



Permit and Inspection Software User Guide

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Signing Up for Your Account

Section 2

Submitting an Application for Permit

Section 3

Requesting Inspections

Section 4

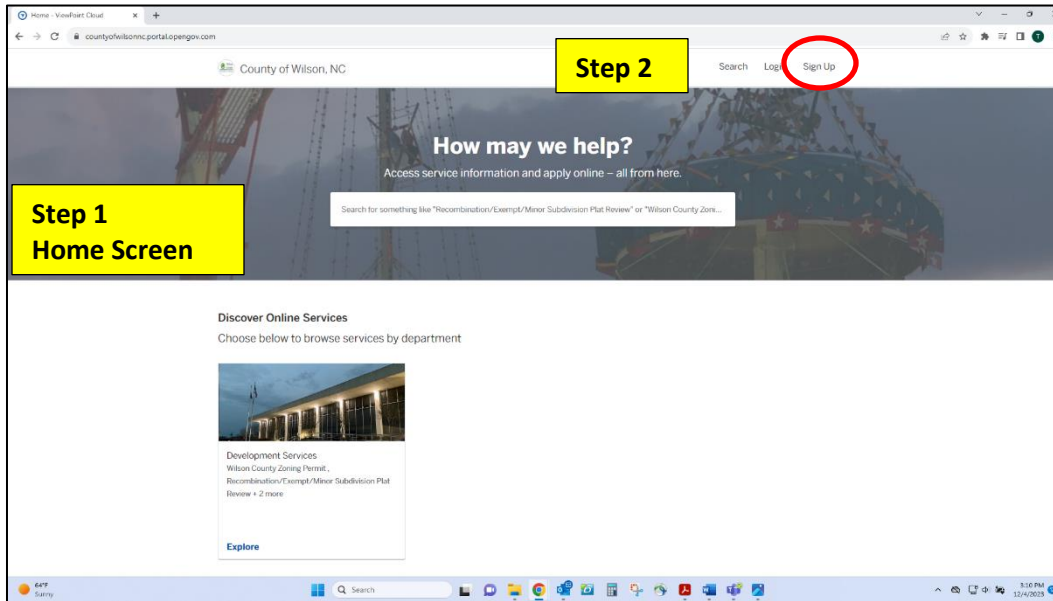
Viewing Inspection Results and Comments

If you have any questions or need further assistance, please contact Planning and Inspections at 252-399-2965.

