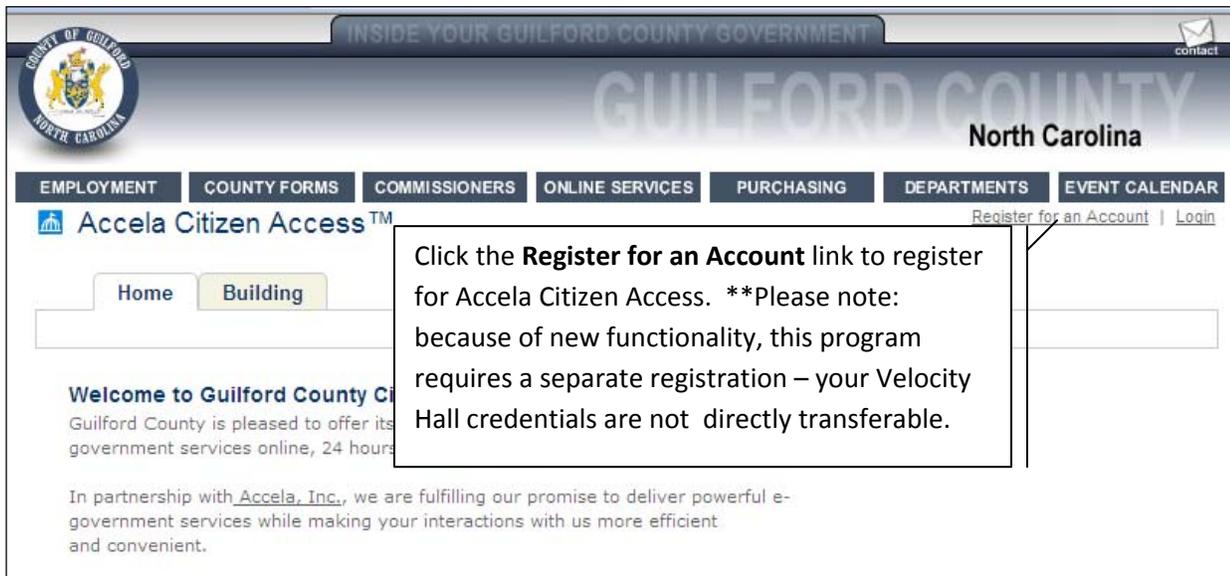


Using Guilford County Accela Citizen Access

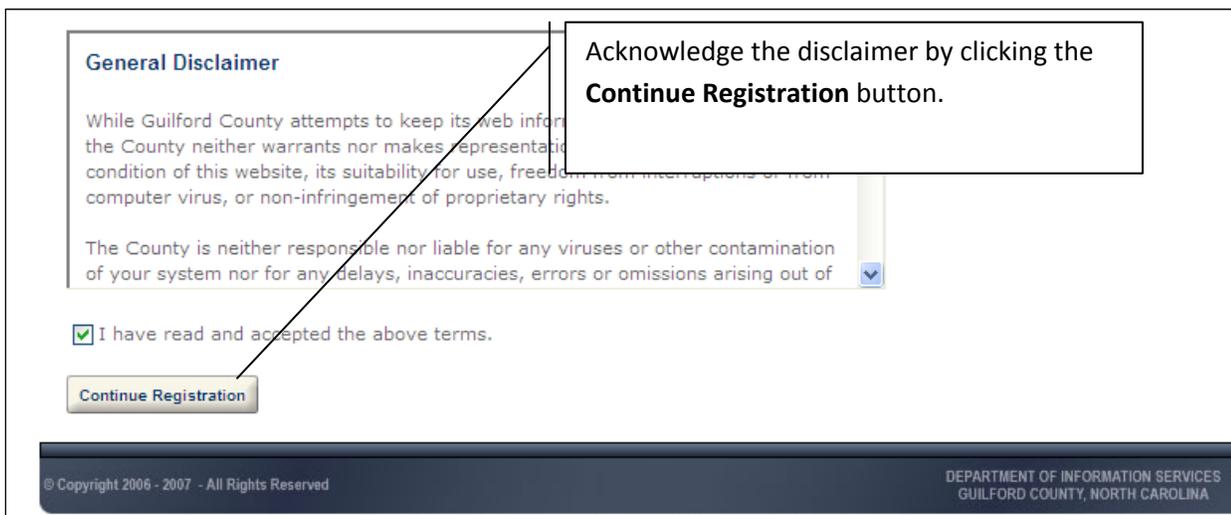
Accela Citizen Access is a portal into Guilford County's Planning, Permitting and Inspections department. With it, you will be able to schedule inspections, apply for certain Environmental Health and trade permits, submit plans electronically for review, and pay with a credit card.

