

HOW TO SUBMIT Blow Off Request

To start the process, login to the Portal: <https://cityview.hollyspringsnc.us/portal>

You will need to have a registered account to proceed.

Navigate to Civil Construction Approval section of the portal and select Apply for a Civil Construction Review:



Civil Construction Approval

Apply for Civil Construction Review

Estimate Fees

Request an Inspection

Application Search

Upload Submittals

Choose the Application Type **BLOW OFF** from the drop-down:

Choose the application type:*

Blow Off

--Select a Value--

Blow Off

Civil & Stormwater Construction As-Builts

Civil Construction Drawings - Non-Residential/Sites

Civil Construction Drawings - Residential

Encroachment

Surety

Timbering

Utility Permit Application

Continue to answer all required information (*) throughout the application

Select Review & Submit

*NOTE: We are no longer requiring applicants to upload a separate form for a Blow Off. The request **must** be submitted via the portal and completed in its entirety. Any applications missing the required information will be rejected.*

Any questions please contact dsintake@hollyspringsnc.gov

REMINDER:

BLOW OFF

Staff requires 24 Business Hours' Notice to process a permit.

Friday requests will be processed for a Tuesday inspection