

MECKLENBURG COUNTY LAND USE AND ENVIRONMENTAL SERVICES AGENCY

CREDIT/REFUND APPLICATION & ADJUSTMENT/CANCELLATION FORM

See instruction sheet for completion instructions.

GAX-LUE- _____

CREDIT <input type="checkbox"/>	1. Property Owner's name: _____ 2. Permit #: _____
REFUND <input type="checkbox"/>	3. Permit Address: _____ 4. Fire Fee #: _____
CANCEL <input type="checkbox"/>	5. Account Name: _____ 6. Account #: _____
	7. <i>If Refund</i> , Check payable to: _____ 8. Phone #: _____
	9. Mailing Address: _____

Reason for Request	<input type="checkbox"/> Plan Change <input type="checkbox"/> Not doing work <input type="checkbox"/> Return credit balance <input type="checkbox"/> Wrong Contractor <input type="checkbox"/> Duplicate permit <input type="checkbox"/> Other
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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: _____	<p style="color: red; font-weight: bold;">Notary or staff verification needed only when cancelling a permit</p> <p style="color: red; font-weight: bold; font-size: 1.2em;">(Seal)</p>
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Manager/Supervisor approval (*signature*): _____ Date: _____

Notes: _____

For Department use only

Inspection Count & Cancellation of Permit

(completed by core process)

Number of Inspections

B M E P

Initials _____ Date _____

Plan Review

of Hours _____ X Rate _____ = \$ _____

Processing Notes:

Expired Permit

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

-Other Deduction

Total Credit/Refund

Minimum Fee retained

(Permit Fee-Zoning-Insp-Plan Rev- Misc fees= Total Cr/Refund)

Calculation Signature _____

Date _____

Supervisor/Manager Signature _____

Date _____

If Adjustment

(to be completed by Employee & Supervisor)

Incorrect Entry-

Correct Entry-

Initials

Date / /

Reason: _____

Supervisor/Manager Signature _____

Date _____

Verification (to be completed by Revenue Collections)

<u>If Refund</u>	<u>If Refund with Credit Balance</u>	<u>If Credit-Trans #</u>	<u>Serv Chg Cr</u>	<u>Verification</u>	<u>Posting Date</u>
<input type="text"/>	8_03=0 9004=\$	<input type="text"/>	\$	<input type="text"/>	<input type="text"/>
Org/Account [8_03 = 0]	Refund Charge to account	88 ---	88116	Initials & Date	in Navision

APPROVALS (To Be Completed By Department And Finance Representatives)

Dept Approval: _____ Date _____

Finance Approval: _____ Date _____

Assigned to: S R C

Rev. Coll. Tracking #

Rev Coll. Distribution Date

INSTRUCTIONS FOR COMPLETING THE CREDIT/REFUND/ADJUSTMENT/CANCELLATION FORM
PLEASE PRINT - ONLY SIGNED APPLICATIONS WILL BE PROCESSED

Applicant Instructions:

#1, #2, #3

#4

#5, #6

#7, #8 and #9

Reason for Request:

This information can be obtained from the permit

List Fire Fee Tracking Number

List account name and number

For a REFUND, provide name and complete mailing address for check issuance

✓ the appropriate reason and provide any requested information.

SUBMIT FORM TO:

Mecklenburg County Land Use and Environmental Services

Attention: Revenue Collection

P. O. Box 31097

Charlotte, NC 28231-1097

(704) 336-3801

OR FAX TO:

(704) 336-3800 Revenue Collection

(704) 353-0419 For permits/Code Enforcement

Schedule of Credit/Refund

Requests for a credit or refund must be in writing and must include complete cancellation information if applicable. **Requestor signature is required for application to be processed.**

The amount of the Credit/Refund issued is a calculation based on the fee paid for each permit. The amount retained by Mecklenburg County represents the cost of work done by plan review, permit processing and inspections made to date, and for processing of the credit/refund as follows:

PERMITS THAT DO NOT INCLUDE PLAN REVIEW

- 1.) If no work has commenced, an amount equal to the current minimum permit fee will be retained.
- 2.) If work has commenced, an amount equal to the current minimum permit fee plus an additional **\$90 for each inspection** will be retained.

PERMITS THAT DO INCLUDE PLAN REVIEW

- 1.) If no work has commenced, an amount equal to the calculated plan review costs or the current minimum permit fee, whichever is greater, will be retained.
- 2.) If work has commenced, an amount equal to the calculated plan review costs or the current minimum permit fee, whichever is greater, plus \$90 for each inspection will be retained.

ADDITIONAL CONDITIONS:

- **NO CREDIT OR REFUND WILL BE GIVEN FOR MINIMUM CHARGE PERMIT FEES.**
- No credit or refund will be given for expired permits unless applied for within 120 days of expiration. *(Permits expire 6 months after issued date if no work has commenced or when work has started and discontinued for 12 months from the last inspection.)*
- No credits or refunds will be given for fees or charges shown under Land Use & Environmental Services Fee Ordinance Section II.D.
- No credits or refunds will be given for Zoning Review.
- No credits or refunds will be given for City Fire review.
- No credits or refunds will be given for the 5% Technology Surcharge.
- All credits or refunds are to the permit holder unless there is proof of payment provided.
- No transfer of credits from one account to another will be made.
- A change of general contractor on a specific project requires a new permit application by the NEW general contractor.