Registering for an Account

Using a web browser, navigate to <https://accela.co.guilford.nc.us:8443/citizenAccess> or select the Accela Citizen Access link from the County web pages.



The screenshot shows the Accela Citizen Access website. At the top, there is a navigation bar with links for EMPLOYMENT, COUNTY FORMS, COMMISSIONERS, ONLINE SERVICES, PURCHASING, DEPARTMENTS, and EVENT CALENDAR. Below this is the Accela Citizen Access logo and a search bar. A callout box with a white background and black border is overlaid on the page, containing the text: "Click the **Register for an Account** link to register for Accela Citizen Access. **Please note: because of new functionality, this program requires a separate registration – your Velocity Hall credentials are not directly transferable." The callout box has a pointer pointing to the "Register for an Account" link in the top right corner of the website.



The screenshot shows the registration disclaimer page. It features a "General Disclaimer" section with text explaining that the County does not warrant the website's suitability or freedom from interruptions. Below the disclaimer is a checkbox labeled "I have read and accepted the above terms." which is checked. A "Continue Registration" button is located below the checkbox. A callout box with a white background and black border is overlaid on the page, containing the text: "Acknowledge the disclaimer by clicking the **Continue Registration** button." The callout box has a pointer pointing to the "Continue Registration" button.

* indicates a required field.

Login Information

*E-Mail Address: (This will be your User Name):

henderson_anita@hotmail.com

(4-32 characters may contain letters, numbers, and the following four . @ _ - special characters)

*Confirm E-Mail Address:

henderson_anita@hotmail.com

*Password:

(8-20 characters)

*Confirm Password:

*Select a Security Question:

What is the brand of your first car ?

(used for identification if you forget your login information)

*Answer:

Mustang

(20 characters maximum)

Contact Information

*First:

Anita

Middle:

*Last:

Henderson

Name of Business:

Guilford County Information Services

*Address Line 1:

201 N Eugene St

*City:

Greensboro

*State:

NC

*Zip:

27402-

Home Phone:

336-555-1212

Work Phone:

336-641-3266

Mobile Phone:

336-669-392

Fax:

336-641-4504

*Preferred Method of Contact:

E-mail

After completing the contact information screen, click **Continue Registration**. Please include complete information – every permit you apply for will auto-fill the information you enter here, saving typing in the future.

Continue Registration »

INSIDE YOUR GUILFORD COUNTY GOVERNMENT

contact

GUILFORD COUNTY
North Carolina

EMPLOYMENT | COUNTY FORMS | COMMISSIONERS | ONLINE SERVICES | PURCHASING | DEPARTMENTS | EVENT CALENDAR

Accela Citizen Access™ [Register for an Account](#) | [Login](#)

Home Building

Click **Login** to continue.

Thank you, your account has been successfully created.

Your account has been successfully created.
You may now log in.

Account Information

User Name: henderson_anita@hotmail.com

Anita Henderson Home Phone: 336-555-1212
 Guilford County Information Work Phone: 336-641-3266
 Services Mobile Phone: 336-669-3922
 201 N Eugene St Fax: 336-641-4504
 henderson_anita@hotmail.com
 Preferred Contact: E-mail

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 GUILFORD COUNTY, NORTH CAROLINA

Login

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

Click this box to have your login name remembered on your computer.

Associating Your Professional License Number with your Account

In order to create permit applications on-line, Guilford County must validate your license number – this is normally accomplished in one business day. To associate your professional license number with your Accela Citizen Access account, click **Account Management** at the top right of the screen.

PURCHASING | DEPARTMENTS | EVENT CALENDAR

Logged in as: Anita Henderson [Account Management](#) [Logout](#)

License Information

Thank you for registering your license(s) with Guilford County. Once validated by County personnel, you will be able to apply for certain permits on-line using this system. You will receive a confirmation message upon validation (normally by 5:00 on the next business day).

You may schedule inspections immediately -- license validation is not required for that function.

Questions? Contact us by [email](#) or phone (336.641.3707).

[Add a License »](#)
Add a License

In the **License Information** section, click **Add a License** to continue.

pections immediately -- license

is by [email](#) or phone (336.64

License Information

*State License Number:

Find License

Select your license type, enter your license number then click **Find License**.

License Information

1 results found matching lookup criteria
Search a license number to continue.

Showing 1-1 of 1

License Number	Type	Name
22222	Fuel	TEST FUEL

[Search Again »](#)

Click the hyperlink under your license number to select it.

