

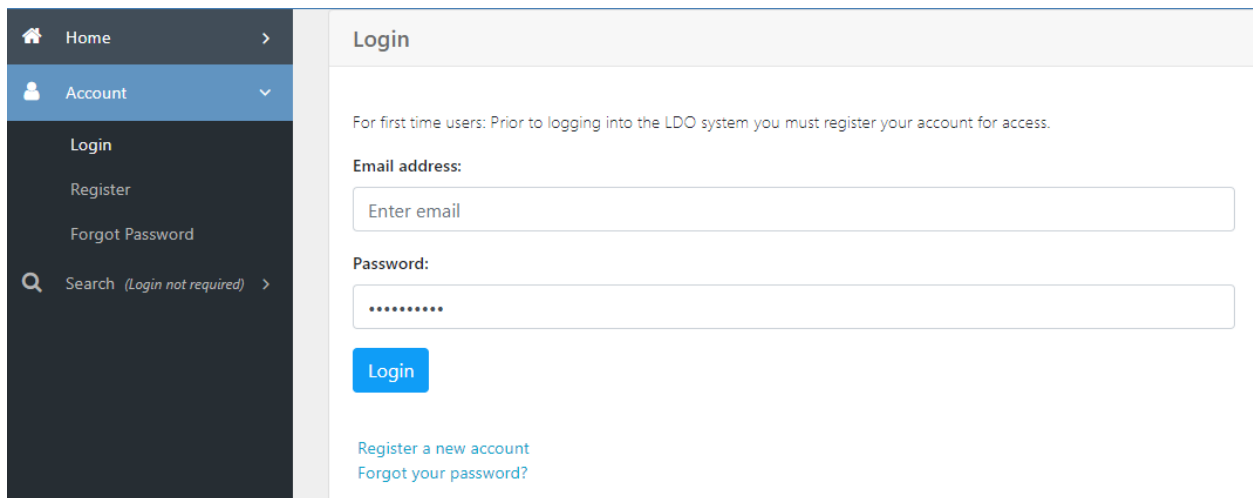
1. Open the following URL in a web browser that is connected to the internet:

<https://ldo4.durhamnc.gov/durhamweb>

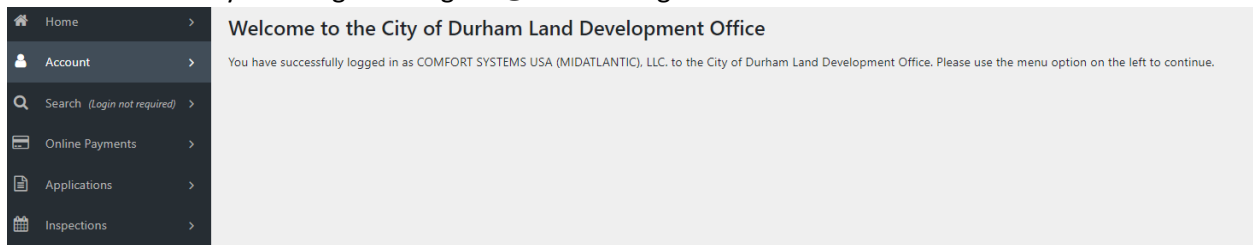


2. Go-to Account > Choose from the following options: **Login, Register or Forgot Password.**

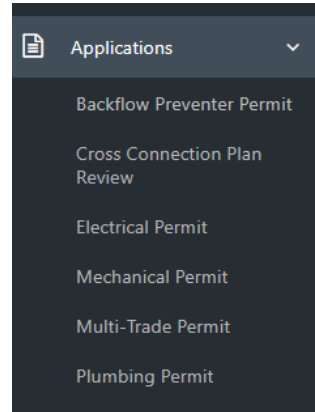
- **** If you have not yet registered, please select register and follow the instructions provided****
- **Once you have registered and been approved; you must use the designated email address & password to log-in**



3. Cross Connection Control (CCC) accounts are separate from other trades. If you do not have an approved CCC account or have questions about a CCC account, contact CCC staff by dialing 919.560.4194 or by emailing CCCProgram@durhamnc.gov.



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



5. Your search options for finding your project location are: **“Building Permit No.”**, **“Parcel”** or **“Address”** in the drop down box

- 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.

Backflow Preventer Permit - Location Search

In order to create a Backflow Preventer Permit application you must search for a location where the permit is applicable. You can search by Building Permit Number, Parcel, or Address. You may leave information empty if it is unknown when searching (i.e. you can enter only Street Name and Street Number when searching by Address).

Search By:

Building Permit No.:

6. There may be multiple address choices. Select the correct address for your job/project location > Click **“Select this location”**.

Backflow Preventer Permit - Location Search Results

Please select a location for your Backflow Preventer Permit.

