

## 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, alterations or extensions of that building or its accessory building; or for construction or erection of its accessory building when such work does not exceed \$30,000.

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

Any contracted work of \$30,000 per project or more. The only exception to this rule is if you *own* the property and *live in as 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 \$5,000 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 home owner?

Yes, as long as this is your *primary residence* that you *own*, and only after passing an assessment exam with the county for each trade you wish to undertake.

### Do I need a permit for a shed or "temporary" structure?

Yes, a Zoning Use Permit from Zoning is required for structures 12 feet or less in any dimension. This permit assures that the structure is located far enough from property lines. A building permit is required for anything measuring over 12 feet in any dimension.



## Residential permits quick guide



## People Pride Progress Partnerships

How to apply for a building permit...  
What form to use...  
When a bond is needed...  
What you need to know.

704.336.3803 or [www.meckpermit.com](http://www.meckpermit.com)

# Code Enforcement

presents this guide to help you to understand what you need when applying for a building permit. Please refer to the illustration as an example only as each job may require more or less information. Remember:

- All additions to a house that will increase the foot print of the dwelling or detached accessory structure (garage, etc.) require a *Building Permit Application and Plot Plan Form*.
- Interior renovations 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 section 1-9.
- Finish Basement/Attic.** Complete section 1-9
- Attached garage.** Complete section 1, 2, 3, 4, 7, 8, 9
- Detached garage.** Complete section 1, 2, 3, 7, 8, 9 and 4 if provided with electricity.
- New Residence.** Complete section 1-9
- Kitchen renovation.** Complete section 1-9
- Shed.** Complete section 1, 2, 3, 7, 8, 9



Example

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

## APPLICATION FOR BUILDING PERMIT

<input type="checkbox"/> PERMIT <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Commercial <input type="checkbox"/> Mobile Home <input type="checkbox"/> Modular		PERMIT #	
ADDRESS	STREET # (N,S,E,W)	STREET NAME	(AV,RD,ST, etc)
	700	N Tryon	St
SITE DATA	TAX JURISDICTION: (Check One)	<input type="checkbox"/> 0-Mecklenburg <input checked="" type="checkbox"/> 1-Charlotte <input type="checkbox"/> 2-Davidson <input type="checkbox"/> 3-Cornelius <input type="checkbox"/> 4-Pineville <input type="checkbox"/> 5-Matthews <input type="checkbox"/> 6-Huntersville <input type="checkbox"/> 7-Mint Hill	
	PROJECT/SUBDIVISION NAME	Oxfordshire	PHASE SECTION PROJECT #
PROJECT	OWNER	John Doe	ADDRESS 700 N. Tryon St
	CITY	Charlotte	STATE NC ZIP 28202 PHONE # 704-336-3803
SERVICES	TAX PARCEL #	LOT #	BLOCK # LAND AREA (sq. ft.)
	CENSUS	ZONING: FLOOD PLAIN <input type="checkbox"/> Yes FLOOD ELEV. FIRE DIST. <input type="checkbox"/> Yes	
CONTRACTORS	JOB #	TYPE WORK: <input type="checkbox"/> New <input checked="" type="checkbox"/> Addition <input type="checkbox"/> Accessory <input type="checkbox"/> Upfit <input type="checkbox"/> Shell <input type="checkbox"/> Demolish <input type="checkbox"/> Other	
	USDC #	PROJECT DESCRIPTION (Residence, Office, etc.) Mobile Home: include Yr./Make & Serial # <b>Bedroom, bathroom, Deck and Porch addition</b>	
OTHER	PURPOSE	AREA (sq. ft.): Heated 450 Unheated 85 Deck(s) 150	# STORIES BASEMENT <input type="checkbox"/> Yes
	OCC. TYPE	ONE/TWO FAMILY, MODULAR, OR MOBILE HOME: TOTAL # ROOMS # BEDROOMS 1 # BATHS 1	
CONTRACTORS	CONST.	SPRINKLERS <input type="checkbox"/> Yes # UNITS	MULTI-FAMILY: # HANDICAP UNITS
	ELECTRICAL:	Power Company: Duke Energy Service: <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing Total Amps 100 # Circuits 3	# Connections 120 Volts 15 # Connections over 120 Volts 1
CONTRACTORS	MECHANICAL:	Gas Company: Piedmont Natural Gas # Gas Conn. 1 # Appliances 1	<input type="checkbox"/> Heat Only <input type="checkbox"/> Central A/C Only <input checked="" type="checkbox"/> Heat and A/C
	PLUMBING:	# of Fixtures (Sink, Water Closet, etc...) 3	# of Appliances (Dishwasher, Water Heater, etc.) 1
CONTRACTORS	UTILITIES:	Public <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	Private 3-Individual <input type="checkbox"/> Well <input type="checkbox"/> Septic
	ACCT #	CONTRACTOR(S): (Name/Address as appears on license)	
CONTRACTORS	Bldg.	John Doe (Home Owner)	Phone 704-336-3803 Lic #
	Add	700 N. Tryon St	City/St: Charlotte Zip 28202
CONTRACTORS	Elect.	Electrical Services of Charlotte	Phone 704-368-3203 Lic # 12345
	Add	156 W. Trade St	City/St: Monroe, NC Zip 28202
CONTRACTORS	Mech.	Mechanical Company ABC	Phone 704-368-3203 Lic # 43252
	Add	875 River Rd	City/St: Pineville, NC Zip 28213
CONTRACTORS	Pibg.	Plumbing Service of Monroe	Phone 704-468-5203 Lic # 48962
	Add	300 S. market St.	City/St: Concord, NC Zip 28318
CONTRACTORS	PLANS	Arch./Eng	Phone Lic #
			City/St Zip
CONTRACTORS	FT <input type="checkbox"/>	TOTAL ESTIMATED PROJECT COST FOR FAST TRACK OR MODULAR \$	
	REMARKS:	TOTAL CONST. COST \$ 42,930	
CONTRACTORS		OTHER FEES \$	
		TOTAL FEE \$	

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE IS EITHER THE OWNER OR THE AUTHORIZED AGENT OF THE OWNER AND HEREBY MAKES APPLICATION FOR PERMIT AND INSPECTION OF WORK DESCRIBED AND AGREES TO COMPLY WITH ALL APPLICABLE LAWS REGULATING THE WORK.

9 John Doe 1/6/2008 JOHN DOE METHOD OF PAYMENT  CASH/CHECK  ACCOUNT

APPLICANT'S SIGNATURE DATE PRINT APPLICANT'S NAME

HOLDS	PROCESSED BY	APPROVED BY	VALIDATED BY

CHARLOTTE-MECKLENBURG BUILDING STANDARDS DEPARTMENT  
P.O. BOX 31097 • CHARLOTTE, NC 28231-1097 • 704/336-2831