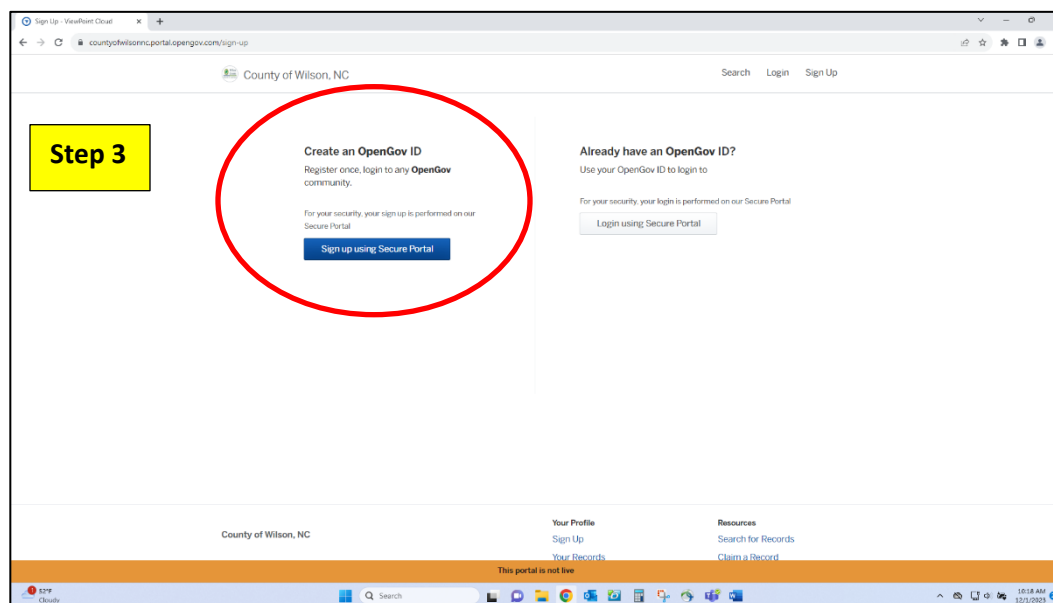
SECTION 1

Signing up for Your OpenGov Account

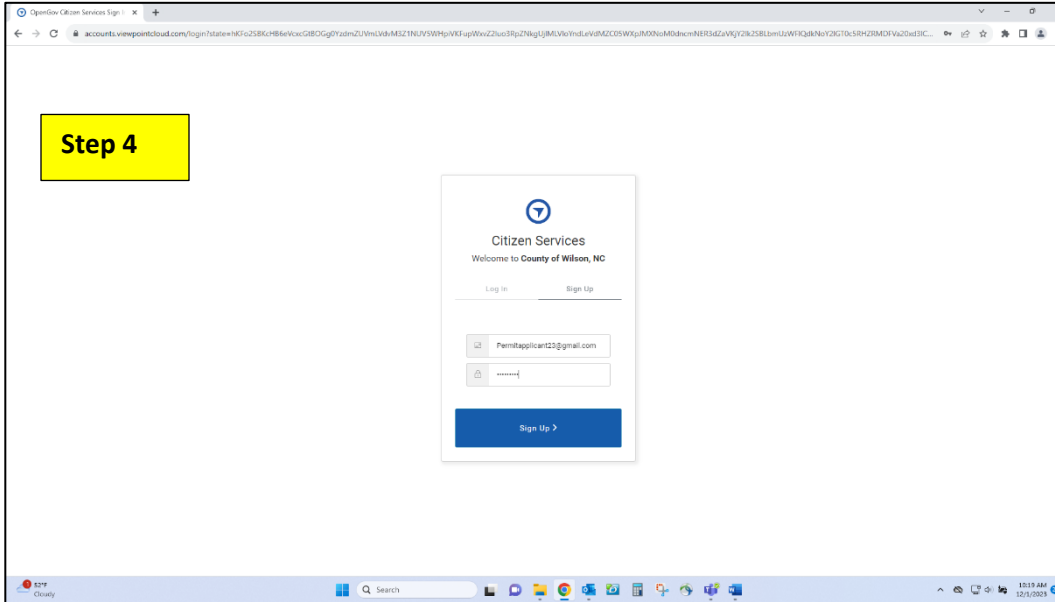
1. Go to the Wilson County Planning & Inspections Online Permits page (referred to as the Home Screen) at <https://countyofwilsonnc.portal.opengov.com>
2. In the upper right-hand corner, click **Sign Up**.



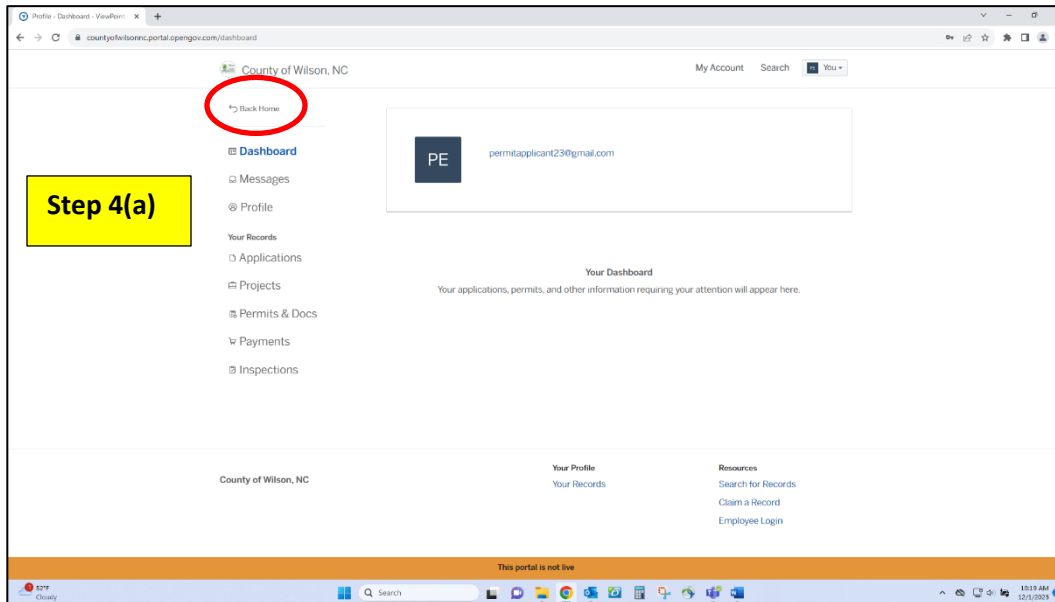
3. Click **Sign up using Secure Portal** to sign up.



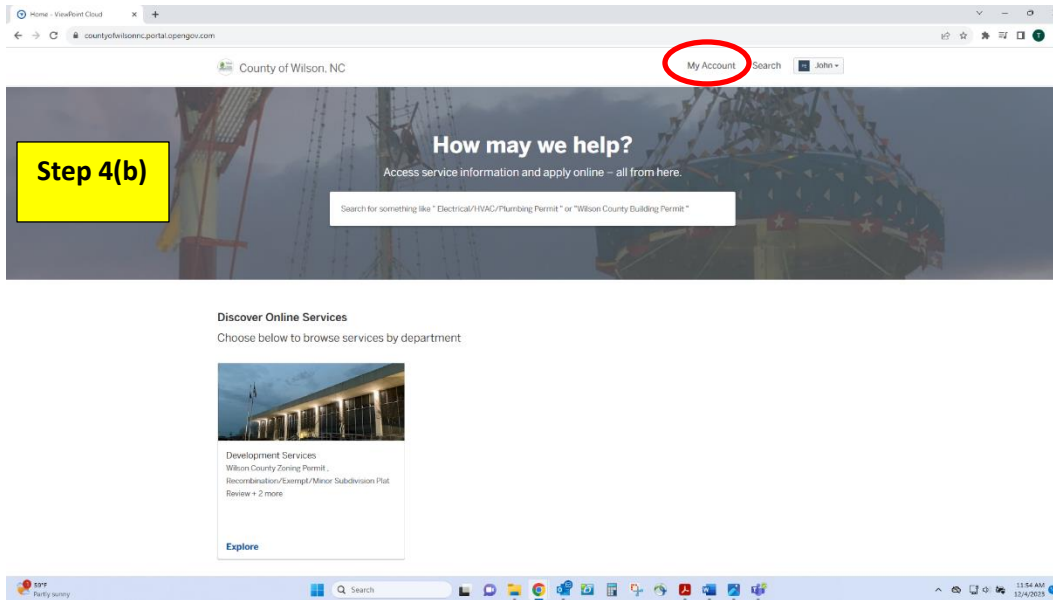
4. On the **Citizen Services** page enter your email address and your chosen password.
- Passwords must have at least eight 8 characters and include one (1) upper case letter, one (1) lower case letter, and one (1) digit.
 - Please note: If you do not remember your credentials at any time, click on “Don’t remember your password?” to reset your information.



