

Frequently Asked Questions

When do I need a bond?

In compliance with the Mecklenburg County Construction and Permit Fee Ordinance, all persons, firms or corporations doing work within Mecklenburg County are required to post a surety or cash bond with Mecklenburg County Land Use & Environmental Services for all projects with a cost of more than \$30,000. The minimum amount of the bond to be posted will be \$1,000.00 for the towns and \$2,000.00 for work within city of Charlotte limits and Mecklenburg County.

When is a N.C. State General Contractor License required?

Any contracted work of \$30,000.00 per project or more. Any electrical, mechanical, or plumbing work must be completed by a contractor with a valid N.C. license for that type of work. The only exception to this rule is if you own the property and live in it as your primary residence for a period of 12 months following the completion of the project.

When does a permit expire?

Permits expire six months (180-days) after issue date if no work has commenced. Permits and projects will be considered abandoned when work has started but discontinued for 12 months (365-days) from the last inspection date. A permit can be extended if an inspection is requested and the inspector enters results before the expiration date.

How do I determine what costs to include on my building permit?

The following represent typical examples of costs to be included on building permit applications:

- Design and costs associated with construction plans and specifications.
- All building construction costs, including soil exploration, excavation, backfill, compaction, shoring deep foundations and shallow foundations.
- Fixed or built-in equipment, including mechanical, electrical, and plumbing (including kitchen equipment, elevators or lift equipment).

- Special inspections and structural tests
- Interior and exterior finishes
- Costs in place: including material, labor, and equipment
- Overhead, profit and taxes

When is a permit required?

Appropriate permits are required for any building construction, alteration, or repair involving new or changed uses of property (other than ordinary repairs). EXCEPTION: Permits shall not be required for any work costing \$15,000.00 or less, unless the work involves:

- The addition, repair, or replacement of load bearing structures;
- The addition or change in the design of a plumbing system;
- The addition, replacement or change in the design of a heating or air conditioning system;
- The addition, replacement or change in the design of an electrical system;
- The use of materials not permitted by the code.

Can I do my own electrical, mechanical, and plumbing work as a home owner?

Yes, if this is your *primary residence* that you *own*, and you perform all the work yourself.

Do I need a permit for a shed or “temporary” structure?

Yes, a Zoning Use Permit is required for structures 12 feet or less in any dimension. This permit assures that the structure is located far enough from property lines and other buildings/structures. A building permit is required for anything measuring over 12 feet in any dimension.

Mecklenburg County Government



Residential Permits Quick Guide

2145 Suttle Ave - Charlotte, NC 28208
980-314-CODE (2633)
www.meckpermit.com

Code Enforcement presents this guide to help you understand what you need when applying for a building permit. Please refer to the illustration as an example only, as each job may require varying degrees of information. Remember:

- All *additions* to a house that will increase the foot print of the dwelling or detached accessory building (garage, etc.) require a *Building Permit Application* and *Plot Plan Form*.
 - Interior renovation such as finishing a basement, attic, kitchen, etc. only require a building permit application.
 - All building permits, regardless of the job type, require section 1, 2, 3, 7, 8, 9, (parts in red) filled in. Except for the utilities, in answering the questions refer to your project only, not the existing house. See the example given.
 - All building permit applications need to be approved by the Zoning office first.
 - Contract cost must include parts and labor at market cost. Free labor and material must be assessed at market cost before the application can be approved. Building permits must meet minimum construction cost approved by the County.
 - For all projects requiring electrical and/or mechanical and/or plumbing work, the contractor *must* be listed on the building permit application at the time the building application is submitted.
-
- Deck:** Complete section 1, 2, 3, 7, 8, 9.
 - Screen Porch:** Complete section 1, 2, 3, 4, 7, 8, 9.
 - Bathroom addition:** Complete sections 1-9.
 - Finish Basement/Attic:** Complete sections 1-9.
 - Attached garage:** Complete section 1, 2, 3, 7, 8, 9.
 - Detached Garage:** Complete sections 1, 2, 3, 7, 8, 9, and 4 if provided with electricity.
 - New Residence:** Complete sections 1- 9.
 - Kitchen renovation:** Complete sections 1-9.
 - Shed:** Complete sections 1, 2, 3, 7, 8, 9.

