

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](mailto:theresa.randall@hollyspringsnc.gov)**