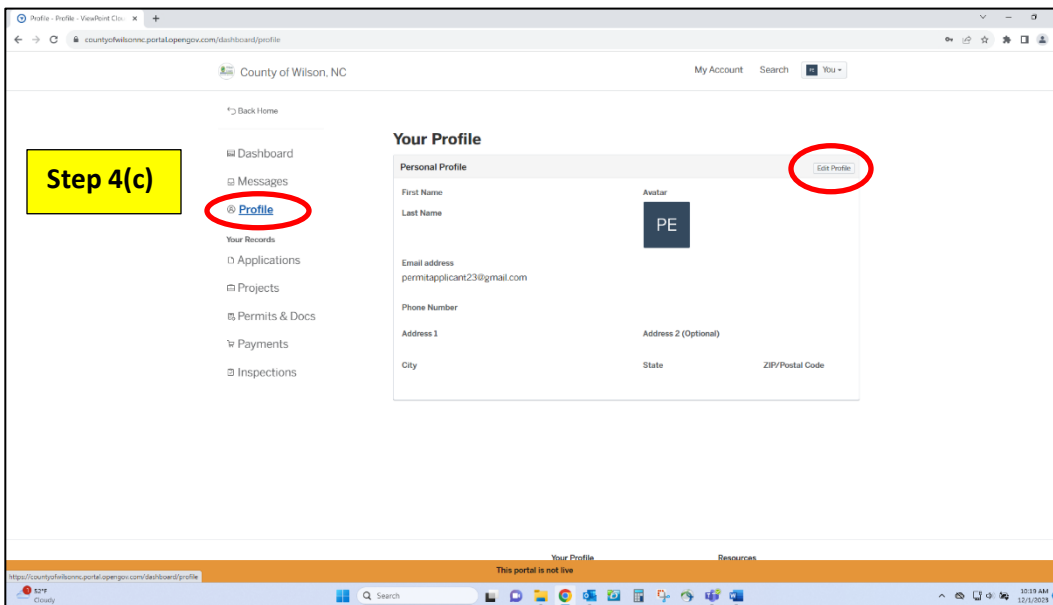
4(a). Your Account has been created. Return to the **Home Screen**.



4(b). From Home Screen click **My Account** to complete your profile.



4(c). From the left side of your account screen, click **Profile**. On the right side of the **Your Profile** page, click **Edit Profile**.



4(d). From there, enter your name, phone number, and address. This information is helpful during permit reviews. Click **Save** when all information is entered.

Step 4(d)

County of Wilson, NC

My Account Search John

Back Home

Dashboard

Messages

Profile

Your Records

Applications

Projects

Permits & Docs

Payments

Inspections

Your Profile

Personal Profile

First Name: John

Last Name: Doe

Email address: permitapplicant23@gmail.com

Phone Number: 252-399-2847

Address 1: 2201 Miller Rd

City: Wilson

State: NC

ZIP/Postal Code: 27893

Avatar: PE Change

Reset Profile

Cancel Save

This portal is not live

SECTION 2

Submitting and Application for Permit

5. You must be logged in to submit an application. If you are not logged in, the system will prompt you to do so. From the **Home Screen**, look in the middle portion of the screen for **Discover Online Services, Development Services**.

Step 5

County of Wilson, NC

My Account Search John

How may we help?

Access service information and apply online - all from here.

