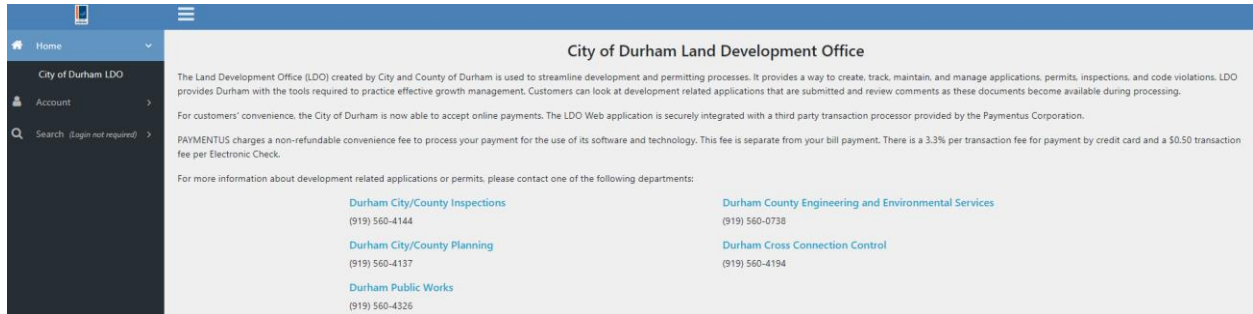


## CCC Plan Review Instructions

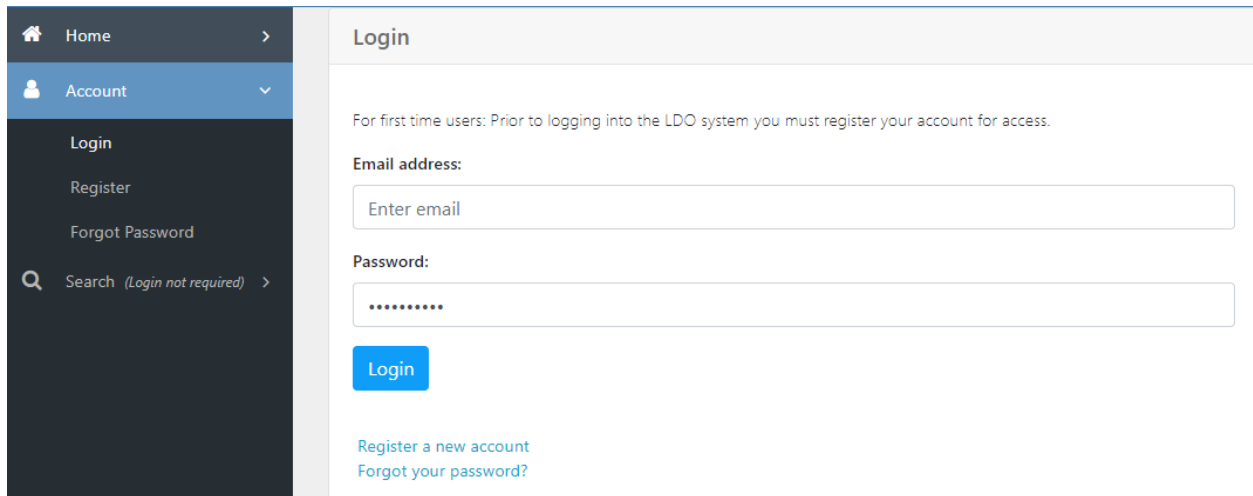
1. Open the following URL in a web browser that is connected to the internet:

