



IREDELL COUNTY DEVELOPMENT SERVICES

Central Permitting Division

349 N Center St, Statesville, NC 28687

P: 704-878-3113 F: 704-878-3171

ONLINE PAYMENTS STEP-BY-STEP PROCESS

- 1 **Contact Central Permitting to verify the fees are correct before paying.**
- 2 Go to the [Iredell County website](#).
- 3 Click the Payments button towards the bottom.
- 4 Click Building Services, Central Permitting, and Planning.
- 5 If you are a contractor, you may log in with your AEC number. Directions for resetting your password can be found [here](#).
- 6 If you are not the contractor, create a user name and password under *Public Login*.
- 7 Linking permits – **Contractors will have their permits automatically linked to their AEC number and account, and can proceed to step 14.** Public users can link to permits by clicking on the *My Dashboard* link on the left.
- 8 Click blue *Link To Permits and Projects* button on Dashboard Page
- 9 Enter permit number exactly as listed in payment message (ex. EL-300161)
- 10 Click *Link*
- 11 Back on Dashboard page, locate permit number in *My Active Permits*
- 12 Under Fees Due column click on fee next to permit number.
- 13 If paying multiple permit fees, repeat steps 8 thru 12 until all fees are in your Shopping Cart
- 14 Click *Proceed to Checkout*
- 15 Click *Proceed to Payment*
- 16 Enter the credit card information on the Official Payment page.
- 17 Once payment is processed, your permit will be issued within 24-48 hours. An email will be sent to you from Central Permitting with instructions towards your next steps.
- 18 You can come back to the same site to print the permit and the permit job card.