Search for something like "Electrical/Plumbing/Plumbing Permit" or "Wilson County Building Permit"

Discover Online Services

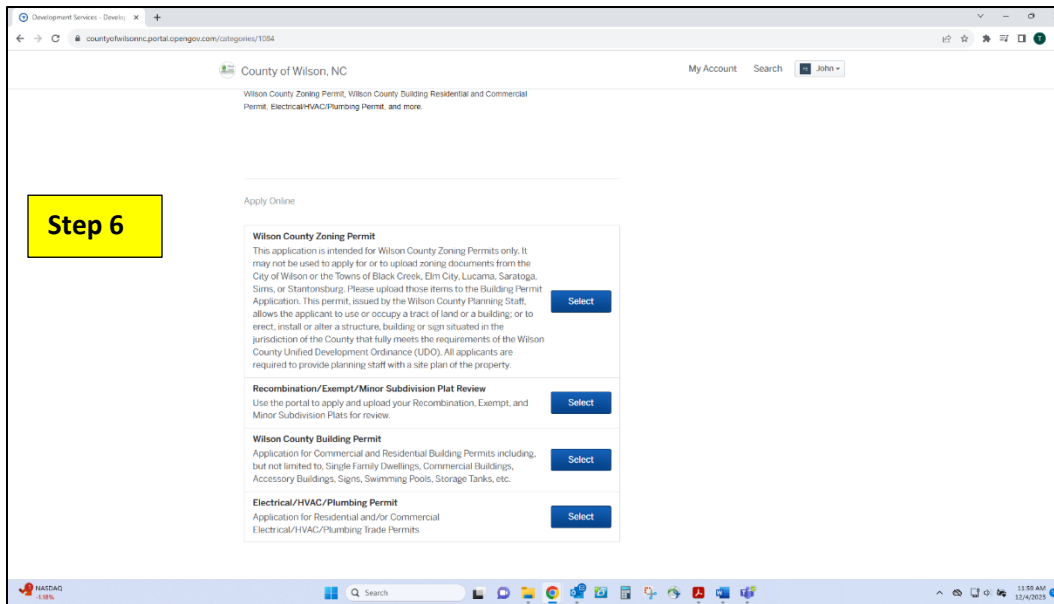
Choose below to browse services by department

Development Services
Wilson County Zoning Permit,
Recombination/Exempt/Minor Subdivision Plat
Review + 2 more

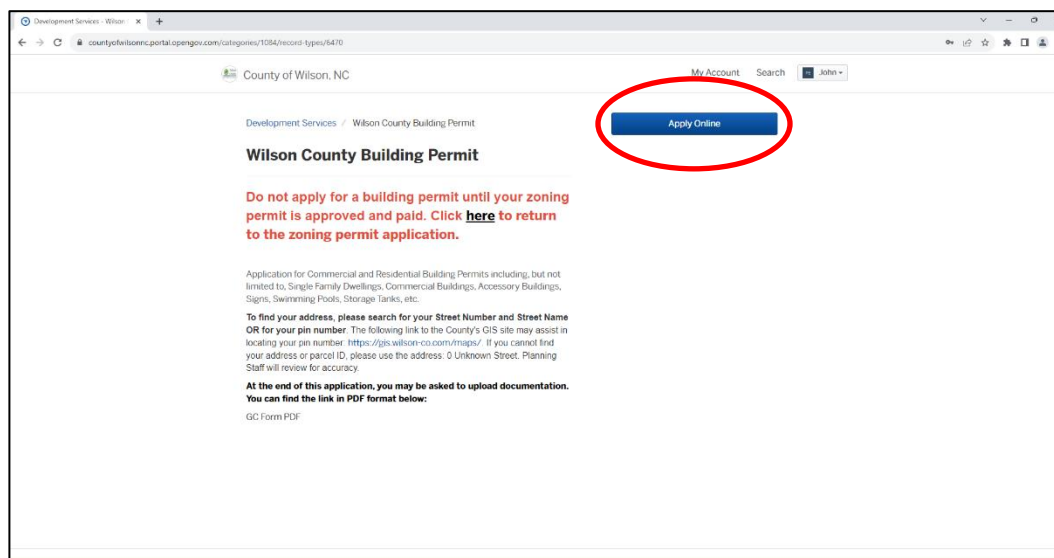
Explore

6. Select the appropriate permit application from the list. Permit types are organized as follows:

Wilson County Zoning Permit
Recombination/Exempt/Minor Subdivision Plat Review
Wilson County Building Permit
Electrical/HVAC/Plumbing Permit



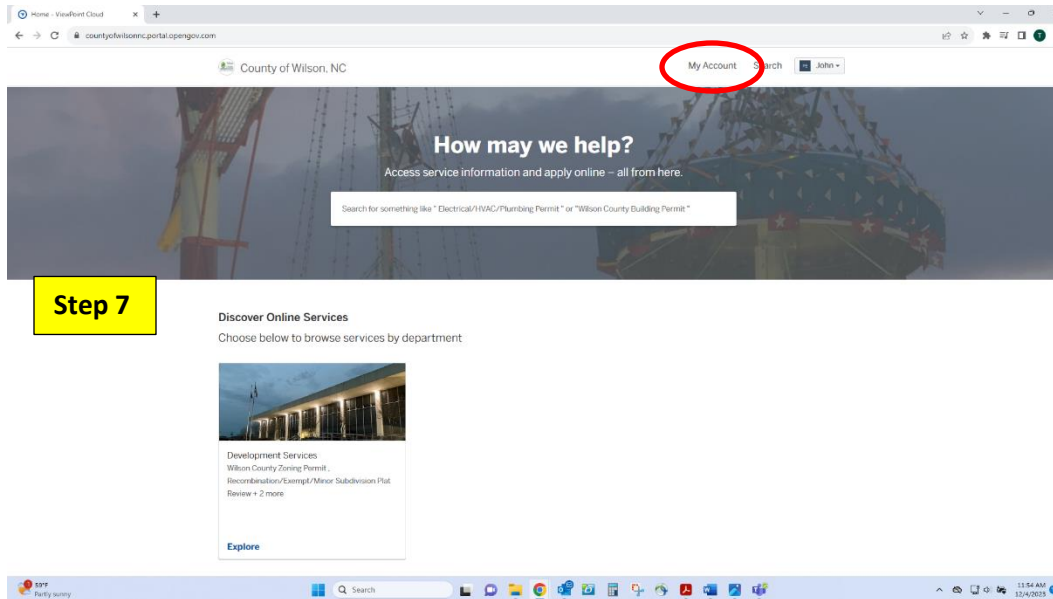
On the following page, click **Apply Online** and follow the steps to complete the application.