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

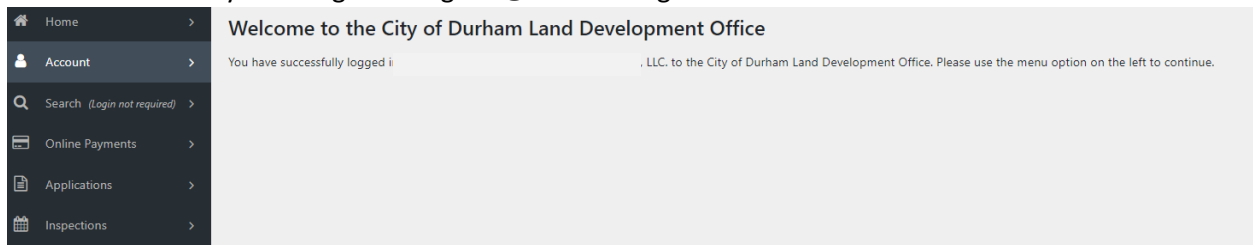


2. Go-to Account > Choose from the following options: **Login, Register or Forgot Password.**

- **\*\* 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**

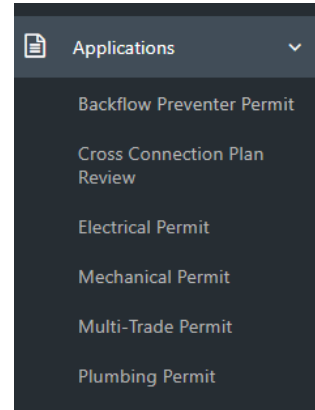


3. Cross Connection Control (CCC) accounts are separate from other trades. If you do not have an approved CCC account or have questions about a CCC account, contact CCC staff by dialing 919.560.4194 or by emailing CCCProgram@durhamnc.gov.

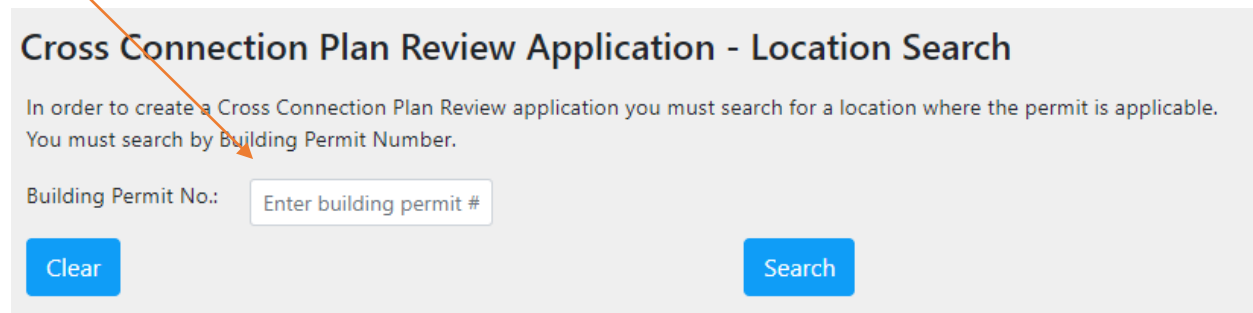


## CCC Plan Review Instructions

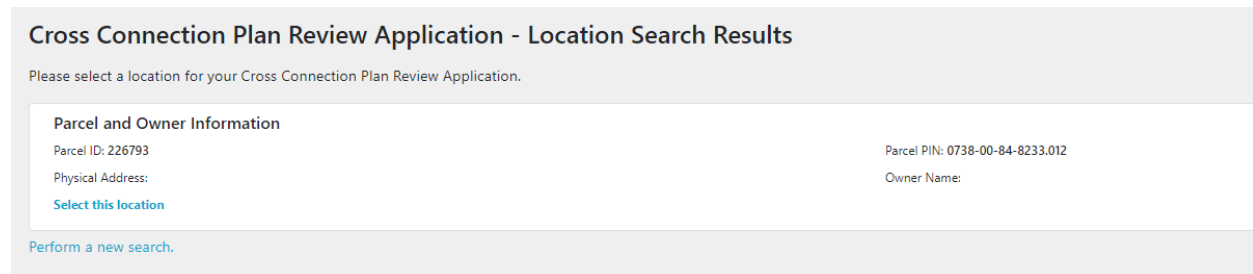
4. Under **Applications** select Cross Connection Plan Review.



5. Enter the building permit number that is associated with the project in question, if more than once building permit exist be certain to select the permit that coincides with your scope of work.

A screenshot of a web form titled 'Cross Connection Plan Review Application - Location Search'. Below the title is a paragraph: 'In order to create a Cross Connection Plan Review application you must search for a location where the permit is applicable. You must search by Building Permit Number.' Below this is a label 'Building Permit No.:' followed by a text input field containing the placeholder text 'Enter building permit #'. To the left of the input field is a blue 'Clear' button, and to the right is a blue 'Search' button. An orange arrow points from the text in step 5 to the input field.

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

A screenshot of a web page titled 'Cross Connection Plan Review Application - Location Search Results'. Below the title is the text: 'Please select a location for your Cross Connection Plan Review Application.' Below this is a box containing 'Parcel and Owner Information'. On the left side of the box, it lists 'Parcel ID: 226793', 'Physical Address:', and a blue link 'Select this location'. On the right side, it lists 'Parcel PIN: 0738-00-84-8233.012' and 'Owner Name:'. Below the box is a blue link 'Perform a new search.'

