



Cabarrus County Building and Inspections Department

New Policy Regarding Changes to Plans or Cancellations for Plan Review

09.20.2024

Once a plan review is created and a review number is issued, the following will take place for any changes to plans or cancellations/voids of plan reviews.

1. A new plan review must be created for completely new plans, not revisions.
2. New building and or trade permits must be issued for the new plan review.
3. Once fees have been paid, a refund must be requested.
 - a. To request a refund, the plan review number, address, and reason for the refund must be provided on company letterhead, no exceptions. This request must be emailed to Anisa Smith, acsmith@cabarruscounty.us for processing.
 - b. Plan Review Fee will not be refunded.
 - c. Permit/Inspections fees will be available for and 80% refund.
 - d. WSACC Fees
 - i. 100% refund of WSACC will be available if the request is within the same month the fees are paid.
 - ii. If refund request is after the same month paid, you must contact WSACC directly for a refund. info@wsacc.org, (704) 786-1783.
 - e. City of Concord zoning review fees will not be refunded.
 - f. Homeowner Recovery Fee (residential) may be available for a refund.
 - i. The refund will be determined by when the request is submitted and when the fees have been sent to the North Carolina Licensing Board for General Contractors.
 - ii. Once Cabarrus County sends the funds for the Homeowner Recovery Fund, you must contact the North Carolina Licensing Board for General Contractors to see if a refund is available.
[Homeowners Recovery Fund – NC Licensing Board for General Contractors \(ncrbgc.org\)](https://www.ncrbgc.org/)
4. Refund requests will not be accepted after 6 months from the payment date.
5. Refund requests will not be accepted once any inspection has been completed on any permits associated to the plan review.

For questions, please contact Anisa Smith, (704) 920-2816, (704) 920-2128 or by email, acsmith@cabarruscounty.us.