1 BUILDING PERMIT APPLICATION

2 PROJECT STREET, DIRECTION, PROJECT STREET NAME, ADDRESS, SUITE/UNIT

3 SITE DATA: PROJECT SUBDIVISION NAME, PHASE, SECTION, PROJECT #, OWNER, ADDRESS, CITY, STATE, ZIP CODE, PHONE #, TAX PARCEL #

4 ZONING DATA: ZONING, JURISDICTION, MAP #, RW, SPECIAL, FLOOD PLAN, FLOOD ELEVATION, FIRE DISTRICT, LOT, FRONT SHEET (if allowed), APNO, MINIMUM SETBACKS

5 PROJECT DATA: TYPE OF WORK, PROPERTY USE, PROJECT DESCRIPTION/JOB TITLE, DETAILED SCOPE OF WORK, EXPANDED FOOTPRINT, SHELL, BASEMENT, SPRINKLER SYSTEM, FULL DEMO, ATTACHED GARAGE, ATTACHED CARPORT, MASONRY FIREPLACE, PROJECT SQUARE FOOTAGE, DECOR, NEW FINISH, NEW UNFINISH, REMOVAL EXISTING SPACE, UNFINISHED TO FINISH, # BEDROOM, TOTAL SQ FT, # BATH, # STORED, TOTAL # UNITS, WILL ADDITION (UM) CREATE EXPAND AND ABSORB

6 SERVICES DATA: ELECTRICAL POWER COMPANY, MECHANICAL GAS COMPANY, # GAS CONNECTIONS, # APPLIANCE(S), # PLUMBING FIXTURE(S)

7 UTILITIES: check box New or Existing, PUBLIC INDIVIDUAL, PUBLIC MASTER, PUBLIC WATER, PUBLIC SEWER, PUBLIC WELL, PUBLIC BOWER, PUBLIC SPT, PUBLIC SPT

8 GENERAL CONTRACTOR OF HOMEOWNER(s): Name/Address as Appears on License, Homeowner/Contractor Account ID, NAME, PHONE #, CONTRACTOR LIC #, ADDRESS, CITY/STATE, ZIP CODE, BUILDING CONTRACT COST NEAREST \$100, DOWN AT LEAST ONE (1) PIECE OF EQUIPMENT HAVE A COST OF OVER \$500,000.7, YES, NO, TO CALCULATE EQUIPMENT COSTS WHEN THERE IS AT LEAST ONE (1) PIECE OF EQUIPMENT OVER \$200,000, WEAR THE EQUIPMENT COST IN THE EQUIPMENT COST FIELD. COST INCLUDES THE COST IN THE HOME CONNECT CONTRACT. THE SYSTEM WILL CALCULATE THE EQUIPMENT COST AS FOLLOWS: \$200,000 OR 100% OF THE REMAINING EQUIPMENT COST IS \$5.

9 SUBTRADE(S) and ARCHITECT/ENGINEER DATA: Elec Account ID #, NAME, PHONE #, LICENSE #, CONTRACT COST NEAREST \$100 ELECTRICAL, MECH ACCOUNT ID #, NAME, PHONE #, LICENSE #, CONTRACT COST NEAREST \$100 MECHANICAL, PLUMBING ACCOUNT ID #, NAME, PHONE #, LICENSE #, CONTRACT COST NEAREST \$100 PLUMBING, ARCHITECT/ENGINEER ID #, NAME, PHONE #, LICENSE #, CONTRACT COST NEAREST \$100 ARCHITECTURAL, CONTRACT COST NEAREST \$100 OTHER FEES \$, TOTAL FEES \$, CO PLAYS & PLACARD, YES, NO, A PROCESSING FEE WILL BE CHARGED FOR THIS PROJECT, PLANS, METHOD OF PAYMENT: CASH CHECK BOND ACCOUNT HOMEOWNER ACCOUNT, POINT OF CONTACT NAME AND PHONE NUMBER FOR PROJECT, THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE IS EITHER THE OWNER OR THE AUTHORIZED AGENT OF THE OWNER AND HEREBY MAKES APPLICATION FOR PERMIT AND RESPECTION OF WORK DESCRIBED AND AGREES TO COMPLY WITH ALL APPLICABLE LAWS REGULATING THE WORK, APPLICANT'S SIGNATURE, DATE, PRINT ADDRESS, HOLD, RTAP, PROCESSED BY, APPROVED BY, VALIDATED BY, MECKLENBURG COUNTY LAND USE & ENVIRONMENTAL SERVICES, 2045 SOUTH AVENUE, CHARLOTTE, NC 28208 (800) 374-2833, ADD ADDITIONAL SUITES/UNITS HERE