



HOW TO REGISTER FOR ONLINE PERMITTING WITH CABARRUS COUNTY CONSTRUCTION STANDARDS

To register for on-line permitting you must complete ALL THREE of the steps below:

1. Register for an account:

- Go to www.cabarruscounty.us
- Under Popular Links, click On-line Permitting (Citizen Access).
- Click on Register for an Account and complete the registration.

2. Complete Form:

- Complete the [Accela Citizen Access Contractor Authorization Form](#).
This form must be signed and notarized.

3. Fax Notarized Form to Construction Standards:

- Fax the **notarized** Accela Citizen Access Contractor Authorization Form to 704-920-2144

***PLEASE NOTE: Incomplete registration submittals will not be processed.
Allow a minimum of 24 hours for processing.***