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

# CCC Plan Review Instructions

## Cross Connection Plan Review Application - Location Details

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

<b>Parcel and Owner Information</b> Parcel ID: 226793 Physical Address: Parcel PIN: 0738-00-84-8233.012 Owner Name:	<b>Contractor Information</b> Contractor ID: Contractor Name: Avetrice Fuller City Of Durham Ccc Permit Tech Building License No.: Mechanical License No.: Email: Work Phone: Electrical License No.: Plumbing License No:
<b>Associated Building Permit Details</b> Assc. Bld. Permit No.: 20102373 Project Name: Project Description: BUILDING 2 SHELL ---- SITE PLAN D1700347 City Water: Yes Residential Bin No.: Stories: 1	<b>Project Details</b> Project ID: Project Type: Comments: D-plans (enhanced rev req - target date 06/05/20 - no in-person meetings until Corona Virus limitations are finished) 05/26/20 ---- gc contact on appl - jnoble@mckenna-const.com ---- arch contact on appl - bradley.mcclung@summitde.net / GC state license is valid & unlimited / no floodplain on GIS No FP Permits required 05/27/20 HFG Well Water: No Commercial Bin No.: 550

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

8. There are only two fields that can be completed on this page, the “**Comments**” and the “**Cross Connection Plan Review Application Details**” sections, all other area are blocked from entry. Please be certain to complete the **mandatory fields which are designated in red lettering and astericks (Contact Email) (\*)**, then click the “**Finish**” button down below.

### Cross Connection Plan Review Application Details

Please enter all relevant to your Cross Connection Plan Review Application details. All fields marked with asterisks (\*) are required. Click the Next button to continue.

<b>Project Details</b> Associated Building Permit Number 20102373 Project Name Project Description BUILDING 2 SHELL ---- SITE PLAN D1700347	<b>Project ID</b> <b>Project Type</b> <b>Comments</b>
<b>Cross Connection Plan Review Application Details</b> No. of Backflow Preventers Proposed or Existing Fire Protection or FDC? <span style="color: red;">Contact email*</span>	

[Previous](#) [Finish](#)

10. Your Plan Review application has been created, remember to take note of the permit application # has now been created **IMPORTANT: please note that your permit will not be entered into Complete status until you make a payment.**

## CCC Plan Review Instructions

### Cross Connection Plan Review Application - Confirmation

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

#### Parcel and Owner Information

Physical Address: !

Owner Name: \_\_\_\_\_

#### Cross Connection Plan Review Application Details

Application Number: **207A0539**

Application Date: June 02, 2020

Application Type: Cross Connection Plan Review

Application Fee: \$150.00

Assc. Bld. Permit No. \_\_\_\_\_

Project Description: BUILDING 2 SHELL ---- SITE PLAN D1700347

Inspector Phone Number: \_\_\_\_\_

Contractor: Nissa Pauley Nissa R. Pauley

No. of Backflow Preventers: 1

Contact Email: \_\_\_\_\_

Proposed or Existing Fire Protection or FDC: No

Copy your Application Number **207A0539** (you can double-click to highlight it, right click and then copy) and [click here to make a payment.](#)

**IMPORTANT: please note that your plans will not be entered into REVIEW 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**

Home >

Account >

Search (Login not required) >

Online Payments >

Permit Fee Payment

Applications >

Inspections >

### Permit Fee Search

You can search for permit fees by Permit Number.

Please note the following transaction limits: \$25,000 limit on credit and debit cards, \$100,000 on e-check.

Permit Number:

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

# CCC Plan Review Instructions

### Permit Fee Details


Please note the following transaction limits: \$25,000 limit on credit and debit cards, \$100,000 on e-check.


<b>Application/Permit Information</b>		Status: Not Paid
Application/Permit Number: 20700334		Status Date: May 28, 2020
Application Type: Backflow Preventer Permit		
<b>Physical Address Information</b>		
6910 Fayetteville Road, #184		
<b>Owner, Applicant and Contractor Information</b>		
<b>Name</b>	<b>Role</b>	
Southpoint Mall Llc	Applicant/Contractor Registered Owner	
<b>Parcel Information</b>		
<b>PID</b>	<b>PIN</b>	
149564	0718-04-64-7018	
<b>Outstanding Application Fees</b>		
<b>Fee Type</b>	<b>Fee Amount</b>	<b>Make Payment</b>
Application Fee	\$100.00	<a href="#">Make Payment</a>

- 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.

### Payment Details

Please note the following transaction limits: \$25,000 limit on credit and debit cards, \$100,000 on e-check.

One Time Payment Payment Information



#### Enter Payment Information

All fields are required unless labeled as optional.

First Name Last Name