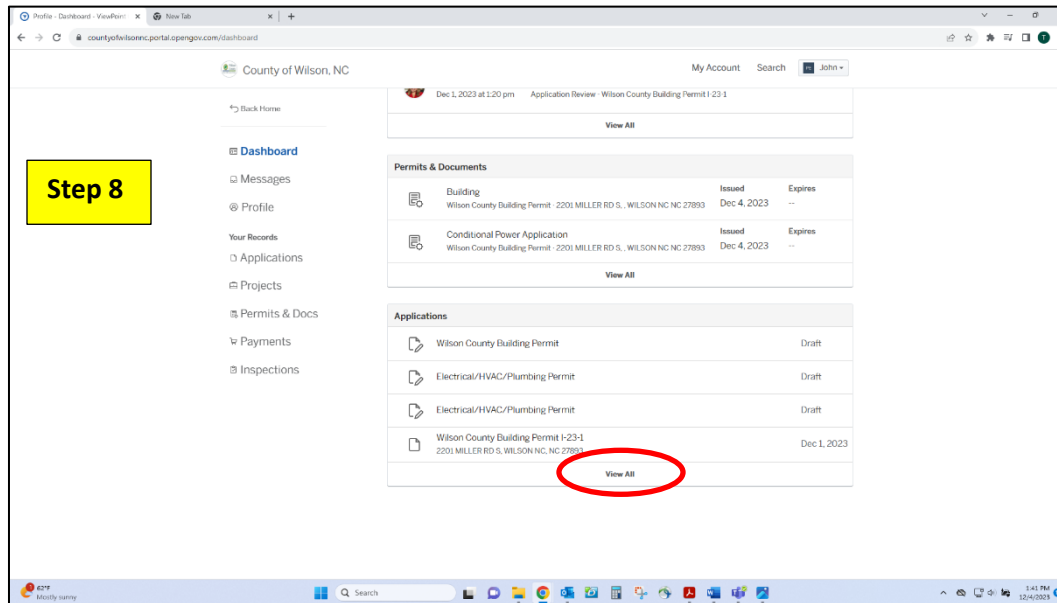
Section 3

Requesting Inspections

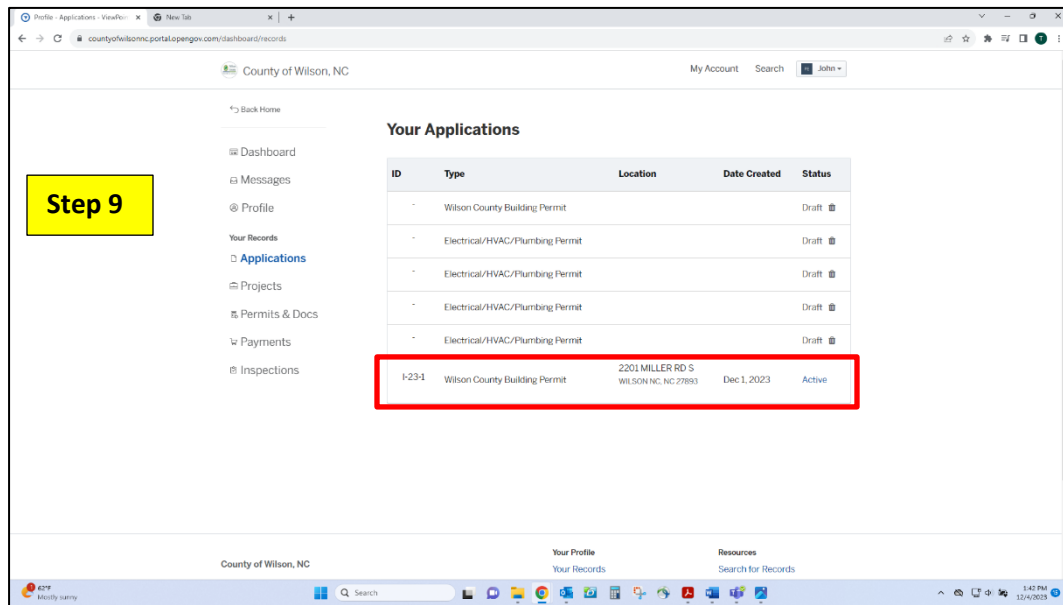
7. While logged in to your OpenGov account, click the **My Account** button at the top of the **Home Screen**.



