# **Customer Web Portal**



Contact Information

The Customer Web Portal provides a one stop location for contractors, homeowners and applicants to:

- Submit an application,
- Monitor their application status,
- Schedule/cancel inspections,
- View inspection status and history,
- Pay fees due,
- View/print documents/stamped plans, and
- Upload documents to existing applications.

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An account is required for permit submission. Please do not create duplicate accounts. Make sure your pop-up blocker is turned of Ouestions about existing accounts or need help applying for a permit? Contact Landerson@basufortnc.org.	Contact Us Town Website						
	Help Videos	An account is required for permit submission. Please do not create duplicate accounts. Make sure your pop-up blocker is turned off. Questions about existing accounts or need help acolying for a permit? Contact <u>Landerson@beadfortc.org</u> .					

Town of Beaufort Online Service

W BEAUFORT

Citizens can search for building permits and view permit information without logging in.

https://evolve-public.infovisionsoftware.com/beaufort/

## Using the Customer Web Portal

### New Account

You'll need an account to use the portal. Create an account online by selecting the Create Account button. Enter your account information and select Save.

## Existing Account

If you already have an account, select the Login button. Enter your email address listed on your account. You can choose to receive your one-time PIN for login by email or text.

Once you're logged you can: submit an application, view your permits under My Permits, request/cancel inspections, view your scheduled inspections and completed inspections.

## Apply for Permit

Select Apply for Permit to submit a permit application. You'll be guided through several steps:

- 1. Type of Permit Select the type of permit application from the drop-down menus.
- 2. Before You Begin Review the items you need for your application and check each one to move to the next step.
- 3. Enter Address or Location Search for the assigned address or if not found, enter a location description and tax map parcel ID number.
- 4. Permit Details Enter the requested information about the work taking place.
- 5. Select Contacts Enter the subcontractors and contacts you would like to list on your permit.

- 6. Upload Documents Upload any necessary documents for your application. This may include building plans, site plans, or other forms.
- 7. Permit Signature Review the conditions, check "I agree" and enter your name to sign the application electronically.
- 8. Select Finish.

Your application has been submitted. You can check the status anytime by selecting My Permits.

#### My Permits

View all your permits in one location. Filter the permit results by using the drop-down menu options. The default view is for Applications. Select Open Permits from the drop-down menu to see issued permits that are open.

You can further narrow results by choosing a sort option or searching an address with the filter.

#### Permit Details

Select a permit to view the permit details. Here you can view your application, request an inspection, view inspection history, view fees, and view/upload documents.

#### Pay Online

Select Pay Online to pay any outstanding fees that are due. Select the check box next to the items you wish to pay, then select Pay Items.

#### **Request Inspection**

Quickly go to your list of Open permits that have been issued to schedule an inspection.

#### Scheduled Inspection

Quickly go to a list of inspections that are scheduled.

#### **Completed Inspections**

Quickly go to a list of inspections that have been completed recently to view the inspection status.

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Permits	My Permits					
Pay Online						
Permit Search						
Apply for Permit	Select Type	Sort	Filter			
My Permits	Applications ~	Date	Search address     Apply Filter			
Request Inspection	22 parmite Scient _ Except to Except					
Scheduled Inspections	100 BEAUFORT WALK		ID 46 (Web Application 1/27/2023)			
Completed Inspections	200 - Commercial New C	onstruction	construct new industrial warehouse	Permit Details		
Town Links	104 ANN STREET 901 - Wall Sign		ID 38 (Billed 1/20/2023) install sign	Fees Due \$137.50 Permit Details		
Contact Us	100 BEAUFORT WALK		ID 37 (Under Review 1/19/2023)			
Town Website	501 - Commercial Electric	sal	test	Permit Details		
Fee Schedule						
B EVOLVE	No Address 1201 - Change in Contrac	tor/ Plans/ Scope/ etc.	ID 30 (Submitted 1/12/2023) test	Permit Details		
Help Videos	No Address		ID 29 (Billed 1/18/2023)	Fees Due \$50.00		
Evolve @ 2022	1200 - Blasting		blasting	Permit Details		

Date	Name	Status	Inspector	Comment	
1/31/2022	Final Electrical	Not Approved	David Elliott	Test 2 50.00 Fee Charged	
1/31/2022	Rough Electrical	Approved	David Elliott	Test	
1/31/2022	Rough Electrical	Not Approved	David Elliott	Test 567788 100.00 Fee Charged	
Document	S				G Upload New Doc
Document	S				🕞 Uplead New Doc
Test 1/31/2022	View				

	7/14/2021 Zoning Verification	\$50.00
Selecte	od Items: \$50.00	
Cano	Pay Items	