

Nags Head Planning & Development

Our Citizen Self Service portal will allow you to:

- **Apply for building permits (Contractors only).**
- **Pay for permits and other related fees.**
- **Check the status of plan reviews.**
- **Upload documents associated with the permit application. Note: When uploading your documents in Citizen Self Service please use PDF or jpg file formats. We do not accept other file types.**

For new permit applications please select “[Click here to Apply Online](#)”. For existing applications enter your search below. (See sample below)

The screenshot shows the 'Permits and Inspections' section of the Town of Nags Head website. It features a search form with the following fields: House number, Street name, Owner/Contractor Name, Parcel ID, Application reference, and Location. There are also checkboxes for 'Active Applications only', 'Unperformed Inspections only', and 'Remember these values'. Search and Reset buttons are located at the bottom of the form. A yellow highlight is present on the 'Click here to Apply Online' link and the 'Search for existing Permits and Inspections' section header.

When searching for existing Permits, please only enter **one** of the following three search fields to complete your search:

- **Address: Provide both the address number and street name; do not use the street name suffix (Avenue, Lane, Street, etc.) or directional information – N, S, East, West)**
- **Parcel ID: Enter your Parcel # not your PIN (example: 026404000)**
- **Application Reference # - Enter your exact application number (example: 202000123)**

FOR NEW PERMIT APPLICATIONS:

Prior to making application for a building permit we ask that you **contact our office** to discuss your project and ensure that you have met the required pre-requisites (such as pre-approved Stormwater Plan) and are aware of all plans and documents that you should be prepared to upload.

Please **NOTE** permit fees are **non-refundable**, unless otherwise directed by Staff, please **do not pay** for any permit fees until your permit is **Ready to Issue**. If you are unsure, please contact us at planning@nagsheadnc.gov

When entering the address for a new permit application: Provide both the address number and street name; **do not use** the street name suffix (Avenue, Lane, Street, etc.) or directional information – N, S, East, West)

Also, if your customer name does not match the owner name linked to the address you enter **please contact our office prior to continuing**. The record may need to be updated on our end or it may mean that it is a new owner and the property has not officially transferred ownership. We cannot accept permit applications until the deed has been recorded by Dare County.

Please don't forget to upload any necessary documents (permit application, trade affidavit, agent authorization, site plan, etc.) Please Note that you will not be able to upload documents until you electronically sign and then hit Submit.

Remember: the more complete and correct your application is, the quicker we can review and make a decision!

We want to make this process and seamless as possible, if you have any questions or comments please do not hesitate to contact us:

252-441-7016 or by email: planning@nagsheadnc.gov