

## Registration Process for the Buncombe County Development, Permits, and License Portal

### Important Notes:

- **Contact matches are made using the email address associated with the contact and/or the professional license record in our system.** If you have submitted permit applications with us before and your contact record is not found in our system, stop and email us using the contact information provided below. We will update your email address, which will allow you to proceed with registration.
- If you are an agent of a Licensed Professional, or a sub-licensee, or a qualifier for a firm you may register for an account, but the Licensed Professional will need to grant you access to use his/her license as a delegate in the Account Management page of the site.

### Steps for Registration:

1. Access our website: <https://onlinepermits.buncombecounty.org>
2. Click the Registration Link in the top right corner.
3. Accept the disclaimer and click Continue Registration.
4. Fill out the registration form.
5. Create a security question that can be used to reset your password. Example: Mother's maiden name.
6. Click Add New under Contacts to add your contact record to the account. See the important notes section above about contacts. You cannot update your contact information on this page if your contact is already in our system. You will be able to update your contact information later in account management once registration is complete.
7. Click the I am not a robot checkbox and follow the instructions. This is a security validation tool.
8. Click Continue Registration.
9. You will receive an email when your registration is complete.
10. You can now login using the Login link in the top right corner of the page.

### Helpful Contacts

If you have questions or need to have an email address added to your contact or professional record in our database for registration, or if your license is expired in our system, please follow these instructions:

1. Contact Buncombe County Permits and Inspections by email at [Permits-inspections@buncombecounty.org](mailto:Permits-inspections@buncombecounty.org) if you are one of the license types listed below or if you have an existing application with the Buncombe County Permits or Environmental Health Departments.
  - General Contractors
  - Electrical
  - Plumbing
  - Heating
  - Fuel Piping
  - Fire Sprinkler
  - Geologist
  - Well

- Septic
  - Manufactured Building Dealer
  - Manufactured Building Setup
  - Soil Scientist
2. Contact Buncombe County Planning and Development at [PlanningInfo@buncombecounty.org](mailto:PlanningInfo@buncombecounty.org) if you are one of the following professional types or if you have a current application with the Buncombe County Planning and Development Department.
- Architects
  - Engineers
  - Landscape Architect
  - Surveyor