Windows Internet Explorer

Do you want to associate this license to your account?

OK **Cancel**

Click **OK** to associate your license number with your account.

If you hold multiple licenses, you may add another using the same steps. **Until your license has been verified by Guilford County personnel, it will carry a status of Pending.** You will be notified when your license has been verified; the status will then change to Approved. **Until your license has been approved, you be able to schedule inspections and apply for services not requiring a license.**

If you are unable to register your license, please email CitizenAccess@co.guilford.nc.us with your license number and trade.

License Information

Thank you for registering your license(s) with Guilford County. Once validated by County personnel, you will be able to apply for certain permits on-line using this system. You will receive a confirmation message upon validation (normally by 5:00 on the next business day).

You may schedule inspections immediately -- license validation is not required for that function.

Questions? Contact us by [email](#) or phone (336.641.3707).

TEST FUEL	NC Fuel	Remove my license
TEST FUEL LICENSED	NC -22222	
PROFESSIONAL	Issued:	
201 N EUGENE ST	Expires:	
GREENSBORO NC 27402	Insured Max:	
Home Phone: 336.641.3266	Status: Pending	
Mobile Phone:		
Fax:		

Scheduling an Inspection

Guilford County schedules inspections for the next business day; inspectors are in the field Monday – Friday, 7:30 am until 4:30 pm.

The screenshot shows the Guilford County website interface. At the top, there is a header with the county logo and navigation tabs for EMPLOYMENT, COUNTY FORMS, COMMISSIONERS, ONLINE SERVICES, PURCHASING, DEPARTMENTS, and EVENT CALENDAR. Below the header, a user is logged in as Anita Henderson. The main content area is titled 'Building' and contains three links: 'Schedule an Inspection', 'Create an Application', and 'Search Applications'. A callout box with a black border and white background points to the 'Schedule an Inspection' link, containing the text 'Click Schedule an Inspection to begin.' The footer includes copyright information and a link to the 'Footer'.

Scheduling an inspection begins with searching for the property (this is the same as the **Search Application** functionality). Searching in Accela Citizen Access is powerful and flexible – you may search on a partial address, by a specific licensed professional, your previously created permits, or by full or partial permit number.

As an added convenience, Accela Citizen Access “remembers” the permits you have recently accessed and displays them automatically each time you enter the **Search** program.

INSIDE YOUR GUILFORD COUNTY GOVERNMENT

GUILFORD COUNTY
North Carolina

EMPLOYMENT | COUNTY FORMS | COMMISSIONERS | ONLINE SERVICES | PURCHASING | DEPARTMENTS | EVENT CALENDAR

Accela Citizen Access™
Logged in as: Anita Henderson | Account Management | Logout

Home | Building

Search Applications | Create an Application | Schedule an Inspection

Permits

Showing 1-10 of 21

Date	Permit Number	Permit Type	Description
04/01/2009	09-04-GCRP-00146	Electrical - Residential	
04/01/2009	09-04-WNHR-00145	New Well - Residential	
04/01/2009	09-03-WNHR-00135	New Well - Residential	
04/01/2009	09-03-WNHR-00131	New Well - Residential	TEST
04/01/2009	09-03-WNHR-00137	New Well - Residential	
03/31/2009	09-03-WNHR-00140	New Well - Residential	
03/31/2009	09-03-GCRP-00130	Electrical - Residential	GENERAL
03/31/2009	09-03-GCCP-00141	Electrical - Commercial	
03/31/2009	09-03-GCCP-00139	Electrical - Commercial	
03/30/2009	09-03-GCCP-00138	Electrical - Commercial	AAH ELECTRICAL APPLICATION Active

< Prev Additional Results: 1 2 3 Next >

Search for Permits

Enter information below to search the County's permitting database. Permits can be searched for by entering any of the following information:

Your previously-accessed permits appear at the top of the Search screen – just click on the permit number to open the permit and schedule an inspection.

To search for another permit, simply move to the bottom of the screen.

General Search General Search

Search my permits only

Permit Number: Permit Type:

Project Name:

Start Date: End Date:
(For example: 08/18/2008) (For example: 08/18/2008)

License Type: State License Number:

First: Last: Name of Business:

Street No: Direction: Street Name: Street Type: Street Suffix:
(e.g. N) (e.g. Main)

Unit Type: Unit No: Parcel No:
(e.g. Apt) (e.g. 5)

City: State: Zip:

© Copyright 2006 - 2007 - All Rights Reserved
 DEPARTMENT OF INFORMATION SERVICES
 GUILFORD COUNTY, NORTH CAROLINA
 TERMS OF USE | PRIVACY POLICY | WE RECOMMEND: 1024 X 768 RESOLUTION

Click here to limit the search to permits you created.