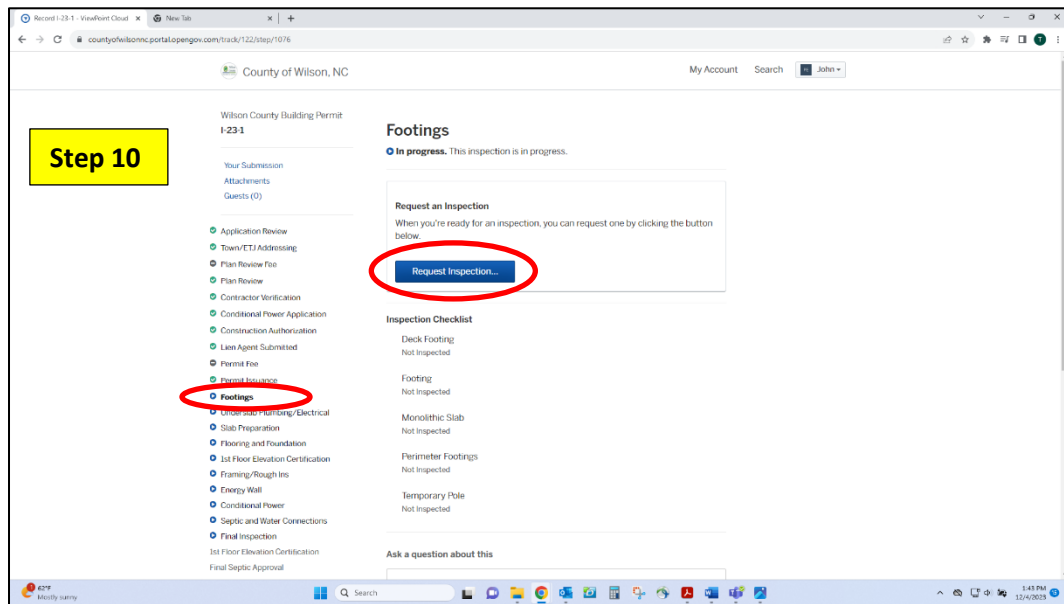
8. From the **My Account** screen, you will see your permit applications listed in the middle of the page. Click **View All** to see your full list of permits in the system.



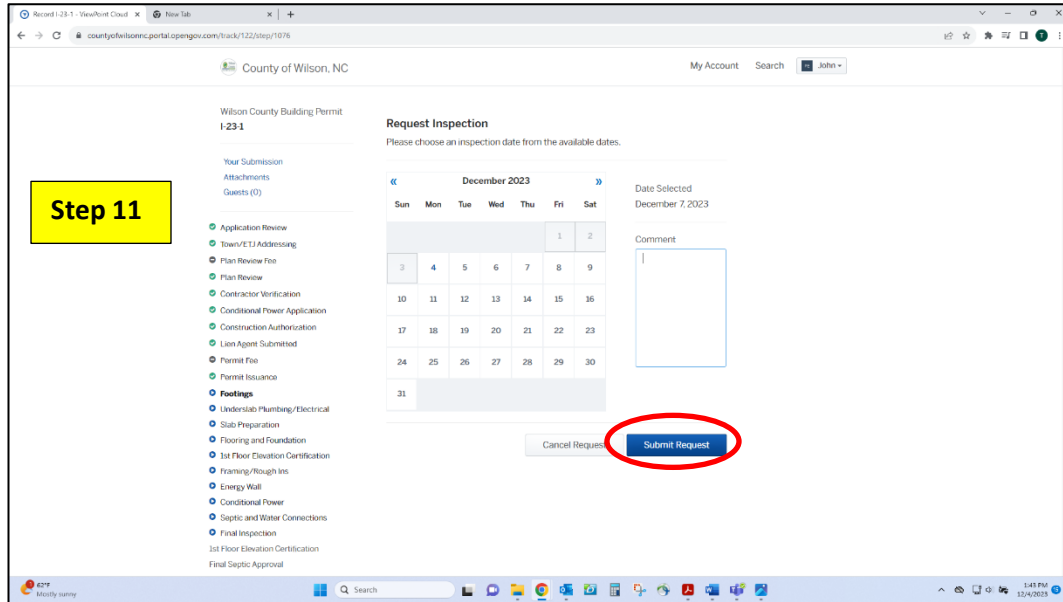
9. Click on the application for which you wish to schedule/request an inspection.



10. On **Permit Screen**, select the inspection step you wish to schedule/request, and click **Request Inspection** located in the middle of the screen.



