



**MECKLENBURG COUNTY**  
**Land Use and Environmental Services Agency**  
**Code Enforcement**

**FORMAL APPEAL FORM**  
**(For Failed Inspections or Plan Review)**

Your name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project/Permit #: \_\_\_\_\_

Project Address: \_\_\_\_\_ Date of Inspection \_\_\_\_\_

Code References (if applicable): \_\_\_\_\_

**Appeal issue:**

**Manager/Supervisors Decision:**

**Code Administrator/Directors Decision:**

**Division Director Decision:**

**(1st stage)** Appeals within the Division are first made to the Manager over the inspection or plan review and must be made within **10 days** of the failure or review decision. **(2nd stage)** Appeals must be made to the Code Administrator if technical or Inspections/PR Director if non-technical issue. **(3rd stage)** Appeal is to the Division Director. All technical appeals beyond the Department's Division Director must be made to the NC Department of Insurance.

<b>Manager/Supervisor signature:</b>	<b>Date:</b>
<b>Code Administrator/Director's signature:</b>	<b>Date:</b>
<b>Division Director Signature:</b>	<b>Date:</b>

**Email to [Code.Enforcement@MecklenburgCountyNC.gov](mailto:Code.Enforcement@MecklenburgCountyNC.gov)  
or fax to 866-851-3630.**