

Instructions for the “Build Lexington” Permitting Portal

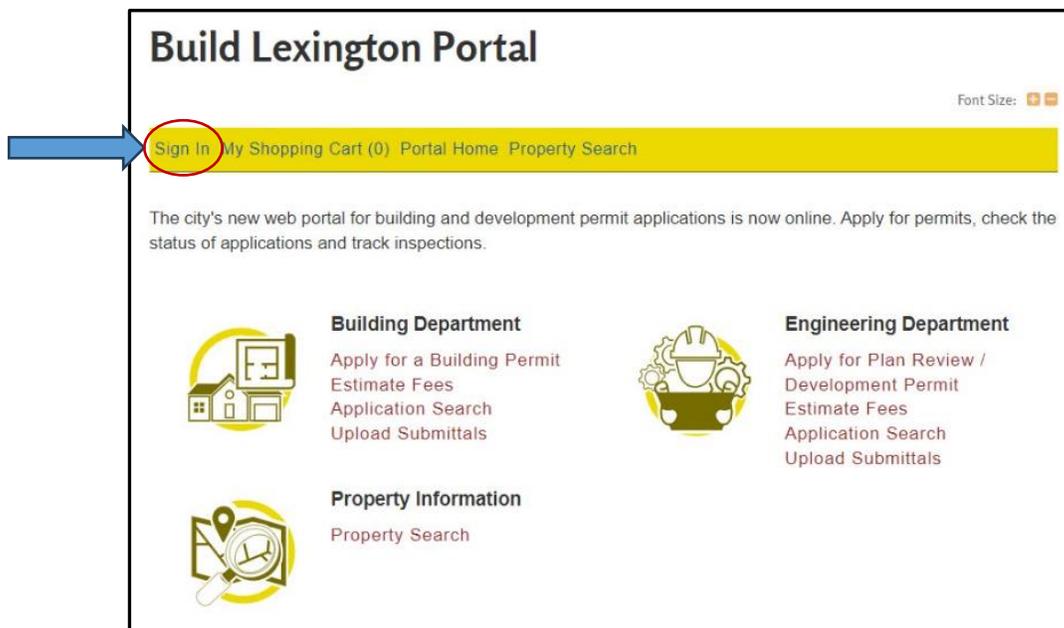


Citizens, Contractors and Customers can use this site to apply for Building, Fire Department, and Engineering/Public Services permits; to pay permitting fees, and request/view inspection results.

1) Access Build Lexington Portal:

<https://cityview.lexingtonnc.gov/CityViewPortal>

- 2) If you are a new user, you will need to register for an account. To create an account, select 'Sign In'. Under 'Register a New Account', select 'Register' to enter your email address and selected password: (Returning guests will 'sign in' with their existing account name and password)**



Sign In My Shopping Cart (0) Portal Home Property Search

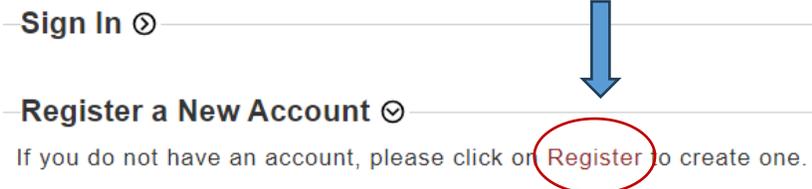
Welcome to the Build Lexington Portal

With an account you will be able to do more with the Build Lexington Portal. This includes account information, and access to options not available to anonymous users.

[Sign In](#) 

[Register a New Account](#) 

If you do not have an account, please click on **Register** to create one.



3) Contact Information: Please select **'No'** for this step.

Build Lexington Portal

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[Sign In](#) / [Register](#) [Portal Home](#) [Property Search](#)

Step 1: Create Account **Step 2:** Contact Information **Step 3:** Registration Complete

Contact Information

Would you like to associate your account with an existing Contractor license?

