

Demolition/Move Permits

Town Governments

Cornelius	704-896-2461
Davidson	704-892-7591
Huntersville	704-875-7000
Pineville	704-889-2202
Matthews	704-847-4411
Mint Hill	704-545-9726

Definitions

Demolition/Demo: The act or process of wrecking, destroying, leveling, tearing down, dismantling or demolishing a structure.

Interior Demolition: The act or process of removing “non-load bearing” elements of a structure.

Partial Demolition: The act or process of removing a single “load-bearing” wall or a fraction of the structure instead of removing an entire structure. The selective demolition may be interior or exterior.

Total Demolition: The act or process of demolition of the entire structure. The demolition may or may not include the slab of a structure.

Move Off: To relocate a structure from a parcel to another parcel.

Move On: A structure moved from one parcel to another.

Modular Home: A home that is constructed and pre-made in a plant, according to the N.C. Residential Code.

Manufactured Home: Housing commonly known as mobile homes. Prefabricated housing that is assembled in factories and then transported to a parcel. This type of manufactured building is designed to be used as a single-family dwelling unit.

House: A one/two family habitable structure that rests on a foundation or footings and a slab system.

Commercial Sales/Office Modular: Also known as Sales/Office Mobile Trailer that is handicapped accessible, open to the public and equipped with an electrical service. The modular may be or may not be equipped with bathrooms.

Temporary Commercial Sales/Office Modular: When the modular’s intended use is for 179 days or less.

Commercial Construction Modular: Also known as a Construction Mobile Trailer, is used to store construction materials, serves as a site office for contractors and is “not intended for public use.”

Links to the required forms referenced in this document can be found on meckpermit.com. Select “Permitting”, then select “Demolition, Move-Off and Move-On Permits”.

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When is a permit required for move off/move on or demolition of a house, modular home or manufactured (mobile) home or commercial mobile structure?

- If a manufactured (mobile) home can move on its wheels, a permit from Code Enforcement is not required. A Charlotte Department of Transportation (CDOT) “oversize permit” is required.
- If a house or modular home is to be loaded onto a trailer to be moved, a move-off (building) permit is required. If a house/home or commercial structure is to be moved within the City of Charlotte or within Mecklenburg County limits, a move-on Permit (building permit with all trades) is required to be submitted along with the move-off permit application.
- If a structure or mobile structure (commercial or residential) is to be moved on or set up within the City of Charlotte or Mecklenburg County limits, a full permit is required (building, electrical, mechanical, plumbing).
- If the structure (commercial or residential) must be torn down/demolished, a building permit will be required.
- When demolishing a house, the accessory structure must be demolished as well; each accessory structure requires a separate demolition permit.
- An application for a permit to “build back” the primary structure must be submitted first, before applying for any other accessory structure.
- In addition to Mecklenburg County Code Enforcement permits, other agencies may also require permits and plan review. Other agencies may include Charlotte Zoning, Mecklenburg County Environmental Health Services, Air Quality, and Historic and Landmark Commission.
- Grading permits are required prior to demolition where the total size of a development, redevelopment, or aggregate of disturbance on a parcel or tract that equals or exceeds 1 acre.

Demolition Permit for a House, Mobile Manufactured Home / Modular Home or Accessory Structure.

- A bond holder must apply for the building permit. Customers with a Homeowners Account are not eligible to apply for the Demolition permit.
- The bond holder applies for permits using their online account or by paper application. There is an additional administrative fee charge for paper submittals.
- Demolition of a house where it has an accessory structure; the accessory structure must be demolished as well. Each structure will need a separate demolition permit.
- Contractors must notify Mecklenburg County Air Quality and complete the Air Quality Questionnaire and NESHEP Questionnaire.
- See the checklist to view the required forms to be submitted/uploaded with the permit application .
- When a demolition of a development or a redevelopment totals 1 acre or more a grading permit is required.
- When a demolition of a parcel equals 1 acre or more, a grading permit is required. For questions or concerns contact Mecklenburg County Environmental Health Services at 980-721-3567 or City of Charlotte Land Development at 704-517-1152.
- All agency approvals and holds must be released before permits can be issued.
- Schedule a final inspection when demolition is complete.

