PERMIT CREDIT/REFUND/ADJUSTMENT/CANCELLATION FORM

The amount of Credit/Refund issued is calculated on the fee paid for each permit. Mecklenburg County will retain cost of plan review, permit processing, to date inspections and administrative fees.

Permits that DO NOT include plan review:
- If no work has begun an amount equal to the current minimum permit fee will be retained by Mecklenburg County.
- If work has begun an amount equal to the current minimum permit fee plan an additional $90 for each inspection will be retained by Mecklenburg County.

Permits that include plan review:
- If no work has begun, an amount equal to the plan review costs or the current minimum permit fee, whichever is greater, will be retained by Mecklenburg County.
- If work has begun, an amount equal to the plan review costs or the current minimum permit fee, whichever is greater, an additional $90 for each inspection will be retained by Mecklenburg County.

Additional conditions:
- No credit or refund will be approved for minimum charge permit fees (LUESA Fee Ordinance).
- Credit/Refund applications must be submitted within 120 days of permit expiration.
- Credit/Refund not applicable for fees or charges shown under LUESA Fee Ordinance.
- Credit/Refund not applicable for City of Charlotte Zoning or Fire Review fees.
- All credit/refunds are issued to the permit holder unless proof of payment provided.
- Transfer of credits from one account to another will not be made.
- A change of general contractor on a specific project requires a new permit application by the NEW general contractor.

Form Submittal:

MAIL: Mecklenburg County LUESA/Code Enforcement
AST Department
2145 Suttle Ave.
Charlotte, NC 28208

FAX: 866-851-3645*

EMAIL: PermitCancel@MecklenburgCountyNC.gov*
(NOTE: Electronic AND fax permit cancellations must be notarized)

IN PERSON: Code Enforcement/Revenue Collection, 2145 Suttle Ave

Please allow 5-10 business days for permit processing and 4-6 weeks for processing credit/refund

LUESA | 2145 Suttle Avenue | Charlotte | North Carolina | 28208 | 980-314-2633
Revised: December 2018
MECKLENBURG COUNTY LAND USE AND ENVIRONMENTAL SERVICES AGENCY
CREDIT/REFUND APPLICATION & ADJUSTMENT/CANCELLATION FORM

See instruction sheet for completion instructions.

<table>
<thead>
<tr>
<th>CREDIT</th>
<th>1. Property Owner’s name:</th>
<th>2. Permit #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3. Permit Address:</td>
<td>4. Fire Fee #:</td>
</tr>
<tr>
<td>REFUND</td>
<td>5. Account Name:</td>
<td>6. Account #:</td>
</tr>
<tr>
<td>CANCEL</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. If Refund, Check payable to:</td>
<td>8. Phone #:</td>
</tr>
<tr>
<td></td>
<td>9. Mailing Address:</td>
<td></td>
</tr>
</tbody>
</table>

Reason for Request

- [ ] Plan Change
- [ ] Not doing work
- [ ] Return credit balance
- [ ] Wrong Contractor
- [ ] Duplicate permit
- [ ] Other

Reason (explain in detail-application may be rejected without complete details)

Signature (Requestor): ___________________________ Print name: ___________________________

Fax #: ___________________________ Phone #: ___________________________ Date: _____________

Staff signature for in-person verification: ___________________________ (or accept notary below)

ID used for in-person verification: ___________________________ (examples: DL #, Business card, Student ID, etc...)

State of North Carolina
County of ___________________________

The above named individual personally appeared before me on this day who, being duly sworn, deposes and says that the above statement is true and correct.

This, the ________________________ day of ____________________, 20________

______________________________
Notary Public Signature
My commission expires: ___________________________

(Seal)

Manager/Supervisor approval (signature): ___________________________ Date: _____________

Notes:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
### Inspection Count & Cancellation of Permit
(completed by core process)

- **Number of Inspections**
  - B
  - M
  - E
  - P

  **Initials** ____________  **Date** ____________

### Calculation
(completed by Applicable Core Process)

- **Pmt or Permit Fee**
- **Less Zoning Fee**
- **Plan Review**  
  (Total Hours X Rate)
- **Inspection Info**  
  (# of Insp. X Rate)
- **Misc Fees Deductions**
- **Homeowner Recovery**
- **Other Deduction**

  **Total Credit/Refund**

  **Minimum Fee retained**
  
  (Permit Fee-Zoning-Inspection Review-Misc fees= Total Cr/Refund)

  **Calculation Signature**

  **Date**

### If Adjustment
(to be completed by Employee & Supervisor)

- **Incorrect Entry**
- **Correct Entry**

  **Reason**

  **Initials** ____________  **Date** ____________

  **Supervisor/Manager Signature**

  **Date**

### Verification
(to be completed by Revenue Collections)

<table>
<thead>
<tr>
<th>If Refund</th>
<th>If Refund with Credit Balance</th>
<th>If Credit Trans</th>
<th>Serv Chg Cr</th>
<th>Verification</th>
<th>Posting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8_03=0</td>
<td>9004=$</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Org/Account [8_03=0]</td>
<td>Refund Charge to account</td>
<td>$</td>
<td>88116</td>
<td>Initials &amp; Date</td>
<td>In Navision</td>
</tr>
</tbody>
</table>

### APPROVALS
(To Be Completed By Department And Finance Representatives)

- **Dept Approval**
- **Finance Approval**

  **Assigned to:** S R C

  **Rev. Coll. Tracking #**

  **Rev Coll. Distribution Date**