



MECKLENBURG COUNTY
Land Use and Environmental Services Agency
Code Enforcement

Memo

August 12, 2019

To: Code Enforcement Customers

From: Mecklenburg County Code Enforcement LUESA

Re: Request for Duplication of Drawings Procedure

Mecklenburg County LUESA Code Enforcement is committed to making available permitting and inspection records that pertain to the building process in a timely manner. The following request for duplication of drawings procedure is established to help accommodate the public's right to access public County records while setting forth defined and consistent steps for requesting these records.

The County requires all requests be submitted, in writing, using the Mecklenburg County Code Enforcement Requestor Information for Drawings Duplication Form. Requests made in person will be considered during normal business hours.

Office Address/Email:

Mecklenburg County Code Enforcement

Public Records Request

2145 Suttle Ave, Charlotte, NC 28202

Email: Code.EnforcementFOIA@Mecklenburgcountync.gov

Drawings Duplication Requests Procedure

1. Requestor of Records: Review project/permit information at www.meckpermit.com to verify permit issuance date and general project information needed to complete the form.
2. Complete the Request Form: When making a records request, please complete Mecklenburg County Code Enforcement Requestor Information for Drawings Duplication Form. The form is located online at <https://www.mecknc.gov/LUESA/CodeEnforcement/PublicRecords/Documents/Pages/default.aspx>.
3. Mail, email or deliver the completed request form to Mecklenburg County Code Enforcement.
4. Staff will determine that the drawings exist and are subject to release.

We will respond to your request as soon as possible, usually in 3 – 5 business days. Record requests are processed in the order received.

Mecklenburg County Code Enforcement Requestor Information for Drawings Duplication Form

Date of Request _____

Requestor's/Company Name _____

Requestor's Address Street _____

City _____

State _____

Zip _____

Code _____

Telephone Number _____

Email Address _____

Please provide a complete description of the record requested (attach additional pages as required):

Project Name (if known) _____

Project Number _____

Permit Number _____

Project Address _____

IMPORTANT NOTES

Any records made available by the County will be provided to the requestor in the same format they are maintained.

The statute authorizes a fee to be charged for copying records, to include a fee schedule to cover the the reasonable cost of responding to public records requests.

Mecklenburg County Code Enforcement uses a third-party vendor for construction document printing and reprographic services.

If record is a protected document, it will not be made available.

Please indicate number of sets:

Full size plans (24"X36")

Reduced (11"X17")

CD (PDF)

Half size plans (12"X18")

Letter size (8 1/2X11")

Delivery/Pickup Option:

Requestor of records will need to pay and pick up records packet from our third-party vendor location.

Duncan-Parnell: 900 S McDowell St, Charlotte NC 28204 | 704-372-7766