Customer Guide:

Contractor Updating Worker’s Compensation Insurance

1. At the Code Enforcement website: www.mecknc.gov/LUESA/CodeEnforcement, select the CONTRACTORS button.

2. At the CONTRACTOR’S TOOL BOX site, under the DO-IT-YOURSELF section, select CONTRACTORS: LOGIN HERE:

3. This takes you to the “Internet Permitting and Inspection System” (seasoned Meck Co. contractors will know to go directly to http://webpermit.mecklenburgcountync.gov)

4. Inside of the CONTRACTORS box either select SIGN IN or CREATE A NEW LOGIN:

5. Once signed in – click on the ACCOUNT INFO link at the top to open the CONTRACTOR ACCOUNT INFO page.

6. At the bottom of the CONTRACTOR ACCOUNT INFO page will be options for the Worker’s Compensation Information (exempt, self-insured, policy info.). Click link to the form provided to update, make changes or additions and then hit SUBMIT:

Worker’s Comp Insurance must be updated each year (every 12 months from issuance)!