



Information & Instructions for Completing Land Use and Construction Surety or Cash Bonds

**INFORMATION**

In compliance with the Mecklenburg County Construction and Permit Fee Ordinance, all persons, firms or corporations doing work within the City of Charlotte and Mecklenburg County are required to post a surety or cash bond with Mecklenburg County Land Use & Environmental Services. **The minimum amount of the bond to be posted will be \$1,000.00 FOR WORK IN MECKLENBURG COUNTY ONLY or \$2,000.00 FOR WORK IN THE CITY OF CHARLOTTE ONLY or \$2,000.00 FOR BOTH THE CITY AND COUNTY.**

**EXCEPTIONS:**

- (1) A bond shall not be required for minor work to be performed by the property owner when such work does not exceed two thousand dollars (\$2,000.00)**
- (2) A bond is also not required in connection with a permit issued to the owner-occupant of a single family dwelling for repairs, alterations or extensions of that building or its accessory building nor for construction or erection of its accessory building when such work does not exceed thirty thousand dollars (\$30,000.00)**

Bond forms are available at the Land Use & Environmental Services' Revenue Collection Counter or the Internet at meckpermit.com.

**CASH BONDS** can only be accepted with cash, certified check, money order or major credit card except American Express and are non-interest bearing. A Cash Bond cannot be used toward payment on account.

**FAXED** or **PHOTOCOPIED** Surety Bonds will be accepted if form is completed, signed and sealed, however the original must arrive within 5 working days or the account will be placed in inactive status.

**ANY LAND DEVELOPMENT ASSOCIATED FEE MAY BE CHARGED AGAINST A Land Use and Construction Cash or Surety Bond.**

**INSTRUCTIONS**

1. **BOND MUST BE EXECUTED ON MECKLENBURG COUNTY'S BOND FORM.** Bonds may be canceled 30 days from the date Mecklenburg County receives written notice.
2. **PRINCIPAL'S NAME MUST MATCH STATE LICENSE.** (If no state license is applicable, then "name" must match the contractor to be named on permit.)
3. **MAILING ADDRESSES:** Include zip codes, phone and fax numbers for both Principal and Surety.
4. **LIST ALL STATE LICENSE NUMBERS** held by the Principal.
5. **BOND NUMBER** is to be assigned by the Surety Company - (If bond number has not been assigned, please send rider or endorsement listing the assigned number immediately).
6. **BOND AMOUNT:** Minimum amounts are listed above. Maximum amounts should be consistent with the amount of fees applicant wishes to carry on account.
7. **HOMEOWNER VERIFICATION:** If you are a homeowner/occupant securing a bond to do work on your own property, check YES.
8. **SIGNATURES** of Principal, and attorney in fact of the (Surety) for a Surety Bond **ARE REQUIRED.**
9. **Insurance Company corporate seal must be affixed on the Surety Bond. (A notary seal or Principal's corporate seal are not acceptable.)**