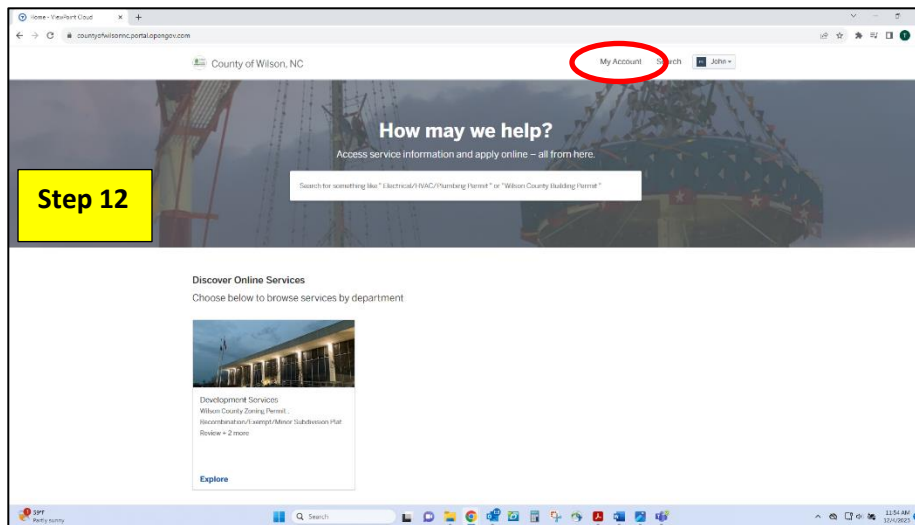
11. On the **Request Inspection**, screen, submit the date you wish to schedule your inspection. In the **Comment Box**, type your specific request and any additional notes for the inspector. Click **Submit Request** and your inspection request will be reviewed and scheduled.



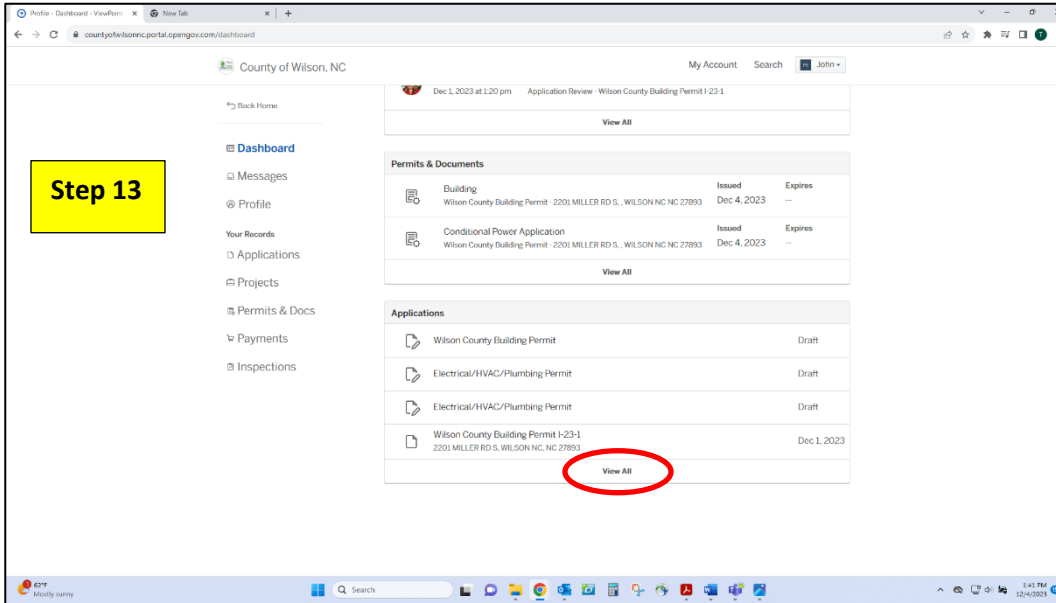
Section 4

Viewing Inspection Results and Comments (Inspection Report)

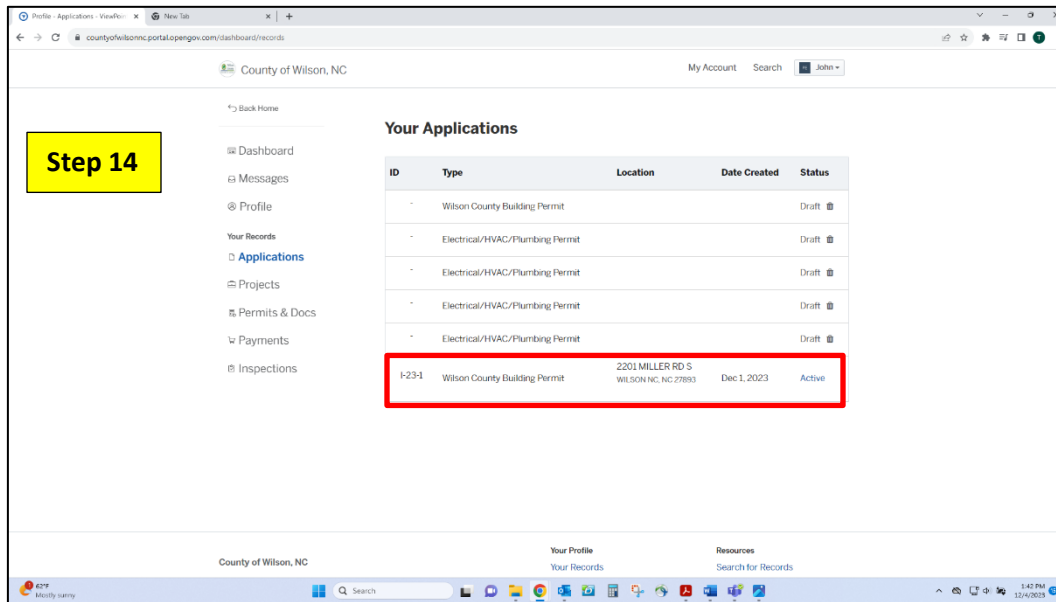
12. While logged in to your OpenGov account, click the **My Account** button at the top of the **Home Screen**.



