

HOW TO SUBMIT Construction Plans

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

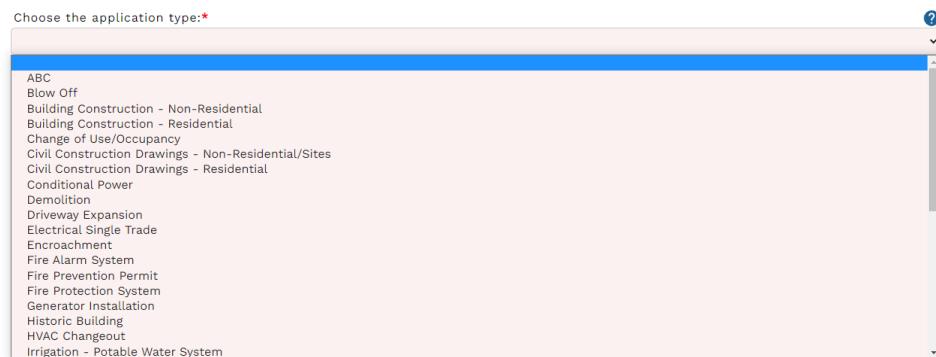
You will need to have a registered account to proceed and be linked to the project you want to access.

Navigate to Construction & UDO Permits for Civil Construction Drawings and click on Upload Submittals:



Choose Application Type from the drop-down:

Civil Construction Drawings – Non-residential or Civil Construction Drawings Residential



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

Upload any required submittal items to the specific type. Additional items may be uploaded by clicking Browse and Upload Documents:

Review & Submit

REMINDER:

Digital Submittal Process

All digital submittals are due no later than **NOON on Fridays** to be considered for review the following week.

You may submit your project at any time during the week in the [Portal](#).

All items submitted after NOON on Fridays will be held until the next review cycle.