



## Frequently Asked Questions: Demolition Permitting

- **How can I apply for an online commercial or residential demolition/move-off permit?**

A demolition permit application can be submitted online via the contractor's dashboard account. Log in at [webpermit.mecklenburgcountync.gov](http://webpermit.mecklenburgcountync.gov). If you do not have a contractor's account, please contact the Customer Service Center at 980-314-CODE.

- Please select "Permit Application" on the menu bar, then select "New Building Permit" under *Submit Permit* and follow the prompts.
- **Commercial Projects:** Under *Type of Work* within the *New Building Permit*, select the commercial demo type – interior demo only or partial/total/move off.

**Type of Work**

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**Project Name**

**Type of Work**  Show Type of Work Definitions

New  
 Addition (expand footprint)  
 Addition (footprint not expanded)  
 Upfit (interior completion)  
 Upfit (interior renovation)  
 Repair/Replace  
 Demolish/Move Off  
 (None)

**Commercial Demo Type:**  Interior Demo  
 Partial/Total/Move Off  
 (None)

Several Structures on Parcel

- If the structure is a move-off, please indicate the location where the structure will be moved in the "Expanded Scope of Work" text box.

- If the scope of work is a commercial interior demolition, please indicate a detailed scope of work in the “Expanded Scope of Work” text box.
- The following additional forms are required for commercial demolition projects:
  - Environmental Health Structural Demolition Application, [available as fillable PDF on MeckPermit.com](#)
  - City of Charlotte and Mecklenburg County Erosion Control Requirements form, [available as fillable PDF on MeckPermit.com](#)
  - The NESHAP (National Emission Standard for Hazardous Air Pollutants) form, which can be completed online within the new building permit application. (The NESHAP, along with a site inspection, may be required by Mecklenburg County Air Quality staff, depending on the nature of your demolition project. Read more about the NESHAP program [here.](#))
- **Residential Projects:** Under *Type of Work* within the new building permit, select “Demolish/Move Off”:

**Type of Work**  Show Type of Work Definitions

New  
 Addition (expand footprint)  
 Addition (footprint not expanded)  
 Upfit (interior completion)  
 Upfit (interior renovation)  
 Repair/Replace  
 Demolish/Move Off  
 (None)

Please select all that apply. (If the desired SF Dwelling option cannot be checked, verify that the proper selection was previously made for Property Use).

SF Dwelling Detached  
 SF Dwelling Attached (Townhouse)  
 Two Family Dwelling (Duplex)  
 Deck  
 Accessory Dwelling Unit  
 Accessory Building  
 Partial Demo Only - No build back allowed on this permit  
 Several Structures on Parcel

If it is necessary to change the type of work or go back and change the property use, uncheck any selected checkboxes beforehand.

- The following forms are required for residential demolition projects:
  - Environmental Health Structural Demolition Application, [available as fillable PDF on MeckPermit.com](#)

- City of Charlotte and Mecklenburg County Erosion Control Requirements form, [available as fillable PDF on MeckPermit.com](https://www.meckpermit.com)
  - Mecklenburg County Questionnaire for Residential Demolition and/or Move-Off, which can be completed online within the new building permit application. (Note: If your answer “YES” to any question on this form, the NESHAP Notification Form, also available within the online permit application, is required for Mecklenburg County Air Quality staff, as is an onsite inspection. Read more about the NESHAP program [here](#).)
- If the structure is a move-off, please indicate the location where the structure is moving in the “Expanded Scope of Work” text box.
- **If I have several structures at one address, how do I apply for a demolition permit?**  
Please complete **one** online *New Building Permit Application*. Within the application, there will be [a link to a PDF building permit application](#), which can be used for specifying additional structures on the parcel. Please upload a completed PDF version of the building permit application for each additional structure in the supporting documents section, along with the Environmental Health Structural Demolition Application and Erosion Control Form.
  - **What is the turnaround time for Air Quality Agency approval?**  
Submit the NESHAP Notification Form 10 working days before the start of demolition and/or regulated asbestos removal. Air Quality must have time to review the form and collect additional information as needed before any regulated work starts. Processing time depends on whether the notification complies with the asbestos NESHAP requirements. On average, an approval email is issued by Air Quality within seven days once the notification is complete.
  - **What is the turnaround time for Environmental Health Agency approval?**  
The target turnaround time is seven days. Once applications are received, Environmental Health staff will contact the applicant within three days to schedule an inspection. Environmental Health staff members must have access to the interior; therefore, the contractor must meet the inspector on site.

- **What are the total/partial/move-off demolition fees, and how are they charged?**

Demolition means the wrecking or removal of any load-supporting structural member of a facility, together with any related handling operations or the intentional burning of any facility. For the permit, add the "Additional" fee in third column below to the "per structure" base for each structure with more than the NESHAP-regulated amount of asbestos-containing material (RACM).