[Previous Step: Create Account](#)

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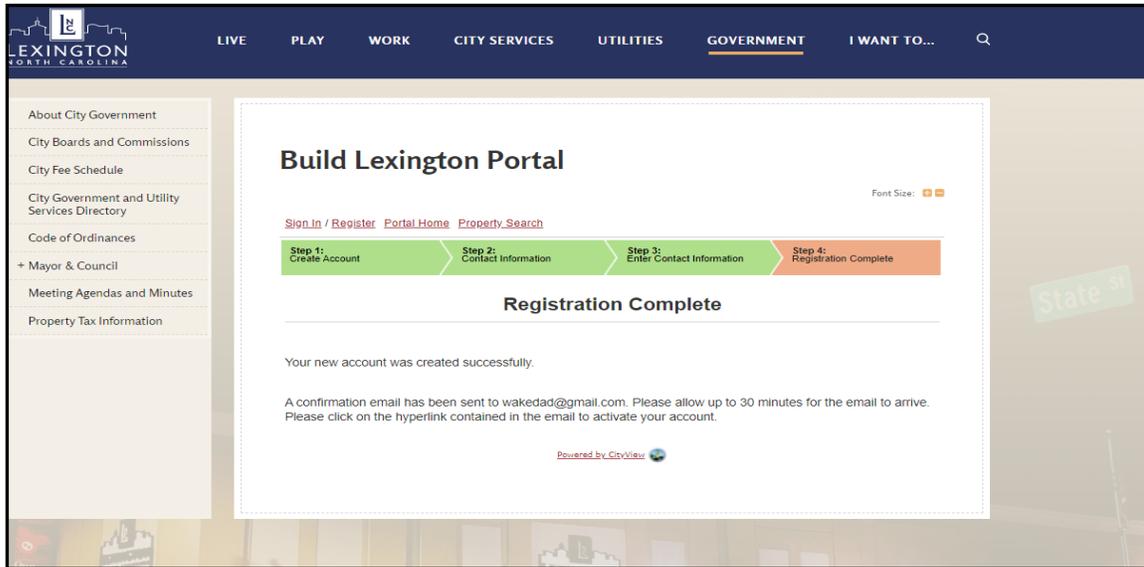
4) Please select **'No'** for this step.

The screenshot shows the 'Build Lexington Portal' registration interface. On the left is a navigation menu with items like 'About City Government', 'City Boards and Commissions', 'City Fee Schedule', 'City Government and Utility Services Directory', 'Code of Ordinances', '+ Mayor & Council', 'Meeting Agendas and Minutes', and 'Property Tax Information'. The main content area is titled 'Build Lexington Portal' and includes a progress bar with three steps: 'Step 1: Create Account' (green), 'Step 2: Contact Information' (orange), and 'Step 3: Registration Complete' (grey). Below the progress bar, the 'Contact Information' section contains two questions: 'Would you like to associate your account with an existing Contractor license?' with a 'No' button selected, and 'Would you like to associate your account with an existing Business license?' with 'Yes' and 'No' buttons. A blue arrow points to the 'No' button for the Business license question. At the bottom, there is a 'Previous Step: Create Account' button and a 'Powered by CityView' logo.

5) Complete your contact information including: Name, address, preferred contact method and complete the 'Captcha' at the bottom of the screen and click **'Complete Registration'**

The screenshot shows a CAPTCHA challenge. It features a grid of distorted characters that read 'BOYDEA'. To the right of the grid is a 'Refresh' button with a circular arrow icon. Below the grid, the text reads 'Type the characters you see in the image above to continue: *'. Underneath this text is a light pink input field for the user to type the characters.

6) Applicants should see the following screen when registration is complete:



7) ****IMPORTANT NOTE**** You will receive an email from the City of Lexington. You will need to log in from that email (click the specified link within this email), to verify + activate your account.

8) **After account activation, customers may then log in from the website** using their registered email address and password to begin a Permit Application.

9) To schedule an inspection, check the status of any existing inspections or application review notes, after logging into the Portal, click **'My Items'**

Build Lexington Portal

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Welcome **Trey cleaton**
Sign Out My Account **My Items** My Shopping Cart (0) Portal Home Property Search

The city's new web portal for building and development permit applications is now online. Apply for permits, check status of applications and track inspections.



Building Department

- Apply for a Building Permit
- Estimate Fees
- Request an Inspection
- Request a Meeting
- Application Search
- Upload Submittals



Engineering Department

- Apply for Plan Review / Development Permit
- Estimate Fees
- Request an Inspection
- Request a Meeting
- Application Search
- Upload Submittals

Build Lexington Portal

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Welcome **Trey cleaton**
Sign Out My Account My Items My Shopping Cart (0) Portal Home Property Search

My Items

Expand All | Collapse All

- **My Permit Applications (37)** ⊙
- **My Civil Plans Applications (19)** ⊙
- **My Upcoming Inspections (1)** ⊙

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