







Customer Guide: Creating a Meck-ID

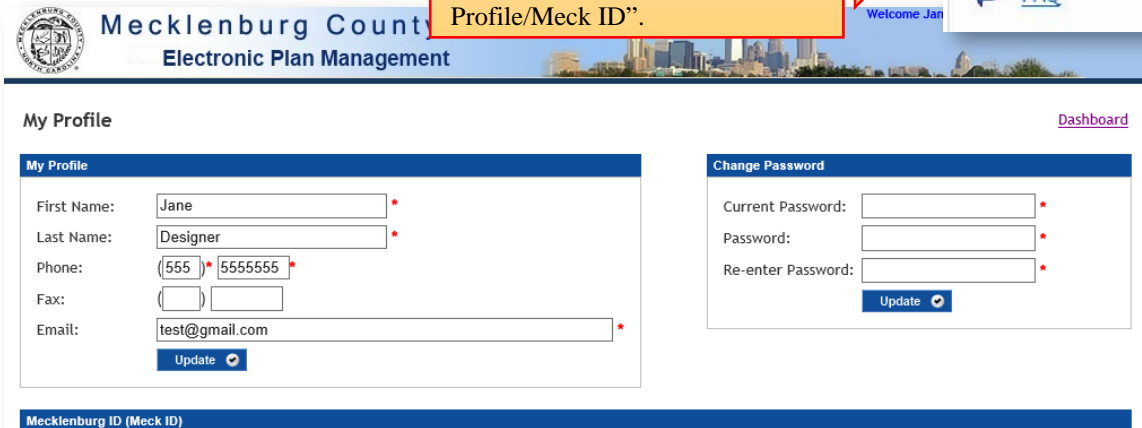
➔ **HINT:** This is an assigned number needed for any non-licensed professionals who are submitting construction documents for plan review (i.e. non-licensed designers, fire protection/NICET certified designers, etc.). It is important to note that licensed professionals should NOT register for a Meck-ID as they MUST CERTIFY their work product using their professional seal and license number always. (A licensed professional can never act as a non-licensed designer).

🔌 Log on to the [EPM](#) system ...

➊ After logging in, at the upper right of the home page, click "My Profile/Meck ID".

Tool Box

-  [Submit Building Construction Plan Application](#)
-  [Submit County Land Development Application](#)
-  [Manage Your Account](#)
-  [Search Mecklenburg ID](#)
-  [My Profile / Meck Id](#)
-  [FAQ](#)



Mecklenburg County Electronic Plan Management

Welcome Jan

My Profile [Dashboard](#)

My Profile

First Name: *

Last Name: *

Phone: *

Fax:

Email: *

Change Password

Current Password: *

Password: *

Re-enter Password: *

Mecklenburg ID (Meck ID)

Eligibility Criteria

Do you have an existing Meck Id? Yes No

➋ Confirm that you do not already have a Meck Id number

Mecklenburg ID (Meck ID)

Eligibility Criteria

Do you have an existing Meck Id? Yes No

Do you need a Meck Id? Yes No

Are you a (or acting as a) building, electrical, mechanical or plumbing designer? Yes No

Are you a licensed architect, landscape architect or a professional electrical, mechanical or electrical engineer? Yes No

These questions will then begin to populate and you need to answer each, then hit **SUBMIT**.

Meck Id updated successfully.

Meck ID: M000165 (Active)

Eligibility Criteria

Do you need a Meck Id? Yes No

Are you a (or acting as a) building, electrical, mechanical or plumbing designer? Yes No

Are you a licensed architect, landscape architect or a professional electrical, mechanical or electrical engineer? Yes No

➌ A Meck ID number has now been reserved for this designer. Use whenever needed when making application for a Plan Review.



It is important to note that it may be best for a designer to maintain their MECK-ID number separate from any one company (create their own EPM COMPANY ACCOUNT as these directions show). That way, the designer can move from one project to another without being tied to a particular "Company", if applicable.

