

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. The minimum amount of the bond to be posted will be \$1,000.00 for the towns and \$2,000.00 for work in the city of Charlotte or \$2,000.00 for the entire county.

Bond Exception: A bond is not required in connection with a permit issued to the owner-occupant of a single-family dwelling for repairs, alteration or extensions of that building or its accessory building when such work does not exceed \$30,000.00.

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

Any contracted work of \$30,000.00 per project or more. 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 also expire when work has started but discontinued for 12 months (365-days) from the last inspection 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.

Please view the Permitting web page at www.meckpermit.com for more detailed information regarding bonds, licensing, and permitting.

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.

The illustration shows a 'BUILDING PERMIT APPLICATION' form from Mecklenburg County Code Enforcement. The form is divided into several sections, with red circles and numbers 1 through 9 highlighting specific areas:

- 1:** PERMIT TYPE (RESIDENTIAL, COMMERCIAL, AMENDED) and TAX JURISDICTION.
- 2:** PROJECT STREET, DIRECTION, PROJECT STREET NAME, and SUITE/UNIT(S).
- 3:** SITE DATA, PROJECT SUBDIVISION NAME, PHASE, SECTION, PROJECT #, OWNER, ADDRESS, CITY, STATE, ZIP CODE, PHONE #, and TAX PARCEL #.
- 4:** ZONING DATA, including ZONING, JURISDICTION, MAP #, RW, SPECIAL, FLOOD PLAN, FLOOD ELEVATION, FIRE DISTRICT, LOT, FRONT SHEET (if allowed), APNO, MINIMUM SETBACKS (FRONT, LEFT SIDE, RIGHT SIDE, REAR, REAR PARKING).
- 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, RENOVATED EXISTING SPACE, UNFINISHED TO FINISH, # BEDROOM, TOTAL SQ FT, # BATHS, # STORED, TOTAL # UNITS, WILL ADDITION (UPM) CREATE EXPAND AND ABSORB, YES, NO.
- 6:** SERVICES DATA, ELECTRICAL POWER COMPANY, SERVICE NEW, # TOTAL WPS, # CIRCUITS, # CONNECTIONS IN VOLTS, # CONNECTIONS 240 VOLTS, MECHANICAL GAS COMPANY, HEAT PUMP, ELECT CHILING, HEAT REFRIG/SPACE, GAS FURNACE, CAS FURNACE, CENTRAL A/C, GAS/OIL FURNACE, CHIMNEY, REFRIGERATION ONLY, ELECT BASEBSS, GAS/OIL STAIR, STOVE, OTHER, # GAS CONNECTIONS, # APPLIANCE (Dishwasher, Water Heater, etc.), # PLUMBING FIXTURES (e.g., Sinks, Water Closet, etc.).
- 7:** UTILITIES (checkboxes for New or Existing), PUBLIC INDIVIDUAL WATER (CHECK ONE), PUBLIC INDIVIDUAL SEWER (CHECK ONE), PRIVATE INDIVIDUAL WELL/SEPTIC, PRIVATE COMMUNITY WELL/SEPTIC.
- 8:** GENERAL CONTRACTOR OR HOMEOWNER (Name/Address as Appears on License), Contractor/Owner 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, MECHANICAL CONTRACT COST NEAREST \$100,000, PLUMBING CONTRACT COST NEAREST \$100,000, ARCHITECT/ENGINEER DATA, SUBACCOUNT #/NAME, PHONE #, LICENSE #, CONTRACT COST NEAREST \$100 ELECTRICAL, MECHANICAL, PLUMBING, ARCHITECTURE ID #, NAME, PHONE #, LICENSE #, CONTRACT COST NEAREST \$100, FAST TRACK FEE \$, OTHER FEES \$, TOTAL FEES \$, CO PLAYS & PLACARD, YES, NO, A PROCESSING FEE WILL BE CHARGED FOR THIS PROJECT, PLANS, MEANS OF PAYMENT, CASH, CHECK, BOND, ACCOUNT, HOMEOWNER ACCOUNT.
- 9:** APPLICANT'S SIGNATURE, DATE, PRINT AND PRINT SIGNATURE, MECKLENBURG COUNTY LAND USE & ENVIRONMENTAL SERVICES, 204 SOUTH AVENUE, CHARLOTTE, NC 28208 (800) 374-2833, HOLD, RTAP, PROCESSED BY, APPROVED BY, VALIDATED BY, ADD ADDITIONAL SUITES/UNITS HERE.