<u>Size – Square Footage</u>	<u>Per Structure</u>	<u>Additional</u>
Less than 500	\$122.00	\$0.00
500 to 4,999	\$486.00	\$365.00
5,000 to 9,999	\$729.00	\$365.00
10,000 and above	\$911.00	\$365.00

Code Enforcement charges the demolition fees to the contractor's bond account.

- **How can a contractor establish an account with Mecklenburg County?**

There are two options: surety bond or cash bond. To establish an account, the contractor should contact the Revenue Collections department at 980-314-2633, option 3. A homeowner conducting a residential demolition project and acting as his or her own contractor must establish a contractor's bond account.

- **Once the demolition permit is issued and the structure is down, what do I do next?**

Schedule a final inspection by calling 980-314-2633, selecting option 2, then option 2 again, or by logging onto your contractor's dashboard and scheduling the final inspection online.

**Whom shall I contact in Environment Health regarding demolition?**

Tim Dutcher, REHS  
 Environmental Health Supervisor  
 Pools and Environmental Health Services  
 Mecklenburg County Public Health  
 (980) 314-1631  
[tim.dutcher@mecknc.gov](mailto:tim.dutcher@mecknc.gov)

Chris Sells, REHS  
 Sr. Environmental Health Specialist  
 Pools and Environmental Health Services  
 Mecklenburg County Public Health  
 (980) 314-1647  
[christopher.sells@mecknc.gov](mailto:christopher.sells@mecknc.gov)

Valerie C. Woodard Center  
 3205 Freedom Drive, Suite 8000  
 Charlotte, NC 28208

**Whom shall I contact in Air Quality regarding demolition?**

Kevin Dunham  
Senior Air Quality Specialist  
Mecklenburg County Air Quality  
Phone: 980-314-3365  
Fax: 704-336-4391  
[Kevin.Dunham@mecklenburgcountync.gov](mailto:Kevin.Dunham@mecklenburgcountync.gov)

Katie Nordin  
Environmental Specialist II  
Mecklenburg County Air Quality  
980-314-3371  
[Katie.Nordin@mecklenburgcountync.gov](mailto:Katie.Nordin@mecklenburgcountync.gov)

Mecklenburg County Land Use & Environmental Services Agency (LUESA)  
2145 Suttle Avenue  
Charlotte, NC 28208

**Whom shall I contact with questions related to the approval process in the City of Charlotte for my commercial and/or residential demolition/move-off application?**

**Commercial Demolition**  
Donald C. Moore, CZO  
Zoning Code Supervisor  
City of Charlotte  
Land Development | Zoning Administration  
Phone: 704-336-5215  
Fax: 704-353-0196  
[dcmoore@charlottenc.gov](mailto:dcmoore@charlottenc.gov)

**Residential Demolition**  
Residential zoning administrators are assigned by parcel number.  
  
For general City of Charlotte Zoning questions, please contact 704-336-7600 (3-1-1 from a landline within the city).

**Whom shall I contact in the towns once my commercial and/or residential demolition/move-off application is submitted to the Code Enforcement office?**

Cornelius  
Cornelius Planning Department  
21445 Catawba Avenue  
Cornelius, NC 28031  
Phone: 704-896-2461  
Fax: 704-896-2462  
[PlanningInfo@Cornelius.org](mailto:PlanningInfo@Cornelius.org)

Davidson	<p>Lindsay Laird 704-940-9611 <a href="mailto:llaird@townofdavidson.org">llaird@townofdavidson.org</a></p> <p>Davidson Planning Department 216 S. Main Street Davidson, NC 28036 704-892-7592</p>
Huntersville	<p><b>Commercial:</b> Lauren Speight, CZO 704-766-2254 <a href="mailto:lspeight@huntersville.org">lspeight@huntersville.org</a></p> <p><b>Residential:</b> Au'Darius Blackwood, Development Code Officer 704-766-2215 <a href="mailto:ablackwood@huntersville.org">ablackwood@huntersville.org</a></p> <p>Huntersville Town Planning 105 Gilead Road, 3<sup>rd</sup> Floor Huntersville, NC 28078 704-875-7000 Fax 704-992-5528</p>
Matthews	<p>Brian Sifford 980-721-0924 2145 Suttle Avenue Charlotte, NC 28208 <a href="mailto:Brian.Sifford@mecklenburgcountync.gov">Brian.Sifford@mecklenburgcountync.gov</a></p>
Mint Hill	<p>John Hoard 704-545-97226 <a href="mailto:jhoard@admin.minthill.com">jhoard@admin.minthill.com</a></p> <p>Town of Mint Hill Planning Department 4430 Mint Hill Village Lane Mint Hill, NC 28227 704-545-9726 Fax 704-545-0802 704-545-9726</p>

Pineville

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Charlotte, NC 28208  
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