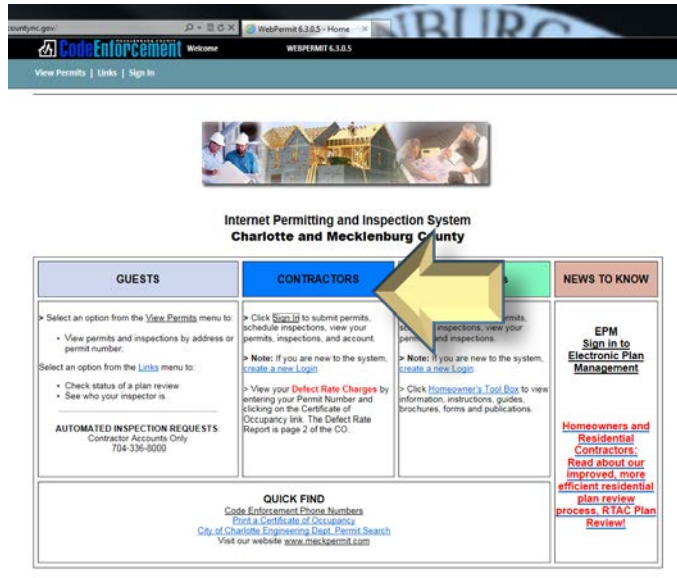
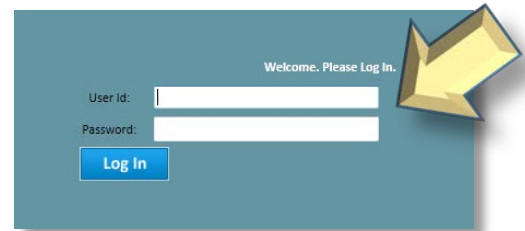


Customer Guide: Uploading Documents into a Contractor's Account

🔌 At the contractor's portal: <http://webpermit.mecklenburgcountync.gov> ...



➊ Select the **CONTRACTORS** tab and then **LOG IN**



Welcome, United Construction, Inc.

CONTRACTOR INFORMATION	NEWS TO KNOW
<p align="center">Follow these easy steps:</p> <p>> To SUBMIT a PERMIT: Select permit type from the Application menu above, lookup an address, complete the application and submit.</p> <p>> To SCHEDULE an INSPECTION: Click Schedule Inspection on the View Permits menu above, enter the appropriate permit, and complete.</p> <p>> My Permits(from the View Permits menu): A listing of your active permits.</p> <p>> My Inspections(from the View Permits menu): A listing of your inspections and results.</p> <p>> View any Permit. Either By Address, By Project, or By Permit #. Select from the View Permits menu. Inspection information included.</p> <p align="center">Search an address and see who the assigned inspectors are for your job.</p> <p align="center"> QUICK FIND Code Enforcement Forms Inspector Phone Numbers Print a Certificate of Occupancy </p>	<p align="center">BUILDING CONTRACTORS ONLY</p> <p>Effective April 1, additional information will be required for projects \$30,000 or more. Click here for more information.</p> <p align="center">Electronic Plan Submittal now available. See the video.</p> <p align="center">Click Here for the Inspection Service Guide. TCO/CO Checklist, pg. 26</p>

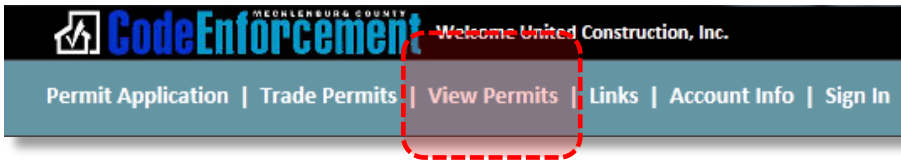
NEED HELP WITH OUR SYSTEM?
Call Customer Service 704-336-3830

Use of this site requires that your Browser allow Pop-ups.

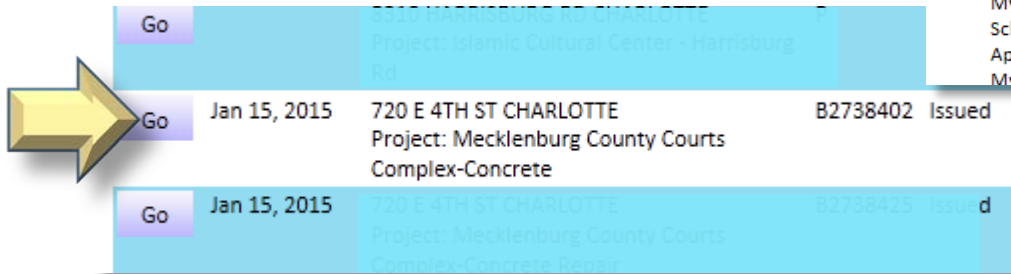
Print a formatted copy of your permit document.
View the permit and click the "Permit Document" link for the PDF version of an issued permit.



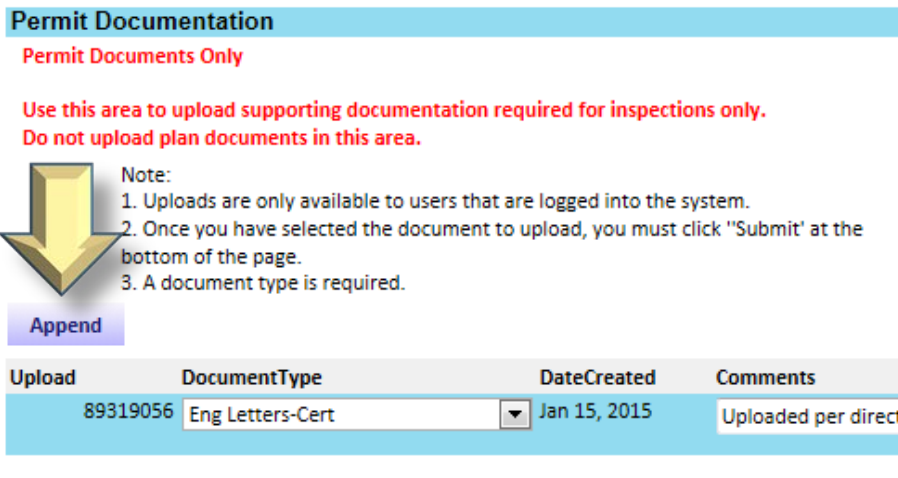
2 Select **VIEW PERMITS** from along the top bar, then **MY PERMITS**:



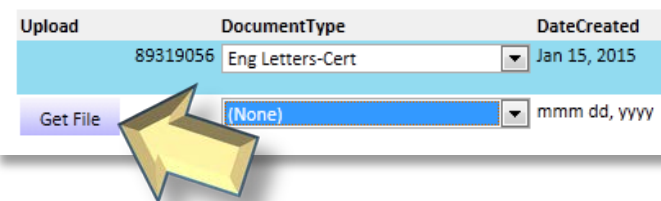
3 Select the permit where document(s) need to be loaded to.



4 About 3/4th of the way down that page, select **APPEND**.



5 Click **GET FILE** and upload file or document from your desktop, inputting any comments in the COMMENT box.



6 Scroll to the top or bottom of the page and hit **SUBMIT**.

Your documents are now loaded into the PERMIT for inspectors to see and archive.

