



MECKLENBURG COUNTY
Land Use and Environmental Services Agency
Code Enforcement

Memo

Date: October 19, 2012

To: Contractors/account holders

Re: **NEW DOCUMENT UPLOAD FEATURE**

If you have an account with us we have recently added a feature to your contractor dashboard that will allow you to upload documents for inspectors in the field without having them posted on site and the field inspector can then review with the inspection request, this includes engineering letters; soil verification or stucco certification letters; life safety certifications such as alarm and sprinkler or any other additional information that is needed during the construction process. The recommend format is PDF due to size limitations. The following steps walk you through the process of uploading a document to a permit or at time of inspection request:

Go to your sign in screen off www.meckpermit.com and log into the system:



USER SIGN IN	
User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Submit"/>	



Please be patient while we strive to meet your inspection needs. As a result of reduced staffing, our inspection response time goals are now 85% of requested inspections on the scheduled date. If your inspection request involves homeowner access coordination and an appointment is needed, you should contact your assigned inspector. Our priority inspection guidelines and current inspection response times can be found on our website at meckpermit.com. We apologize for any inconvenience this may cause.

FORGOT YOUR PASSWORD? Use the [Automatic Password Reset](#)

Provide your account number and e-mail address.

NOTE: Passwords are case sensitive. Please enter your password exactly as assigned.

Use of this system requires a [Permit Fee Account](#).

[Contractor New Quarter Failure Rate](#) Available

[Contractor Last Quarter Failure Rate](#) Available

Third Quarter 2012 [Contractor Activity Type and Top 5 Defects](#) Available

Second Quarter 2012 [Inspector Inspection Results by Contractor](#) Available

Once on your dashboard you can go to "view my permits" on the left side margin:

Code Enforcement MECKLENBURG COUNTY

Welcome, XXXX contracting

CONTRACTOR INFORMATION

Follow these easy steps:

- > To **SUBMIT** a PERMIT: Select permit type from left menu, lookup an address, complete the application and submit.
- > To **SCHEDULE** an INSPECTION: Click Schedule Inspection, enter the appropriate permit, and complete.
- > **My Permits**: A listing of your active permits.
- > **My Inspections**: A listing of your inspections and results.
- > **View any Permit**: Either by Address or By Permit #. Click links on left. Inspection information included.

[Search an address](#) and see who the assigned inspectors are for your job.

QUICK FIND

- [Code Enforcement Forms](#)
- [Inspector Phone Numbers](#)
- [Print a Certificate of Occupancy](#)

NEWS TO KNOW

Electronic Plan Submittal now available. See the [video](#).

NEED HELP WITH OUR SYSTEM?
Call Customer Service 704-336-3830

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

Print a formatted copy of your permit document. View the permit and click the "Permit Document" link for the PDF version of an issued permit.

CONTRACTOR
User Sign In
Change Password
User Sign Out
Account Info

SUBMIT PERMIT APPLICATION
Building
Electrical
Mechanical
Plumbing

ONLINE PERMITS
Trade Permits

VIEW PERMITS
My Permits
My Inspections
My Inspections on Date
Schedule Inspection
My Master Plans
Submit New Master Plan
By Address
By Project
By Permit #
My Events
Submit new CS Event

LINKS
Dashboard View
Plan Review Project Search
Inspector Territories
Fee Schedule
Permit Fee Estimator

After opening up your permits you will be able to select the permit itself and upload the document or you can select the **Go** button to request an inspection and then upload:

My Permits (Active)

Home Submit

Displaying records 1 to 25 of 29

	Issue Date	Address	Permit #	Status	Request Inspection
Go	Feb 27, 2009	1332 HILL Proj RES	B1	29 Issued	Go
Go	Feb 25, 2009	1341 HILL Proj REV	B1	06 Issued	Go
Go	Feb 19, 2009	1423 MEC Proj TOW	B1	63 Issued	Go
Go	Feb 19, 2009	1424 MEC Proj TOW	B1	65 Issued	Go
Go	Feb 19, 2009	1424 MEC Proj TOW	B1	69 Issued	Go
Go	Feb 19, 2009	1425 MEC Proj TOW	B1	71 Issued	Go
Go	Feb 19, 2009	1425 MEC Proj TOW	B1	76 Issued	Go
Go	Dec 24, 2008	1422 MEC Proj TOW	B1	64 Issued	Go

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Under the permit information or at time of request you simply go to the bottom of the screen and you will see the new feature with a header “**Upload documents for inspector review**”. You select “**Add**” and you will see several features. The first step is to go to “**Get a File**” and upload your document. The second step is to select a document type for quick reference when the inspector reviews. The third option you might use is the “**Comments**” section where you can add notes for additional information you need to convey to your Inspector. Once ready hit submit at the top or bottom of the screen and this will submit to the system along with a date the document was created. You can delete your document the same day created, however; the next day your document is locked into the system and cannot be removed. If an error occurred on the document selected, a new document will need to be uploaded as a replacement, which will be assigned a current date. When an inspector pulls up this request on their screen they will be able to retrieve your uploaded documents and information for review.

Please note that all mandatory fields appear in red.

Permit #: B1
 Project Name: NE
 Permit Address: 133
 Permit Status: Issued

Requested Inspection Date mmm dd, yyyy
 Requester's PIN (Leave blank if PIN number is not assigned)
 Requester's Name
 Requester's Phone Number () -
 Requester's Comments

AC - ABOVE CEILING IN - INSULATION
 FD - FOUNDATION MS - MONOLITHIC SLAB
 FI - FINAL INSPECTION SH - SHEATHING
 FR - FRAMING SL - SLAB
 FT - FOOTING TC - TEMPORARY OCCUPANCY

Upload documentation for Inspector Review

Once you have selected the document to upload, you must click "Submit" at the bottom of the page. A document type is required.

Upload	DocumentType	Plan Review Type	DateCreated	Comments	View	Delete	FileName
Get File	(None)		mmm dd, yyyy			<input type="checkbox"/>	
Add	Eng Letters-Cert						
	ResPlotPlan						
	Erosion Control						
	Historical						
	LCP App						
	LCP ConnectReq						
	PermitCancelLtr						
	PreInspection						
	SubdivPlatMan						