

How to Submit Utility Permits

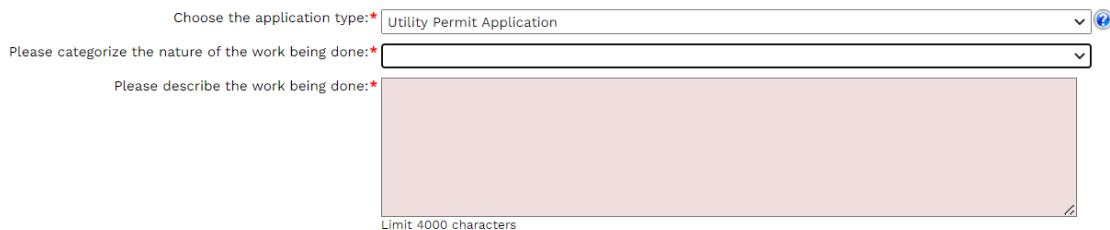
To start the process, login to the Portal: <https://cityview.hollyspringsnc.us/portal>

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:



Choose application type: **UTILITY PERMIT APPLICATION** and follow the prompts.



Choose the application type: ?

Please categorize the nature of the work being done:

Please describe the work being done:

Limit 4000 characters

On Step 3 choose **ONLY** one:



— ▾ Utility Permit Application Permit —————

Please choose as many work items as are appropriate.

Search for work items

Reclaimed Water Permit Application

Wastewater Permit Application

Water Permit Application

Continue to follow the prompts.

NOTES:

- Find up-to-date information on our website: <https://www.hollyspringsnc.us/335/Forms-Review-Schedules-Fee-Sheet>
- Apply for each utility permit separately
- Staff will contact you once your submittal has been accepted.
- Review fees must be paid upon receipt. Failure to pay review fees may result in delays.
- Contact Theresa Randall with questions:** theresa.randall@hollyspringsnc.gov