



PAYING FEES IN THE PORTAL

<https://cityview.hollyspringsnc.us/portal>

Note: All Financially Responsible parties will need to create a portal account. To gain access to a specific record after creating your account, please email dsintake@hollyspringsnc.gov or call 919-557-3908

There is a 2.95% service charge added to all credit card payments.

Fees can also be paid by check. Deliver payment to Development Services at Town Hall or mail to Town of Holly Springs; Development Services; PO BOX 8, Holly Springs NC 27540.

All checks should include your project number.

You must be logged in to your account and listed as a contact on the project to pay fees.

Select the appropriate Solution for your project type:

Preliminary Development Approval

- Administrative Appeal
- Comprehensive Plan Amendment
- Development Plans
- Final Plat
- Home Occupation Permits
- Lay Hen Permit
- Master Sign Permit
- Preliminary Plan
- Planned Unit Development
- Rezoning
- Special Use
- Special Studies

Construction & UDO Permits

- Blowoff Permits
- Building Construction
- Change of Use/Occupancy
- Civil Construction
- Conditional Power
- Demolition
- Driveway Expansion
- Electrical Single Trade
- Encroachment
- Fire
- HVAC
- Irrigation
- New Home
- Plumbing
- Special Event
- Swimming Pool/Spa/Hot Tub
- Temporary Use
- Timbering
- Utility Permit
- Water Heater Changeout



**HOLLY
SPRINGS**
North Carolina



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SELECT APPLICATION SEARCH

TOWN OF HOLLY SPRINGS WEB PORTAL

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The Town's new web portal is now online. Apply for permits, check the status of applications and inspections, submit complaints and check on planning applications - all from the comfort of home. No more lineups.

The CityView Portal is the first step in the Town's plan to improve its service offerings for citizens. Watch for more updates coming soon.



Code Enforcement
[Submit a New Request](#)
[Case Search](#)



Construction & UDO Permits
[Apply for a Permit](#)
[Estimate Fees](#)
[Request an Inspection](#)
[Application Search](#)
[Upload Submittals](#)



Preliminary Development Approval
[Apply for a Planning & Zoning Review](#)
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Contractor Registration
[Register a Contractor](#)
[Contractor Search](#)
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Property Information
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COMPLETE THE CAPTCHA

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Type the characters you see in the image below to continue.*



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Enter your project number and click GO!

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– ▶ **Search for a Planning Application** _____

Search:

Begin typing a project name or number, address or Parcel number and we will search for a matching project. If your project appears, please select it from the list.

On the project screen, click fees and ADD TO CART

You will only be able to view fees or view conditions if you are a contact on the planning application.

[Expand All](#) / [Collapse All](#)

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

- ▶ **Summary** _____
- ▶ **Locations** _____
- ▶ **Application Types** _____
- ▶ **Submittals** _____
- ▶ **Reviews** _____
- ▶ **Fees** _____
- ▶ **Deposits & Bonds** _____
- ▶ **Hearings** _____
- ▶ **Inspections** _____
- ▶ **Conditions** _____
- ▶ **Related Permit & Planning Applications** _____
- ▶ **Documents & Images** _____
- ▶ **Upload Documents** _____

When you have added all fees to your cart you will be prompted to add your payment method. Once payment is complete, you will be issued a receipt. Contact us at 919-557-3908 for additional assistance!