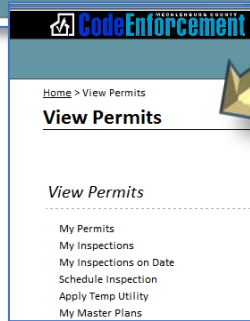
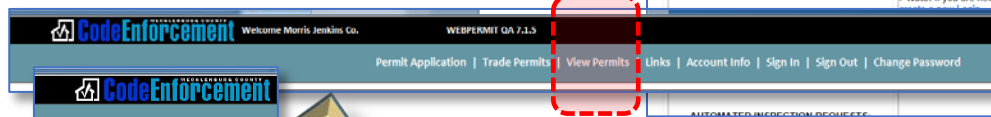
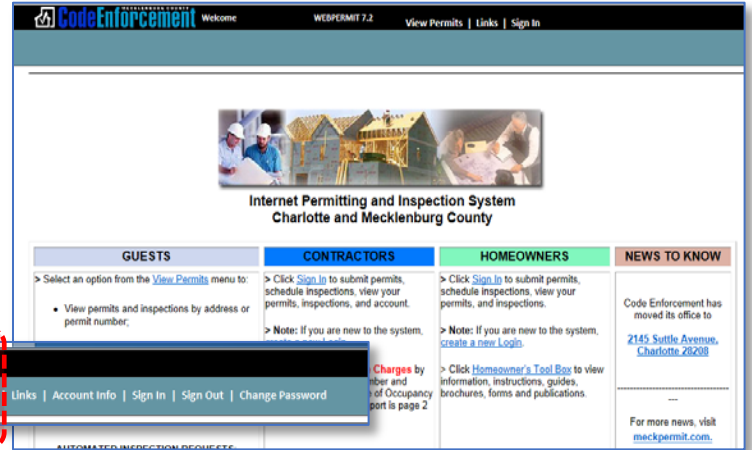


## Customer Guide: Accessing Permit Documents and Placard

**\* IMPORTANT TO KNOW:** After a permit is issued, all permit documents and the placard are available only through the general contractor's portal, much in the same way that the approved plan review package (stamped plans) are only available through the plan review project manager's portal (EPM) only. It is the Project Manager's responsibility to get the STAMPED APPROVED PACKAGE to the Owner/Developer for use by the General Contractor/Contractor(s). Contractors can only access the PERMIT DOCUMENTS and PLACARD through their portal. They will NOT have general access to the STAMPED APPROVED PACKAGE.

**1 SIGN-IN** under the Contractor's section of the CHARLOTTE-MECKLENBURG INTERNET PERMITTING and INSPECTION SYSTEM: <http://webpermit.mecklenburgcountync.gov/>

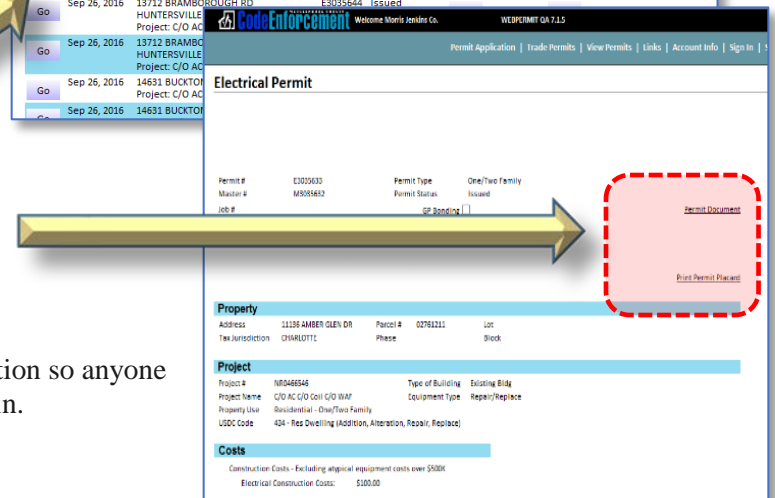
**2 Click, VIEW PERMITS.** The link, **MY PERMITS**, will take you to a list of all active permits in the account. Searches can also be done by Permit #, Project # or Address.



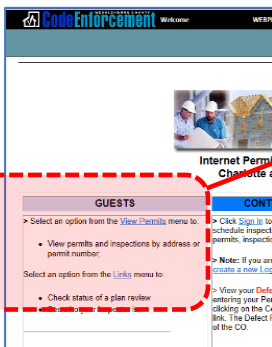
**3 Scroll** through the list to locate the permit you are looking for. Permit can be open by clicking on the **GO** button on the left.

Issue Date	Address	Permit #	Status	Request Inspection	Inspection Notification Contacts	Disable Subpermit	Inspection Notifications
Go	Sep 26, 2016	11136 AMBER GLEN DR CHARLOTTE	E3035633	Issued	Go	Go	
Go	Sep 26, 2016	11136 AMBER GLEN DR CHARLOTTE	M3035632	Issued	Go	Go	<input type="checkbox"/>
Go	Sep 26, 2016	12023 STONEY MEADOW DR MINT HILL	M3035638	Issued	Go	Go	<input type="checkbox"/>
Go	Sep 26, 2016	13712 BRAMBOROUGH RD HUNTERSVILLE	E3035644	Issued	Go	Go	
Go	Sep 26, 2016	13712 BRAMBOROUGH RD HUNTERSVILLE					
Go	Sep 26, 2016	14631 BUCKTO					
Go	Sep 26, 2016	14631 BUCKTO					

**4 Links** for the PERMIT DOCUMENTS and PERMIT PLACARD are located at the top of the page (sometimes the screen will start out at the middle of the page, so be sure to scroll up if you aren't seeing these links).



**GOOD TO KNOW:** This is public information so anyone can access this information without signing in.



Through the **GUESTS** section of the Charlotte-Mecklenburg Internet Permitting and Inspection System, click on the same **VIEW PERMITS** link where anyone can find a permit with either the Permit #, Project #, Project Name or Address.

**NEED HELP WITH OUR SYSTEM?**  
Call Customer Service 980-314-CODE(2633)

Use of this site requires that your Browser allow Pop-ups.

