

## Review by Appointment for Small Residential Projects

Beginning July 1, 2019, the Town of Cary will offer the opportunity for citizens and applicants to schedule SPOT (Small Project One-hour Turnaround) permit appointments online. We are introducing this opportunity to reduce wait times and allow your permit review to be more predictable. Using our [online submittal portal](#) you will be able to submit your residential permit application and schedule your appointment. SPOT appointments occur Monday - Friday from 8:00-11:00 AM.

Appointments must be scheduled 24 hours in advance. Once you have submitted your residential permit application and your requested SPOT permit appointment has been confirmed by our staff, simply arrive at your scheduled appointment time and wait while your permit submittal is reviewed. The Development Services Office is located on the first floor of Cary Town Hall at 316 N Academy Street.

For more information regarding our SPOT program visit our webpage: <https://www.townofcary.org/business-development/residential-alterations-additions>

If you are not familiar with our online portal, there are a few steps to prepare yourself for submitting an application:

1. Visit the online portal using this link: <https://townofcary.idtplans.com/secure/>
2. Create a free account

Ready to submit your application? Here are your next steps once you have created your account:

1. Log in to your account
2. Select "Submit A New Project" located in the middle of screen
3. Follow the steps to select your appropriate permit or application
4. Select "Yes" to schedule your appointment
5. Complete the remaining steps
6. Submit your application and if anything changes staff will contact you
7. We will look forward to seeing you!

If you need assistance, call 919-469-4046.

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