City of Wilmington – Project Tracking

Frequently Asked Questions

What are project and submittal numbers?

- Each new project will be assigned a unique project number. The Project number will always be the four digit year followed by a three digit serial number. Submittal numbers are assigned to individual submittals that are associated with a particular project. The submittal number will always be the project number followed by a four digit serial number.

Which should I use, the project number or the submittal number?

- You can use either. The submittal number is more specific and will find one specific submittal. The project number will find all submittals associated with the project and then you can select a specific submittal from the project.

Why doesn't my address work?

- When searching by address it is critical that the address be formatted correctly. The search can find addresses by partial names but the letters and names must be entered correctly. Do not use any periods in the address (e.g. Type 500 N 4th St not 500 N. 4th St.) If you are unsure of the property address you can type in the street name only and a list of projects associated with that street will appear (e.g. Type in 'Market' and all of the projects on Market Street will appear). You can then select the project you are looking for from the list provided.

What is the difference between the project status versus an individual submittal status?

- Project status is the overall status of the project and the collection of submittals associated with the project.

- Submittal status is the status of the collection of reviews associated with an individual submittal.

If you have any questions you feel should be added to this list please submit your suggestions via email to brian.chambers@wilmingtonnc.gov.