Instructions for the "Build Lexiston" Permitting Portal
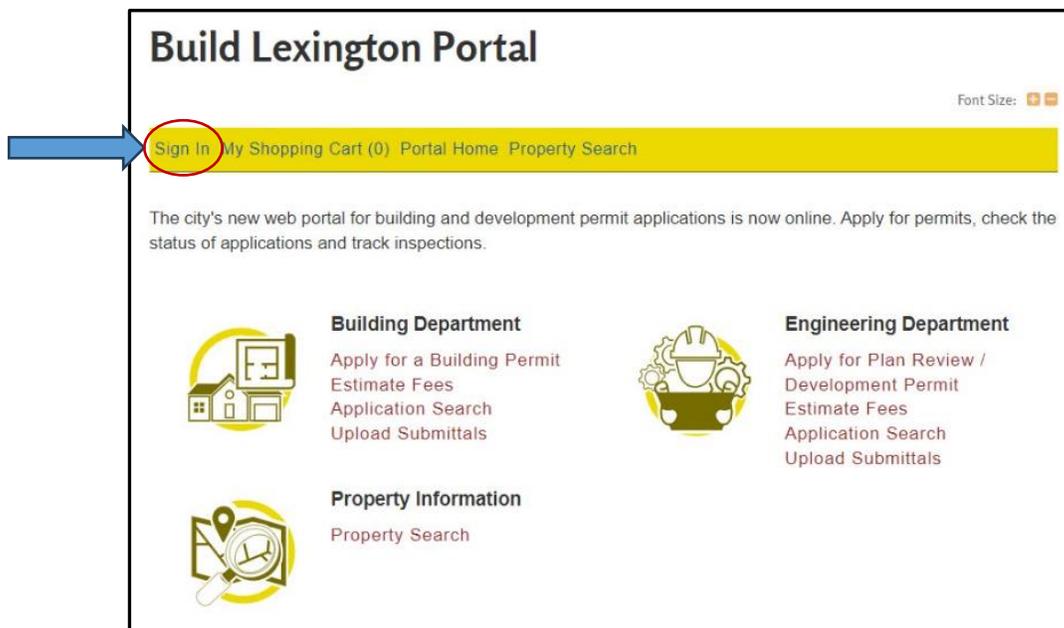

Citizens, Contractors and Customers can use this site to apply for Building, Fire Department, and Engineering/Public Services permits; to pay permitting fees, and request/view inspection results.

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)**
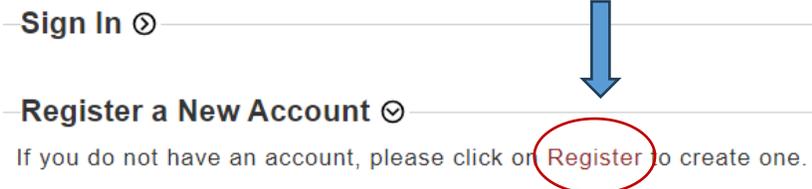
3) Contact Information: Please select <mark>'No'</mark> for this step.

4) Please select 'No' for this step.

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'

6) **Applicants should see the following screen when registration is complete:**
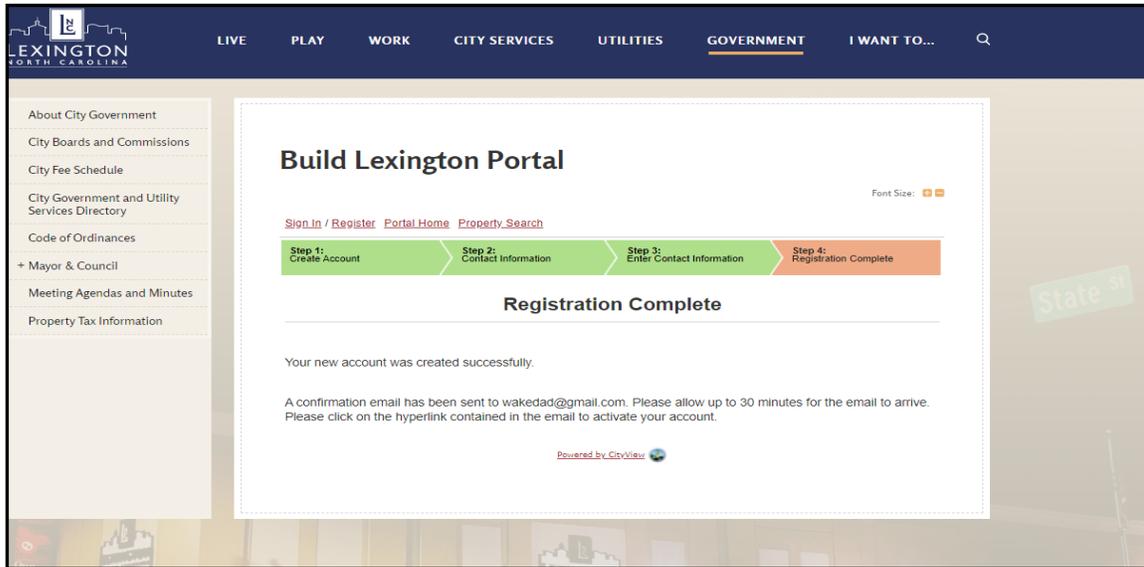
7) ****IMPORTANT NOTE*** You will receive an email from the City of Lexington. You will need to log in from that email (click the specified link within this email), to verify + activate your account.**

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'