Accela Citizen Access supports partial address searching and is *not* case sensitive – here, I entered part of a road name.

Click **Search** to continue.

100 Permit results matching your search results

Click any of the results below to view more details.

Showing 1-10 of 100

Date	Permit Number	Permit Type	Description	Project Name	Expiration Date
04/01/2009	09-04-GCRP-00146	Electrical - Residential		AAH TEST APPLICATION	AAH 4/1/09
04/01/2009	09-04-WNHR-00145	New Well - Residential		AAH 4/1/09	AAH 4/1/09
03/31/2009	09-03-WNHR-00140	New Well - Residential		AAH 3/31/09 TEST	AAH 3/31/09
11/21/2008	08-11-JACP-06173	Building/Jamestown/Commercial/Multi-Trade		GUILFORD TECH.	
11/21/2008	08-11-JACP-06171	Building/Jamestown/Commercial/Special Inspection		GUILFORD TECH	
10/23/2008	08-10-GCCP-05757	Building/Guilford County/Commercial/New Addition		LINCOLN FINANCIAL GROUP	
10/20/2008	08-10-GCRP-05687	Building/Guilford County/Residential Permit/Addition To Single-Family Res.		Scott Pettifils	
10/09/2008	08-10-GCRP-05569	Building/Guilford County/Residential Permit/Electrical			
09/26/2008	08-09-GCCP-05399	Building/Guilford County/Commercial/Electrical Permit		ENTERPRISE	
09/15/2008	08-09-GCCP-05220	Building/Guilford County/Commercial/Electrical Permit		EVERY DAY ELECTRIC	

< Prev Additional Results: 1 2 3 4 5 6 7 8 9 10 Next >

Click the permit number to open the permit.

Permit 09-04-WNHR-00145:
New Well - Residential

Permit Details

Applicant:

Kenneth Green
GREEN KENNETH D & SHELIA M
4720 HIGH POINT RD
GREENSBORO, NC, 27407

Work Location:

4716 HIGH POINT RD
GREENSBORO NC 27407

Licensed Professional:

JOHN DOE
TEST ELECTRICAL CONTRACTOR - TESTING ONLY
201 N EUGENE STREET
GREENSBORO, NC, 27402
Home Phone: 336-641-3266
Mobile Phone: 336-669-3922
Fax: 336-641-4504
NC Electrical NC- 11111

Project Description:

AAH 4/1/09
DESCRIPTION OF WORK

More Details

[Print/View Permit»](#)

[Fees](#)

[Inspections](#)

[Processing Status](#)

[Attachments](#)

Click **Inspections** to display the inspection screen.

Inspections

Showing 1-20 of 22

Insp. Type	Status	Date	Inspector	
900 ENV-Well On-Site	Optional	TBD	TBD	Schedule
910 ENV-Well Grout	Optional	TBD	TBD	Schedule
920 ENV-Well Final	Optional	TBD	TBD	Schedule
921 ENV-Wellhead - Sample	Optional	TBD	TBD	Schedule
922 ENV-Well and Septic	Optional	TBD	TBD	Schedule
923 ENV-Plat Check	Optional	TBD	TBD	Schedule
929 ENV-Lab Bacteriological	Optional	TBD	TBD	Schedule
930 ENV-Well Consultation	Optional	TBD	TBD	Schedule
931 ENV-Well Site	Optional	TBD	TBD	Schedule
940 ENV-Well Repair-Linear	Optional	TBD	TBD	Schedule
941 ENV-Well Camera	Optional	TBD	TBD	Schedule
950 ENV-Well Abandonment	Optional	TBD	TBD	Schedule
960 ENV-Septic Final	Optional	TBD	TBD	Schedule
961 ENV-Addition	Optional	TBD	TBD	Schedule
962 ENV-Migrant	Optional	TBD	TBD	Schedule
970 ENV-Septic Cover Check	Optional	TBD	TBD	Schedule
980 ENV-Septic Pump and Alarm	Optional	TBD	TBD	Schedule
990 ENV-Septic Consultation	Optional	TBD	TBD	Schedule
991 ENV-Soil Evaluation	Optional	TBD	TBD	Schedule
992 ENV-Septic Site Visit	Optional	TBD	TBD	Schedule

<Prev Additional Results: 12 Next>

Click **Schedule** at the inspection of your choice to continue.