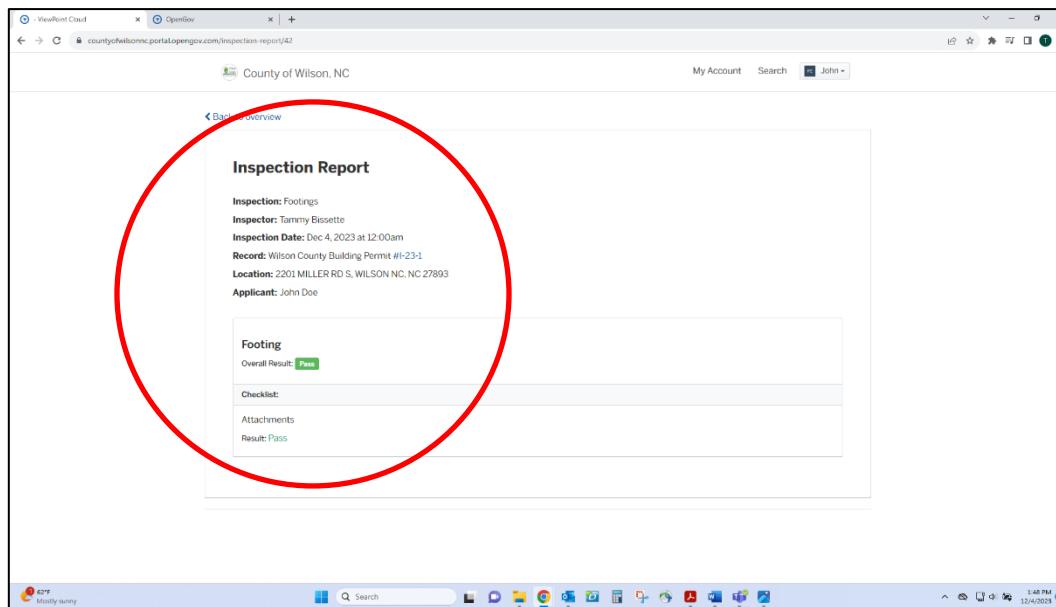
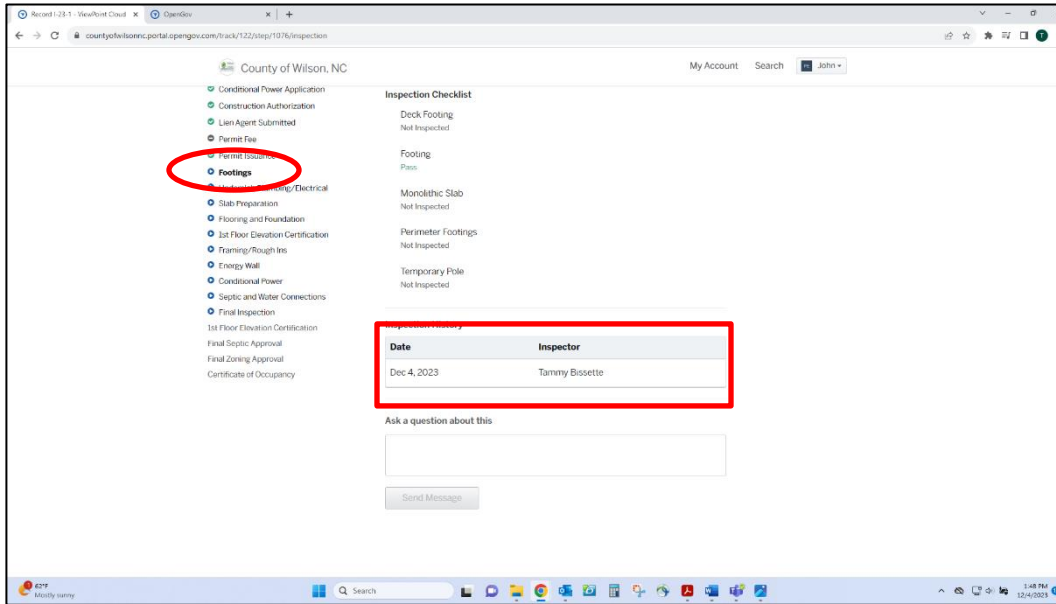
13. From the **My Account** screen, you will see your permit applications listed in the middle of the page. Click **View All** to see your full list of permits in the system.



14. On the **My Account** screen, select the permit you wish to view inspection results and comments.



15. On the left side of the **Permit Screen**, select the appropriate inspection step. In the lower middle of the **Permit Screen**, you will see a box called **Inspection History**. Click the inspection you wish to select.



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