



1. Open the following URL in a web browser that is connected to the internet:
http://ldo.durhamnc.gov/durham/ldo_web/ldo_main.aspx?fn=LR_ABOUT&sid=

2. Mouse-click Login.

3. Enter your assigned Contractor ID and PIN. Mouse-click "Submit".

- a. A Contractor ID and PIN is assigned when your company's LDO account (electronic permitting account) is setup. Cross Connection Control (CCC) accounts are separate from other trades. If you do not have an account or have questions about a CCC account, contact CCC staff by dialing 919.560.4194 or by emailing CCCProgram@durhamnc.gov.

b. PLEASE KEEP YOUR CONTRACTOR CLIENT ID AND PIN IN A SAFE PLACE. THESE TWO NUMBERS ARE PROVIDED TO SECURE YOUR CONTRACTORS LICENSES.

4. Under Applications Select the permit for which you are applying.

5. If the project is associated with a building permit requiring a final Certificate of Occupancy (CO), enter the Building permit number. **OR If there is not an associated building permit**, enter the street number, select street name by clicking list, and enter the unit number if applicable. Mouse-click submit.

6. There may be multiple address choices. Select the correct address for your job/project location. Mouse-click "Applications and Permits". *NOTE: You must select the radio button before proceeding to the next page. If you see more than one address listed for the parcel, please select the appropriate radio (circle) button for the parcel to proceed to the next screen where you will be able to select the address for the permit.*

Record	Map	Parcel ID	Parcel PIN	Physical Address
<input checked="" type="radio"/> 1		160519	0842-09-16-4842	1600 MIST LAKE Drive
Project ID	Type	Name		
Project Description				
Owners CITY OF DURHAM				



7. Scroll through the online permit application completing all applicable information.
 - a. Check worksite address for accuracy

WORK SITE (ASSIGN THE ADDRESS FOR THE PERMIT)

*Work Site: Select dropdown menu to verify correct address

- b. You may enter project description
- c. You may enter any relevant comments for clarification. This is also a good place to enter contact information such as an email address.
- d. Select the occupancy code.
- e. Select the application type.
- f. Enter the number of backflow preventers for each hazard. If the hazard is not listed use the "Other Backflow Preventer" description.
- g. Mouse-click submit at the bottom of page.

PROJECT

Assoc. Bid Prmt No.: Project ID:

Project Name: Project Type:

*Project Description (Required):

Comments:

Multi-Trade

Multi-trade applies to residential appliance replacements only. You must be licensed for the type permit being applied for as well as licensed in all multi-trades checked.

Electrical
 Mechanical
 Plumbing

BACKFLOW PREVENTER PERMIT

Occupancy Code: *Application Type (Required):

Number of Boilers: Domestic Water:

Number of Car Washes: Number of Fire Protection:

Number of Chillers: Number of Lawn Irrigation: (Requires a separate irrigation meter)

Number of Cooling Towers: Number of Reverse Osmosis:

Deionized Water: Number of Swimming Pools:

OTHER BACKFLOW PREVENTER

Description	Units
Make-up water to chemical injector	1

8. When an application is received by the system a confirmation will display important information and the application (permit) number. **The permit is not yet issued.** Staff makes every effort to review permit applications in a timely manner. Please allow up to two business days for review. The LDO system will automatically send an email (to the contractor’s email address on file in LDO) with the approval status after review is complete.
 - a. If you wish to correct mailing information please email your request to CCCProgram@durhamnc.gov.

Permit Application Confirmation

Your application has been received. No work can be started or inspections requested until the permit is issued.

Note: Additional Fees may be applied after application is processed.

Application No: 18700192
 Application Type: Backflow Preventer Permit
 Department: Department Of Water Management - Cross Connection Control

Applicant:
 Company: Cross Connection Test

Inspector: Terry Sparrow
 Phone: 919-560-4194

Address: 1600 MIST LAKE Drive
 Description:

Occupancy Code: Non-Residential
 Application Permit Type: New Construction
 Number of Reverse Osmosis: 1
 Number of Boilers: 1
 Number of Domestic Water: 1

Description Item 1: Make-up water to chemical injector
 Units: 1

Application Fee
 Total Due: \$400.00

9. You should review the approval/disapproval comments and follow any instructions. These comments may be viewed in the LDO by following the clicks below.

Query Application or Permit

Fields marked with * are required.

A P P L I C A T I O N O R P E R M I T

*Application or Permit Number: 18700192

OR

P R O J E C T N A M E

*Project Name: _____

OR

A D D R E S S

Street Number: _____

Unit Number: _____

Application or Permit Query Results

The query returned 1 record.

Previous Records 1 - 1 Next

Record	Application #	Application Type	Application Date	Project Name
1	18700192	Backflow Preventer Permit	03/07/2018	
		Status	Physical Address	
		Disapproved	03/07/2018	1600 MIST LAKE Drive
		Project Desc		

NAMES

Name	Company	Role
CITY OF DURHAM		Registered Owner
	Cross Connection Test	Applicant/Contractor

PARCELS

Map	Parcel ID	Parcel PIN
	160519	0842-09-16-4842

\$400.00

Previous Records 1 - 1 Next

Details - Google Chrome

ldo.durhamnc.gov/durham/ldo_web/ldo_details.aspx?RequestType=APPR_TAS...

Application Approvals - 18700192
1600 MIST LAKE Drive

Approved	Department	Status	Status Date	Comments
	Department Of Water Management - Cross Connection Control	Approved	3/7/2018 10:29:12 AM	1. Example details available upon request. 2. Backflow preventer should be tested by Durham approved tester before scheduling inspection. 3. Contact kipp.glazier@durhamnc.gov (919.560.4194) for additional information.

If you have any additional questions or need assistance in establishing an account in LDO please feel free to contact our office at (919) 560-4194 or email at cccprogram@durhamnc.gov.

Sincerely,

Cross Connection Control Staff