Home Building

[Search Applications](#) [Create an Application](#) [Schedule an Inspection](#)

Schedule Inspection

You are requesting the following inspection:

920 ENV-Well Final **4716 HIGH POINT RD**
 Permit Number: 09-04-WNHR-00145 GREENSBORO NC 27407

To continue, select an appointment date and time range by clicking a link on the calendar below:

Apr 2009							May 2009							Jun 2009							Jul 2009						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	4	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				26	27	28	29	30	31	
							31																				

« Prev Next »

Click the day on which you wish to schedule the inspection.

Apr 2009							May 2009							Jun 2009							Jul 2009						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	4	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				

« Prev

Available Times for Wednesday, Apr 08 2009

● 07:30 AM - 04:30 PM

[Continue »](#)

[Return to Permit Details »](#)

Select the 7:30-4:30 timeslot, then click **Continue**.

INSIDE YOUR GUILFORD COUNTY GOVERNMENT

GUILFORD COUNTY
North Carolina

EMPLOYMENT COUNTY FORMS COMMISSIONERS ONLINE SERVICES PURCHASING DEPARTMENTS EVENT CALENDAR

Accela Citizen Access™ Logged in as: Anita Henderson | [Account Management](#) | [Logout](#)

Home Building

[Search Applications](#) [Create an Application](#) [Schedule an Inspection](#)

Schedule Inspection

You are requesting the following inspection:

920 ENV-Well Final	4716 HIGH POINT RD	on Date/Time:
Permit Number: 09-04-WNHR-00145	GREENSBORO NC 27407	Wednesday, Apr 08 2009
		07:30 AM - 04:30 PM

Optional Comments or Instructions for your Inspector:

I am using a different cell phone today -- 336.555.1212. Thank you.

(Please include an alternate phone number if different)

Schedule Inspection »

[Return to Permit Details »](#)

Enter any comments for the inspector then click **Schedule Inspection.**

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DEPARTMENT OF INFORMATION SERVICES
GUILFORD COUNTY, NORTH CAROLINA

The inspection confirmation appears. You may print a copy for your records by clicking the **Print this page** icon.

Your inspection has been scheduled.
Please be at the inspection location during the time period specified. To cancel or change this appointment, return to the permit record and click the Reschedule or Cancel link.

Schedule Inspection Print this page: 

920 ENV-Well Final	4716 HIGH POINT RD	on Date/Time:
Permit Number: 09-04-WNHR-00145	GREENSBORO NC 27407	Wednesday, Apr 08 2009
		07:30 AM - 04:30 PM

[Return to Permit Details »](#)

You may schedule another inspection by repeating the process. Click the **Logout** link at the top right of the screen to exit the program.

Creating an Application

You may apply for certain Environmental Health or Trade permits via Accela Citizen Access. Click the **Create an Application** link from any screen to begin.

Accela Citizen Access™

Home Building

Search Applications Create an Application

Select a License

Select a License for this permit application from the list below. The License that you choose determines the type(s) of permits for which you can apply.

*Licenses:

- select--
- select--
- NC Electrical 11111
- NC Fuel 22222

Select your license number for the permit type you wish to apply for. If no license numbers appear here, please refer to the section “Associating Your Professional License Number with your Account” earlier in this document.

Note: a license is not required to apply for a new well or well repair permit, water samples, or to submit electronic plans for review.

Select a License

Select a License for this permit application from the list below. The License that you choose determines the type(s) of permits for which you can apply.

*Licenses:

NC Electrical 11111

JOHN DOE Home Phone: 336-641-3266
TEST ELECTRICAL CONTRACTOR - TESTING ONLY Mobile Phone: 336-669-3922
201 N EUGENE STREET Fax: 336-641-4504
GREENSBORO, NC 27402 NC Electrical
NC - 11111

Continue Application »

Verify the license information and click **Continue Application**.

Select a Permit Type

Choose one of the following available permit types. For assistance or to apply for a permit type not listed below please contact Us

Electrical - Commercial

Electrical - Residential

Continue Application »

Select the permit type from the list and click **Continue Application**. This list will vary, depending upon your license credentials – in this case, a Electrical licensed professional has access to electrical permits.

Electrical - Commercial

1 Step 1 2 Review 3 Pay Fees 4 Permit Issuance

Step 1 : Step 1 > Page 1

Address

*Street No: Direction: --select-- *Street Name: Street Type: --select--

Unit Type: --select-- Unit No:

City: State: --select-- *Zip:

Enter a partial address and click **Search**.

