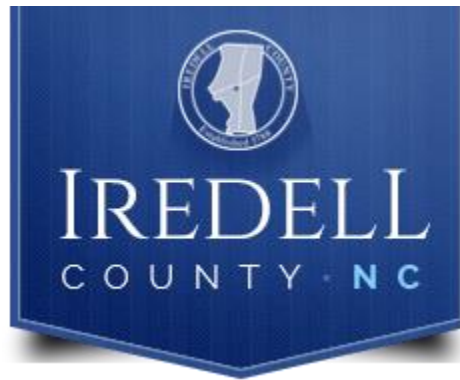


IREDELL COUNTY DEVELOPMENT SERVICES

CENTRAL PERMITTING DIVISION



HOW TO REGISTER FOR AN ACCOUNT

How do I get started?

A1. For Homeowners acting as their own contractor click the link for a Public Account Setup. For Contractors and Registered Design Professions skip to step 4.

Iredell County Development Services Web Portal

This site provides access to development services allowing citizens and contractors to search for information and complete many common tasks online. Online services are currently limited to scheduling inspections, downloading/uploading PDF documents, and paying fees.

Anyone can use the links below to search for basic information about permits, projects, and code enforcement.

Public User accounts (Homeowners) allow for scheduling inspections, uploading/downloading PDF documents, and paying fees. To set up an account click on [Public Account Setup](#) to register.

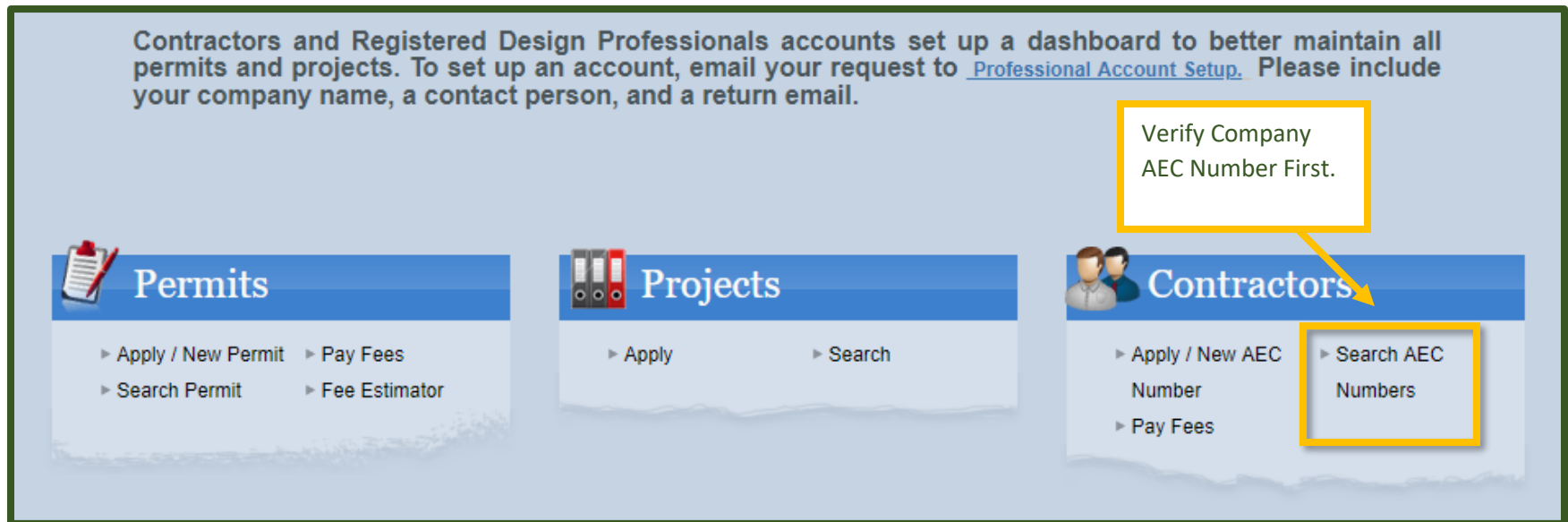
Contractors and Registered Design Professionals accounts set up a dashboard to better maintain all permits and projects. To set up an account, email your request to [Professional Account Setup](#). Please include your company name, a contact person, and a return email.

A2. Complete form for new user name and password

A3. After your account is created, click Continue to proceed to the Iredell County Homepage. You may now apply for permits, follow permit progress, pay fees, and schedule inspections.

A4. All Contractors and Design Professionals will receive an AEC number with Iredell County. The AEC number will automatically link all permits applied under the Company name to a single account. Before applying for a new AEC number through the Professional Account Setup, verify that there is not an existing Contractor AEC number by clicking Search AEC Numbers.

Contractors and Registered Design Professionals accounts set up a dashboard to better maintain all permits and projects. To set up an account, email your request to [Professional Account Setup](#). Please include your company name, a contact person, and a return email.



The dashboard features three main sections:

- Permits** (represented by a clipboard icon):
 - ▶ Apply / New Permit
 - ▶ Pay Fees
 - ▶ Search Permit
 - ▶ Fee Estimator
- Projects** (represented by a folder icon):
 - ▶ Apply
 - ▶ Search
- Contractors** (represented by a person icon):
 - ▶ Apply / New AEC Number
 - ▶ Pay Fees
 - ▶ Search AEC Numbers (highlighted with a yellow box)

A callout box with a yellow border and arrow points to the 'Search AEC Numbers' option, containing the text: "Verify Company AEC Number First."

A5. Search for existing AEC Number by Company Name. If results indicate an existing AEC Number use the password reset to be able to access online account. If not, click link to [Apply/New AEC Number](#) and complete application.

The screenshot shows a web application interface. At the top, there is a navigation bar with the following elements: 'Account | Log In', a dropdown menu set to 'Public', input fields for 'Username' and 'Password', a blue 'LOGIN' button, a 'REMEMBER ME' checkbox, and a 'Forgot Password' link. The 'Forgot Password' link is circled in yellow. A yellow callout box with an arrow points to this link, containing the text: 'Reset Password for existing accounts here.'

Below the navigation bar, the main content area is titled 'Search AEC Numbers'. It features a search form with the following components: 'Search By:' followed by a dropdown menu set to 'COMPANY', another dropdown menu set to 'Contains', an input field containing the text 'builder', and a blue 'SEARCH' button.

Below the search form, there is a section titled 'Contractors' with two blue buttons: 'PRINT' and 'EXPORT TO EXCEL'. At the bottom left of the search results area, there is a magnifying glass icon and the text 'Search Results'.

A6. If applying for a new AEC number, your account will not be active until your application is reviewed and approved by Central Permitting. Once approved you will be able to apply for new permits, follow permit progress, pay fees, and schedule inspections.