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Move-Off Permit for Manufactured (Mobile) Home

- If a manufactured or modular home can be moved on its own wheels, a building permit is not required. An oversize permit to transport the structure through the city of Charlotte is required. For additional information contact the Charlotte Department of Transportation (CDOT) at 704-336-1495.
- When the manufactured (mobile) or modular home cannot be moved on its own wheels, a bondholder must apply for a building permit using his or her online account or by paper application. There is an additional administrative fee charge for paper submittals.
- Accessory structures must be removed along with the house. Accessory structures cannot remain on the lot without a principal structure. Therefore, each structure on a property requires a separate move-off building permit, unless a permit for a new principal structure has already been pulled.
- At the same time, an application for a move-on permit (building permit to include all trades) must be submitting if moving the structure within the city of Charlotte or Mecklenburg County limits.
- The permit application for move off must include a declaration of the new location.
- When there is any land-disturbing activity of a parcel, development, or a re-development that totals 1 acre or more, a grading permit is required. For questions or concerns, contact Mecklenburg County Environmental Health Services at 980-721-3567 and/or City of Charlotte Land Development at 704-517-1152.
- No plan review is required.
- Contractors must notify Mecklenburg County Air Quality and complete the Air Quality Questionnaire and NESHAP Questionnaire.
- See the checklist to view the required forms to submit/upload with the permit application.
- All agency approvals and holds must be released before permits can be issued.
- Schedule final inspection when the structure has been removed from the property.

Move-Off Permit – House/Modular Home and Accessory Structures

- A bondholder must apply for the building permit using their online account . Customers with a homeowners Account are not eligible to apply for the Move-Off permit. There is an additional administrative fee charge for paper submittals.
- A Move-On Permit (building permit application to include all trades) application must be submitted using the online contractors account if moving the structure within the city of Charlotte or Mecklenburg County limits. The permit applications are to be applied for simultaneously.
- Accessory structures must be removed along with the house. Accessory structures cannot remain on the lot without a principal structure.
- The Move-Off permit application must include the declaration of a new location.
- No plan review is required for the Move-Off permit.
- Contractors must notify Mecklenburg County Mecklenburg County Air Quality and complete the Air Quality Questionnaire and NESHEP Questionnaire.
- See the checklist to view the required forms to be submitted/uploaded with the permit application.
- All agency approvals and holds must be released before permits will be issued.
- Schedule final inspection. (Note: Final inspection must be completed before the Move-On/Set-Up plan review process can be initiated).

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- See CDOT House Moving Policy or call 704-336-1495 for addition information.

Move-On/Set-Up Permit – For Manufactured (Mobile) Homes

- A bondholder must apply for the building permit using his/her online account. Customers with a homeowners' account are not eligible to apply for the move-on permit. There is an additional administrative fee charge for paper submittals.
- No plan review is required.
- The building permit must be contractor-ready and include all subtrades (electrical, mechanical and plumbing) .
- The required forms include City of Charlotte Zoning forms and the residential plot plan/online residential plot plan for online application (for the online application process, these forms can be found within the online permit application).
- The permit application must indicate the parcel number or address from where the structure came.
- All agency approvals and holds must be released before permits can be issued.
- Schedule all sequential Inspections for all the trades (building, electrical, mechanical, plumbing).

Move-On: House/Modular Home

- A bondholder must apply for the building permit using their online account. Customers with a homeowners' account are not eligible to apply for the Move-On permit. There is an additional administrative fee charge for paper submittals.
- Paper submittal will not be accepted.
- The application must be contractor ready and include all trades (building, electrical, mechanical and plumbing).
- A plan review is required. Depending on the location of the move, other agencies may be involved in the plan review process, i.e. The Historical Landmarks Department.
- The required forms will include three City of Charlotte Zoning forms and the Residential Plot Plan/Online Residential Plot Plan for Internet application (for the online application process these forms can be found within the online permit application).
- Engineered Foundation Plans are required to be uploaded with this application.
- Engineered drawings must be uploaded with this application for additional proposed work such as attached garage or room addition.
- All agency approvals and holds must be released before permits can be issued.
- Contractors must schedule all sequential Inspections for building, electrical, mechanical, plumbing.

Commercial Move-Off

- A bondholder must apply for the building permit using their online account . Customers with a homeowners' account are not eligible to apply for the Move-Off permit. There is an additional administrative fee charge for paper submittals.
- When a commercial structure is to be moved within the City of Charlotte or within Mecklenburg County limits, a Move-On permit application (building permit with all trades) is required to be submitted along with the Move Off permit application.
- Each structure on a property requires a separate building permit application if located on the same parcel. Each parcel will require a separate project.
- Due to disconnects, the building permit application must include all trades.

