



## **PERMIT CREDIT/REFUND/ADJUSTMENT/CANCELLATION FORM**

The amount of Credit/Refund issued is calculated on the fee paid for each permit. Mecklenburg County will retain cost of plan review, permit processing, to-date inspections and administrative fees.

### **Permits that DO NOT include plan review:**

- If no work has begun, an amount equal to the current minimum permit fee will be retained by Mecklenburg County.
- If work has begun, an amount equal to the current minimum permit fee, plus an additional \$90 for each inspection, will be retained by Mecklenburg County.

### **Permits that include plan review:**

- If no work has begun, an amount equal to the plan review costs or the current minimum permit fee, whichever is greater, will be retained by Mecklenburg County.
- If work has begun, an amount equal to the plan review costs or the current minimum permit fee, whichever is greater, plus an additional \$90 for each inspection, will be retained by Mecklenburg County.

### **Additional conditions:**

- No credit or refund will be approved for minimum charge permit fees ([LUESA Fee Ordinance](#)).
- Credit/Refund applications must be submitted within 120 days of permit expiration.
- Credit/Refund not applicable for fees or charges shown under [LUESA Fee Ordinance](#).
- Credit/Refund not applicable for City of Charlotte Zoning or Fire Review fees.
- All credit/refunds are issued to the permit holder unless proof of payment provided.
- Transfer of credit from one account to another will not be made.
- A change of general contractor on a specific project requires a new permit application by the NEW general contractor.

### **Form Submittal:**

MAIL: Mecklenburg County LUESA/Code Enforcement  
AST Department  
2145 Suttle Ave.  
Charlotte, NC 28208

FAX: 866-851-3645\*

EMAIL: [PermitCancel@MecklenburgCountyNC.gov](mailto:PermitCancel@MecklenburgCountyNC.gov)\*  
**(NOTE: Electronic, mailed and fax permit cancellations MUST be notarized)**

IN PERSON: Code Enforcement/Revenue Collection, 2145 Suttle Ave

**Please allow 5-10 business days for permit processing and  
4-6 weeks for processing credit/refund**



# LUESA PERMIT CREDIT/REFUND APPLICATION & ADJUSTMENT/CANCELLATION FORM



**GAX-LUE:** \_\_\_\_\_

<b>CREDIT</b> <input type="checkbox"/> <b>REFUND</b> <input type="checkbox"/> <b>CANCEL</b> <input type="checkbox"/>	1. Property Owner Name: _____	2. Permit: _____
	3. Permit Address: _____	4. Fire Fee: _____
	5. Account Name: _____	6. Account: _____
<b>IF REFUND:</b> Make check payable to: _____ Phone: _____ Mailing Address: _____		
<b>REASON FOR REQUEST:</b> PLAN CHANGE <input type="checkbox"/> NOT DOING WORK <input type="checkbox"/> RETURN CREDIT BALANCE <input type="checkbox"/> WRONG CONTRACTOR <input type="checkbox"/> DUPLICATE PERMIT <input type="checkbox"/> OTHER <input type="checkbox"/>		

**REASON (detailed explanation required)**

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Requestor name (print): \_\_\_\_\_ Requestor Signature: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff signature for in-person verification:** \_\_\_\_\_ *(or accept notary below)*

**ID used for in-person verification:** \_\_\_\_\_ *(DL#, Business Card, Student ID, etc.)*

State of: _____ County of: _____  The above-named individual personally appeared before me on this day who, being duly sworn, deposes and says that the statement is true and correct.  This, the ____ day of _____, 20____  Notary Public Signature: _____  My commission expires: _____	(seal)
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# LUESA PERMIT CREDIT/REFUND APPLICATION & ADJUSTMENT/CANCELLATION FORM



(Department use only)

Address: \_\_\_\_\_ Permit: \_\_\_\_\_ GAX-LUE: \_\_\_\_\_

<p><b>Number of Inspections</b> <i>(completed by staff)</i></p> <p style="text-align: center;"><u>B</u>                      <u>M</u>                      <u>E</u>                      <u>P</u></p> <p style="text-align: center;"><input type="checkbox"/>                      <input type="checkbox"/>                      <input type="checkbox"/>                      <input type="checkbox"/></p> <p>Initials: _____ Date: _____</p>	<p><b>Calculation</b> <i>(completed by staff)</i></p> <p>Payment or Permit Fee <input style="width: 100%;" type="text"/></p> <p>-Less Zoning Fee <input style="width: 100%;" type="text"/></p> <p>-Plan Review <b>(total hours x rate)</b> <input style="width: 100%;" type="text"/></p> <p>-Inspection Info <b>(# of Insp x rate)</b> <input style="width: 100%;" type="text"/></p> <p>-Misc. Fee Deductions</p> <p style="padding-left: 20px;">-Homeowner recovery <input style="width: 100%;" type="text"/></p> <p style="padding-left: 20px;">-Other deduction <input style="width: 100%;" type="text"/></p> <p style="padding-left: 20px;">-Other deduction <input style="width: 100%;" type="text"/></p> <p style="padding-left: 20px;">_____ <input style="width: 100%;" type="text"/></p> <p style="padding-left: 20px;">_____ <input style="width: 100%;" type="text"/></p> <p><b>TOTAL CREDIT/REFUND</b> <input style="width: 100%;" type="text"/></p> <p><input type="checkbox"/> Minimum fee retained</p> <p><b>(Permit fee -Zoning-Insp-Plan Rev-Misc. = Total Credit/Refund)</b></p> <p>_____ Calculation Signature <span style="float: right;">Date _____</span></p> <p>_____ Manager Signature <span style="float: right;">Date _____</span></p>
<p><b>Plan Review</b></p> <p># of hours _____ X Rate _____ = \$ _____</p>	
<p><b>Expired Permit Date:</b></p> <p><b>Processing Notes:</b></p>	

<p><b>If Adjustment</b> <i>(completed by staff)</i></p> <p><b>Incorrect Entry:</b> _____ <b>Reason:</b> _____</p>	
<p><b>Correct Entry:</b> _____</p>	
<p><b>Initials:</b> _____ <b>Date:</b> _____</p>	<p><b>Manager signature:</b> _____ <b>Date:</b> _____</p>

*(completed by Revenue)*

<u>If Refund</u>	<u>If Refund with Credit Balance</u>	<u>If Credit-Trans #</u>	<u>Serv Chg Cr</u>	<u>Verification</u>	<u>Posting Date</u>
<input style="width: 100%;" type="text"/>	8_03=0 9004=\$	<input style="width: 100%;" type="text"/>	\$	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Org/Account [ 8_03 = 0]	Refund                      Charge to account	88 ...	88116	Initials & Date	in Navision
<b>APPROVALS</b> <i>(To Be Completed By Department And Finance Representatives)</i>					
Dept Approval: _____ Date _____			Assigned to: S R C		
Finance Approval: _____ Date _____			<input style="width: 100%;" type="text"/>		Rev. Coll. Tracking #
			Rev Coll. Distribution Date		<input style="width: 100%;" type="text"/>