****The address must *already* exist in the Guilford County Accela system to create an on-line application. If the address you need is not in the system, this could be a jurisdictional issue, please contact the Guilford County Permits and Inspections office at 336.641.3707.**

****Environmental Health permits, including New Well, Well Repair and Water Samples are excluded from address validation since the Health Department has jurisdiction for the entire county.**

26 search results returned matching your address
Click any of the results below to view more details.
Showing 1-10 of 26

Address	City	State	Zip	Parcel	Owner
6500 LISMORE DR., BROWNS SUMMIT NC 27214	BROWNS SUMMIT	NC	27214	070301380057400028	PASCALE GWEN G
6502 LISMORE DR., BROWNS SUMMIT NC 27214	BROWNS SUMMIT	NC	27214	070301380057400027	GRANFORTUNA JAMES M
6504 LISMORE DR., BROWNS SUMMIT NC 27214	BROWNS SUMMIT	NC	27214	070301380057400026	GRANFORTUNA JAMES M
6506 LISMORE DR., BROWNS SUMMIT NC 27214	BROWNS SUMMIT	NC	27214	070301380057400025	SUTTON FREDERICK M
6507 LISMORE DR., BROWNS SUMMIT NC 27214	BROWNS SUMMIT	NC	27214	070301380057400025	GRANFORTUNA JAMES M
6508 LISMORE DR., BROWNS SUMMIT NC 27214	BROWNS SUMMIT	NC	27214	070301380057400024	WHITTUM DANIEL C
6509 LISMORE DR., BROWNS SUMMIT NC 27214	BROWNS SUMMIT	NC	27214	070301380057400030	GRANFORTUNA JAMES M
6510 LISMORE DR., BROWNS SUMMIT NC 27214	BROWNS SUMMIT	NC	27214	070301380057400023	BRACKETT BILLY H
6511 LISMORE DR., BROWNS SUMMIT NC 27214	BROWNS SUMMIT	NC	27214	070301380057400031	HOUSER JEFFREY J A & PENNI C
6512 LISMORE DR., BROWNS SUMMIT NC 27214	BROWNS SUMMIT	NC	27214	070301380057400022	BRACKETT BILLY H

< Prev Additional Results: 123 [Next](#) >

Select the address you to use – if parcel and owner information exist, those fields will be automatically filled in for you.

Owner

Owner Name:

Must be entered exactly as on the record

Applicant

Auto-fill with

*First: *Last:

Name of Business:

*Address Line 1:

*City:

*State:

*Zip:

Owner info is automatically entered if available, otherwise, please enter it.

Accela Citizen Access will auto-fill the Applicant section with either your information or that of the owner, just make your selection from the drop-down list.

Licensed Professional

*License Type: *State License Number:

*First: Middle: *Last:

Name of Business:

*Address Line 1:

*City:

*State:

*Zip:

Home Phone: Mobile Phone: Fax:

Your license information will be automatically entered for you.

Click **Continue Application**.

Parcel

*Parcel Number:
If parcel # unknown, please enter your initials.

Legal Description:

If the address record has a parcel number associated with it, it will be automatically entered for you. Otherwise, please enter your initials to continue.

Application Info

DEV CLEAR CERT
 *Development Clearance Certificate Received
 Yes No

ELECTRICAL

Meter Name: Power Company:

Outlets: Fixtures:

Heat Circuits: Motors:

Total HP: Control Wiring:

Low Voltage:

Description of Work

Application Name:

Detailed Description:

The **Application Info** section is specific to the permit you are applying for. Fill in requested information and click **Continue Application**.

Electrical - Commercial

1 Step 1 | **2 Review** | 3 Pay Fees | 4 Permit Issuance

Step 2 : Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Permit Type Edit

Electrical - Commercial

Address Edit

6510 LISMORE DR
BROWNS SUMMIT NC 27214

Owner Edit

BRACKETT BILLY H
& SALLY H 6514 LISMORE DR
27214-9201 NC

Applicant Edit

Anita A Henderson 201 N Eugene Street Greensboro, NC 27402	Home Phone: 336-760-1037 Mobile Phone: 336-669-3922 Work Phone: 336-641-3266 ahender@co.guilford.nc.us
---	---

Licensed Professional Edit

JOHN DOE TEST ELECTRICAL CONTRACTOR - TESTING ONLY 201 N EUGENE STREET GREENSBORO, NC, 27402	Home Phone: 336-641-3266 Mobile Phone: 336-669-3922 Fax: 336-641-4504 NC Electrical NC-11111
--	---

Application Info Edit

DEV CLEAR CERT
Development Clearance Certificate Received: No

ELECTRICAL

Meter Name:	Power Company: Duke Power
Outlets:	Fixtures:
Heat Circuits:	Motors:
Total HP:	Control Wiring:
Low Voltage: 1	

The application appears on the screen for your review; you may edit any section by clicking **Edit**.