Parcel and Owner Information Parcel ID: 149674 Physical Address: 6910 Fayetteville Road, #182 Select this location	Parcel PIN: 0718-04-74-2608 Owner Name: Us Bank Trust National
Parcel and Owner Information Parcel ID: 149664 Physical Address: 6910 Fayetteville Road, #184 Select this location	Parcel PIN: 0718-04-64-7018 Owner Name: Southpoint Mall Llc
Parcel and Owner Information Parcel ID: 149664 Physical Address: 6910 Fayetteville Road, #185 Select this location	Parcel PIN: 0718-04-64-7018 Owner Name: Southpoint Mall Llc

7. Verify that all the property information is accurate and click the “Next” button

Backflow Preventer Permit - Location Details

Please review the location and owner information. Click the Next button to continue.

Parcel and Owner Information	
Parcel ID: 149664	Parcel PIN: 0718-04-64-7018
Physical Address: 6910 Fayetteville Road, #184	Owner Name: Southpoint Mall Llc
Contractor Information	
Contractor ID: 42838	Email: cindy.parham@comfortsystemsusa.com
Contractor Name: Comfort Systems Usa (Midatlantic), Llc.	Work Phone: 434-572-6986
Building License No.: 45477 - Unlimited	Electrical License No.: 31285-U
Mechanical License No.: 24425 P-1,H-1-1,H-2,H-3-	Plumbing License No.: 24425 P-1,H-1-1,H-2,H-3-1

[New Search](#) [Next](#)

8. Enter all the necessary details as it pertains to the backflow installation, removal or change. Please be certain to complete the **mandatory fields which are designated in red lettering and astericks (*)**, then click the “next” button down below.

- In the section that allows you to enter the number of backflows to be installed for this permit, please understand that one permit may cover as many backflow installations as needed for this project, as long as the same contractor is performing the work. *(Please list all that would be installed according to your scope of work – (1) Boiler, (1) Domestic, (1) Swimming pool and (1) Irrigation = 4 backflows @\$100ea - \$400.00)*

Backflow Preventer Permit Details

Please enter all relevant information for your Backflow Preventer Permit. All fields marked with asterisks (*) are required. Click the Next button to continue.

Project Details				
Project Name	Project Type			
Project Description*	Comments			
Backflow Preventer Permit Details				
Occupancy Code	Application Type*	Contact email*	Backflow Serial Number (Enter only if Application Type is Removal)	
Makeup to Boilers <input type="checkbox"/>	Makeup to Car Washes <input type="checkbox"/>	Makeup to Chillers <input type="checkbox"/>	Makeup to Cooling Towers <input type="checkbox"/>	Makeup to Deionized (DI) Water <input type="checkbox"/>
Makeup to Domestic Water <input type="checkbox"/>	Makeup to Fire Protection <input type="checkbox"/>	Makeup to Reverse Osmosis <input type="checkbox"/>	Makeup to Swimming Pools <input type="checkbox"/>	Makeup to Water Irrigation <input type="checkbox"/> (Requires a separate irrigation meter)

[Previous](#) [Next](#)

- If the hazard is not listed, use the “**Other Details (if applicable)**” screen to list the type and quantity of the backflow needed. (Any backflow listed in this section will also amount to a fee according to the number associated with that description). If no additional information is necessary enter “N/A”
> Click “**Next**”

Backflow Preventer Permit - Other Details (if applicable)

If applicable, please specify any other makeup which was not listed on the previous page. Click the Next button to continue.

Description	Units
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

[Previous](#) [Next](#)

9. Use this field to upload any attachments as it pertains to the backflow permit application (*i.e. Test and Maintenance report(s), drawings, etc.*) > click **“Finish”**

Backflow Preventer Permit - Attachments (optional)

Click the Browse button to upload any files you wish to attach to your Backflow Preventer Permit application.

Please note that this step is not required if you do not plan to provide any attachments.

10. Your backflow permit application is now complete and the permit number will be listed and highlighted in red at the bottom of the screen. You must click the hyperlink in blue also located within the bottom message in order to pay for your permit. As advised below: **IMPORTANT: please note that your permit will not be entered into RECEIVED status until you make a payment.**

Backflow Preventer Permit - Confirmation

To print this confirmation page, please use the Print command on your browser.

Parcel and Owner Information	
Physical Address: 6910 Fayetteville Road, #184	Owner Name: Southpoint Mall Llc

Backflow Preventer Permit Details	
Permit No.: 20700334	Permit Date: May 28, 2020
Permit Type: Backflow Preventer Permit	Permit Fee: \$100.00
Occupancy Code:	Application Type: Addition
Job Description: installation	Inspector: Tony Pickett - 9197301837
Contractor: COMFORT SYSTEMS USA (MIDATLANTIC), LLC.	
Contact Email: avetrice@yahoo.com	
Makeup to Water Irrigation: 1	

Copy your Permit Number **20700334** (you can double-click to highlight it, right click and then copy) and [click here to make a payment](#).

IMPORTANT: please note that your permit will not be entered into RECEIVED status until you make a payment.

11. Once you have clicked the **“Click here to make a payment”** button, the system will redirect you to the *Online Payments* section, where you will enter the permit # you have just received > click **Search**

- This will bring you back to the “Permit Fee Details” screen, where you would select “Make Payment”

- This is where you will enter your payment information, please proceed with processing the payment. Once payment has been received our office will review your permit application for processing and issuance. Contractor may check permit status via LDO.