to propose up to 5 dates convenient to you

Next

Footing Inspection

Help

Any inspection requests received after 5:00 PM may not be scheduled the next business day. (I.e. Tuesday request received after 5:00PM Monday will be moved to Wednesday). We also do not accept same day inspections with the exception of emergencies. Please call if you have an emergency situation.

Scheduled

Requested

Past

+ New Appointment



No Appointments Scheduled
We couldn't find any scheduled inspection appointments.

+ New Appointment

Inspection Types

Footing

NOT REQUESTED

Footings

127 South Bickett Boulevard, LOUISBURG, NC 27549

Requested January 7, 2025 at 3:12 pm

Requested

Your request has been sent to the Community. Our administrators are working on finding an Inspector for your Appointment. Please wait for a confirmation.

Inspection Types

Footings

Dates Requested

Wednesday, January 8

Appointment Contact

 FC Inspections
N/A
fcinspectschedule@gmail.com
919-462-2909

Notes

—

[+ Add Note](#)

 Cancel

Follow the steps below to view inspection results.

1. Login to the Portal and click Permits and Docs under Your Records on the left side of the screen.
2. Select the permit.
3. Click the Inspection Type to view the results.
4. Click Past under Inspection Header.
5. Click View Inspection Report.

Franklin County, NC

My Account Search  FC Inspections

Building Permit

I-25-71

Your Submission

Attachments

Guests (0)

- Application Review
- Town/ETJ Addressing
- Plan Review Fee
- Plan Review
- Public Utilities Water Review
- Public Utilities Sewer Review
- Conditional Power Application
- Contractor Verification
- Lien Agent Submitted
- Permit Fee
- Permit Issuance
- Footings**
- Temporary Service Pole
- Underslab Plumbing/Electrical
- Slab Preparation

Footings

Scheduled Requested **Past 1**

Friday, January 10

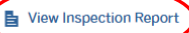
127 South Bickett Boulevard, LOUISBURG, NC 27549

Requested January 10, 2025 at 8:02 am

 **Completed**

This appointment was completed. Find results below.

Inspector 

 View Inspection Report

Deck Footing **PASS**

Overall Comment

Test Inspection

Inspection Types

Deck Footing **PASS**

Footings NOT REQUESTED

Monolithic Slab NOT REQUESTED

Perimeter Footings NOT REQUESTED

Temporary Pole NOT REQUESTED