When finished, click **Continue Application**.

Description of Work Edit

Application Name: AAH TEST APPLICATION
Detailed Description: INSTALL ELECTRICITY TO NEW WATER FEATURE IN OFFICE ATRIUM.

[Continue Application »](#)

Save and resume later: 

Electrical - Commercial

1 [Step 1](#) 2 [Review](#) 3 **Pay Fees** 4 [Permit Issuance](#)

Step 3 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Electrical	1	\$35.00

TOTAL FEES
 Note: This does not include additional inspection fees which may be assessed later.

\$35.00

[Recalculate](#)

[Continue Application »](#) Save and resume later: 

Click **Continue Application** to proceed to the payment screen.

[Home](#) [Building](#)

[Search Applications](#) [Create an Application](#) [Schedule a](#)

Electrical - Commercial

1 [Step 1](#) 2 [Review](#) 3 **Pay Fees** 4 [Permit Issuance](#)

Step 3 : Pay Fees

Guilford County accepts all major credit cards. Please click Submit Payment to continue.

* indicates a required field

Pay with Credit Card [Pay with Credit Card](#)

Amount to be charged: \$35.00

[Submit Payment »](#) Save and resume later: 

Click **Submit Payment**.

Making Payment

Guilford County contracts with Official Payments to process credit card payments; there is a 3% convenience fee associated with making payments by credit cards. The credit card information is validated by Official Payments and is *not* stored by Guilford County.

Make A Payment



Guilford County, NC
Permit-Application Payments

This payment service is offered by Official Payments Corporation as authorized by the entity to which you are making a payment. Please confirm your payment amount, convenience fee, and total. Review the Terms and Conditions below and click "Accept" to proceed with your payment. Click "Decline" button to return to the beginning of the payment process.

- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payment Type:	Permit-Application Payments
Payment Amount:	\$35.00
Convenience Fee:	\$1.05
Total Payment:	\$36.05

Terms and Conditions:

Official Payments Corporation charges a convenience fee to use this service to make the payment outlined above. This fee is separate from the primary obligation you are paying. The convenience fee is included in the "Total Payment" line above.

Printer Friendly

Decline
Accept

Click **Accept** to continue.



Guilford County, NC
Permit-Application Payments

To continue this payment, please fill out the form below.

- Note that the [*] fields are required.
- All information is kept confidential.
- You will receive a printable digital receipt at the end of this process.
- Your receipt will be e-mailed to you if you submit an e-mail address.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information
(Information for the person making the payment.)

*Country:

*First Name:

Middle Name:

*Last Name:

Suffix (Jr., Sr. etc.):

*Street Address:

*Town/City:

*State:

*Zip Code:

(Use this field for APO, FPO, AA, AE or AP codes.)

*Daytime Phone:

*E-mail Address:

(Required for an e-mail confirmation and online verification.)

*Re-enter E-mail Address:

Permit Application Number:

Card Information
(May differ from the person owing the tax, bill, or fee.)

*Card Type:

*Card Number:

*Expiration Date: / (mm/yy)

Payment Information

Payment Type:	Permit-Application Payments
Payment Amount:	\$35.00
Convenience Fee:	\$1.05
Total Payment:	\$36.05

Back
Cancel
Continue

Your contact information is transferred automatically to Official Payments – you do not need to re-enter this unless a change is necessary.

Just select the credit card type, enter your card number and expiration date as requested.

Click **Continue**.

Make A Payment



Guilford County, NC
Permit-Application Payments

Please carefully check the information you have provided below and click "Submit" to authorize payment of the "Total Payment" amount displayed.

- Click the "Edit" button to correct any of the information displayed.
- To preserve confidentiality, only partial credit card information is displayed.
- You will receive a printable digital receipt with a confirmation number once your payment is authorized.
- You will also receive a confirmation e-mail if you provided an e-mail address.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information

First Name: Anita
Middle Name: A
Last Name: Henderson
Suffix:
Street Address: 201 N Eugene Street
Town/City: Greensboro
State: NC
Zip Code: 27402
Country: United States
Daytime Phone Number: (336) 760 - 1037
E-mail Address: ahender@co.guilford.nc.us
Permit Application Number: [09-04-GCRP-00169](#)

Note the permit number appears on all Official Payments pages.

