



# INSTRUCTIONS FOR COMPLETING THE PERMIT CANCELLATION FORM – PLEASE PRINT – ONLY SIGNED APPLICATIONS WILL BE PROCESSED

Effective as of 3/22/05 ----- Any contractor, permit holder or owner requesting a permit cancellation must meet the following requirements:

1. **Must submit a Permit Cancellation form:**
  - a. Permit number to be cancelled.
  - b. Address of permit to be cancelled.
  - c. Reason for cancellation (explain in detail).
  - d. Provide a fax and/or phone number from requesting party. **The requester must be the permit holder, property owner or legal representative thereof.**
2. **Only permits on a single address per form.** (A separate form is required for each separate address; request will be filed with permit documentation).
3. **The form must be signed by contractor or legal representative of permit holder.**
4. **Form must be notarized and notary seal must be visible or identification can be presented in person and approved by Division staff.**

When above conditions are met, the cancellation must be approved by an Inspection Management Team member. You will be contacted only if there are problems. Permit status can be checked on our website at [www.meckpermit.com](http://www.meckpermit.com).

There will be no refund on a minimum fee permit (see Fee Schedule) or on a permit expired more than 120 days. The amount of refund depends on permit cost, number of inspections made, if plan review was required, etc. **A Credit/Refund Application and adjustment /Cancellation Form is required if a refund/credit is due.**

## **Forms must be submitted to:**

- a. LUESA, Code Enforcement Division, 700 N Tryon St. Charlotte, NC, 28202, Attention: Jeanne Quinn or Judy McLeod.
- b. Brought in person to the same address
- c. Faxed to: 704 353-0419 only.