

Customer Guide: Submitting a Project Application in EPM

🔄 Log on to the [EPM](#) system ...



1 After logging in, at the upper right of the home page, click “Submit Building Construction Plan Application”.

Tool Box

- [Submit Building Construction Plan Application](#)
- [Submit County Land Development Application](#)
- [Manage Your Account](#)
- [Search Mecklenburg ID](#)
- [My Profile / Meck Id](#)
- [FAQ](#)

Important User Information: This site is designed to function with Internet Explorer 9 or higher and with Adobe Acrobat Reader 9 or higher. For best results, please avoid using other browsers such as Chrome, Firefox, Safari, Opera, etc., and alternate PDF software.

2 Once FORM PAGE opens, select the appropriate application form for your process (OnSchedule, Preliminary, RTAP) and download it locally so that you can complete (all red asterisked fields are required information) and save it before uploading.

Mecklenburg County, Electronic Plan Management

Download Application Form

To download the fillable PDF form, just click on a link below. We recommend you use Adobe Acrobat Reader 9.0 or higher to open the form. You can type data into the form and save it on your computer. Once you have completed the application form and know when your plans will be ready, you can submit it. For a step by step guide to completing and submitting the new fillable PDF, please click [here](#). Once you are on the EPM webpage, the training guide for the fillable PDF features are available at the bottom of the page.

Form	Version	Description
OnSchedule.pdf	6.0 (05/12/2015)	Use this form if you are submitting an OnSchedule, Express, Mega or Chrome Mecklenburg School Project.
Preliminary.pdf	5.0 (04/21/2015)	Use this form if you are submitting a request for a preliminary meeting.
RTAP.pdf	5.0 (04/21/2015)	Use this form if you are submitting a revision to an approved plan.
SheetIndex.xlsx	3.0 (7/23/2014)	Sheet Index File

Other Forms / Documents

File Name	Version	Description
Backflow Service Application.pdf	(01/28/2012)	
EPS EPR Packaging of documents.pdf	(01/28/2012)	
Preliminary Review Building Code Analysis.pdf	(07/06/2012)	
Sample Preliminary Review Agenda.pdf	(07/06/2012)	
Food Service Plan Review Checklist.pdf	(10/22/2014)	
Food Service Plan Review Application.pdf	(10/22/2014)	
AppendixB2012.pdf	(04/15/2015)	
Self-Gatekeeping Checklist.pdf	(07/03/2015)	
Building Permit Application.pdf	(07/11/2015)	
Electrical Permit Application.pdf	(07/11/2015)	
Mechanical Permit Application.pdf	(07/11/2015)	
Plumbing Permit Application.pdf	(07/11/2015)	
Address Verification.pdf	(02/03/2016)	

MUST COMPLETE APPLICATION USING ADOBE ACROBAT READER 9 OR HIGHER.

Applications and Sheet Index. Download as needed.

Supporting documentation templates and forms. Download as needed.

A step-by-step module to completing a project application can be viewed on the [OnSchedule Plan Review](#) page of the Code Enforcement website.

3 SUBMIT APPLICATION: After completing and saving the application, come back to this FORM PAGE. Select your application using the BROWSE button and then UPLOAD.

Upload Application Form

Application Form: *

As EPM processes the application you will be asked if “Ready to upload project files”. It is not necessary to upload the project files at this point. Your application is accepted once the system assigns a project number and opens an ACTIVE project tab on the dashboard.

If EPM finds errors or omission as it processes the application, you will get specific feedback on the defects. Make note of the errors. Return to your saved form to make corrections. Save the changes and re-upload until all errors are resolved.

4 Once an application is accepted it is processed through ESTIMATION and assigned a PROJECT COORDINATOR for scheduling. Keep an eye on project dashboard for a tentative schedule from your coordinator within 1-2 business days.

DON'T FORGET TO “ACCEPT” THIS TENTATIVE SCHEDULE (within 48 hrs. of notice).