Card Information

Card Type: Visa
Card Number: *****1111
Expiration Date: 06/2010

Verify your information and click **Submit**. You will receive a confirmation e-mail from Official Payments.

Payment Information

Payment Type: Permit-Application Payments
Payment Amount: \$35.00
Convenience Fee: \$1.05
Total Payment: \$36.05

Edit ↕

Cancel ✖

Submit ▶

Make A Payment



Guilford County, NC
Permit-Application Payments

Your payment has been completed successfully.

Confirmation Number: 123456
Payment Date: Thursday, April 2, 2009
Payment Time: 08:17AM PT



- Please print or write down a copy of this confirmation number for your records.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

This is your receipt; print if needed.

Payer Information

Name: Anita A Henderson
Street Address: 201 N Eugene Street
Greensboro, NC 27402
United States
Daytime Phone Number: (336) 760 - 1037
E-mail Address: ahender@co.guilford.nc.us
Permit Application Number: 09-04-GCCP-00147

Card Information

Card Type: Visa
Card Number: *****1111

Payment Information

Payment Type: Permit-Application Payments
Payment Amount: \$35.00
Convenience Fee: \$1.05
Total Payment: \$36.05

Clicking **Continue** will return to Accela Citizen Access.

Continue

Printing the Permit

Upon returning to Accela Citizen Access, click the **Search Applications** link to retrieve the permit application – it will appear top of the search list without any action on your part. Click the hyperlink at the permit number to display the permit application.

Licensed Professional:

JOHN DOE
TEST ELECTRICAL CONTRACTOR - TESTING ONLY
201 N EUGENE STREET
GREENSBORO, NC, 27402
Home Phone: 336-641-3266
Mobile Phone: 336-669-3922
Fax: 336-641-4504
NC Electrical NC- 11111

Project Description:

AAH TEST APPLICATION
INSTALL ELECTRICITY TO NEW WATER FEATURE IN
OFFICE ATRIUM.

Click here to view and print the permit.

► More Details

Print/View Permit »

Attaching Supporting Documentation

Part of the Electronic Plan Review application process includes submitting building plans in electronic form, such as Adobe Portable Document Format (PDF) or directly from your CAD package.

The screenshot shows the 'Electronic Plan Review' process with four steps: 1 Step 1, 2 Review, 3 Pay Fees, and 4 Permit Issuance. Step 4 is highlighted in dark blue. Below the steps, a green box with a checkmark icon contains the message: 'Your application has been successfully submitted. Please print your permit and retain a copy for your records.' Below this, a thank you message states: 'Thank you for using our online services. Your Permit Number is 09-07-GCPR-00404.' Further down, instructions state: 'You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your permit and post it in the work area.' Two buttons are visible: 'Print/View Permit »' and 'Print/View Summary »'. At the bottom, a 'View Permit Details »' button is highlighted with a callout box. The callout box contains the text: 'After finishing the application, click **View Permit Details** to display the application again. You may also search for it at a later time by selecting **Search Applications**.'

The screenshot shows the 'Permit Details' page. It features a header 'Permit Details' and two columns: 'Work Location:' with address '7138 STRAWBERRY RD GREENSBORO NC 27455' and 'Project Description:' with 'TEST'. Below this is a 'More Details' section with two buttons: 'Trade Permit' and 'Env Health Application'. A list of expandable sections follows: 'Fees', 'Inspections', 'Processing Status', 'Attachments', and 'Related Enforcements'. A callout box points to the triangle icon next to 'Attachments' with the text: 'Click the triangle next to **Attachments** to continue.'

▼ Attachments

Attachment List

Name	Type	Size	Date
No records found.			

▶ [Upload a New Attachment](#)

Click **Upload a New Attachment**.

▼ Attachments

Attachment List

Name	Type	Size	Date
No records found.			

▼ [Upload a New Attachment](#)

Attachment Details

*Type:

PDF
--select--
DWG
PDF

Select the document type you are uploading.

Click **Browse** to find the file on your computer.

5000MB HTML files cannot be uploaded

*Description:

Please enter a thorough description of the file you are uploading.

Click **Attach File** to continue.

It takes about a minute for the document you uploaded to appear in the list as shown below. Also, you will receive an automated message confirming the successful upload. You may attach other documents as needed by repeating this process.

▼ Attachments

Attachment List

Name	Type	Size	Date
test.pdf	PDF	41.64 KB	07/01/2009
Description: Henderson, lot 32, elevation view			

▶ [Upload a New Attachment](#)