



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: Public Records Requests 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. Code Enforcement has established a public records policy to affirm the public's right to access Mecklenburg County Code Enforcement records and has established a standard procedure for County staff to follow when providing information to the public. The following public records request 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 Public Records Request 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

Public Records Requests Procedure

1. Requestor of Records: Review project/permit information at www.meckpermit.com to verify permit issuance date and general project information.
2. Submitting a Public Records Request: When making a records request, please complete Mecklenburg County Code Enforcement Public Records Request Form. Make sure the form contains all requested information. The form is located online at <https://www.mecknc.gov/LUESA/CodeEnforcement/PublicRecords-Documents/Pages/default.aspx>.
3. Mail, email or deliver the completed form to Mecklenburg County Code Enforcement.
4. Staff will determine that the records 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 Public Records Request Form

Date of Request _____

Requestor's 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 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.