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- No plan review is required for the Commercial Move-Off permit.
- The Move-Off permit application must include the declaration of the new location.
- See commercial checklist to view the required forms.
- Other required forms include the Mecklenburg County Air Quality Asbestos NESHEP notification application.
- When there is any land-disturbing activity of a parcel, development, or a re-development that totals 1 acre or more, a grading permit is required. For questions or concerns contact the Mecklenburg County Environmental Health Services 980-721-3567 and or the City of Charlotte Land Development at 704-517-1152.
- All agencies approvals and holds must be released before permits will be issued.
- Schedule final inspection.

Commercial Construction Modular

- A bondholder must apply for a Zoning Use permit application. The application must be applied for at 2145 Suttle Ave., Charlotte, NC, 28208.
- Other required forms include an Address Verification and a letter on the General Contractors official letterhead that indicates "Not Open To The Public."
- Signage indicating the modular is not open for public use must be posted on the modular exterior.
- An electrical contractor with an active contractors account must apply for an electrical permit.
- No plan review is required.

Commercial Sales/ Office Modular

- An architect/engineer must submit for plan review through their Electronic Plan System (EPM) account.
- The submittal must include an architect or engineered drawings and site plan .
- The plan review may also require reviews to be completed by City Engineering, Storm Water (if greater than 20,000 sq. ft. of impervious surface or gravel). A City Driveway Review for NCDOT for Driveway Connection (or change of "use" to existing D/W connections to NCDOT maintained streets), City of Charlotte/ Mecklenburg County Zoning and City/ County Fire (If the modular is less than 1000 square feet no review is required for City/County Fire).
- An Office or Sales Modular is accessible to the public therefore it must be handicap accessible.
- The building permit must list the General Contractor, Electrical Contractor and Plumbing Contractor.
- Public/Private water and sewer connections for septic tank or NCDENR approved sewage pump and or storage pump tank for potable water connections to the modular are required.
- Schedule sequential Inspections for all trades (building, electrical, plumbing).

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Commercial Partial & Total Demolition

- A bondholder must apply for the building permit using his or her online account. Homeowners' accountholders are not eligible to apply for work on commercial property. There is an additional administrative fee charge for paper submittals.
- The bondholder must list subtrades when the scope of work includes electrical, mechanical or plumbing.
- See the checklist to view the required forms to be submitted/uploaded with the permit application.
- The Air Quality NESHAP Notification Form requires the original signature if submitted as a hard copy.
- When the demolition of a development or a redevelopment totals 1 acre or more a grading permit is required.
- When the demolition of a parcel equals 1 acre or more a grading permit is required. For questions or concerns, contact Mecklenburg County Environmental Health Services at 980-721-3567 and or the City of Charlotte Land Development at 704-517-1152.
- For demolition in jurisdictions outside of the Charlotte city limits, contact the town region(s) after submitting through Mecklenburg County Code Enforcement.
- All agencies approvals and holds must be released before permits will be issued.
- Schedule final inspection when the structure has been removed from the property.

Commercial Interior Demolition

- A bondholder must apply for the building permit using their online account. Homeowners' accountholders are not eligible to apply for work on commercial property. There is an additional administrative fee charge for paper submittals.
- A full scope of work is required, with a sketch of the floorplan showing the work to be demolished. (Note: The sketch must note all rated walls, corridors and life safety systems as existing).
- The bondholder must list subtrades when the scope of work includes electrical, mechanical or plumbing.
- If the interior demolition scope of work prevents the structure from having a Certificate of Occupancy, the following applies:
 1. The landlord/tenant is required to submit a letter acknowledging that any permits after the interior demolition will not be issued until drawings are submitted and approved for the tenant renovation.
 2. A more detailed scope of work must accompany these requests so it is clear what is being demolished and what will remain.
 3. All life safety systems must stay in place, i.e. fire alarms, sprinklers to protect the building/space, as well as existing rated walls.
 4. An address hold will be added and will be released upon the submittal of the project that establishes an occupancy. The address hold should list the previous occupancy in the notes. All agencies approvals and holds must be released before permits will be issued.
- Schedule final inspections when work has been completed.