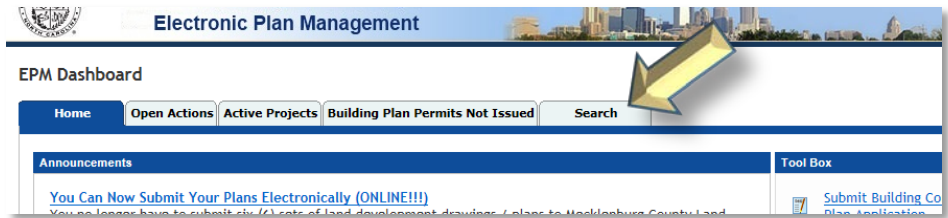


Customer Guide: Accessing Approved Plan Review Package (EPM)

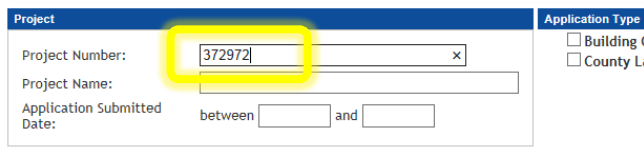
*** IMPORTANT TO KNOW:** After a permit is issued, the STAMPED APPROVED PACKAGE will be available through the Plan Review portal (EPM) only. It is the Project Manager's responsibility to get the STAMPED APPROVED PACKAGE to the Owner/Developer for use by the General Contractor/Contractor(s). Contractors can only access the PERMIT DOCUMENTS and PLACARD through their portal. They will NOT have general access to the STAMPED APPROVED PACKAGE.

1 Only after the permit(s) are issued and project status has changed to PROJECT COMPLETED: Log into your EPM dashboard and choose the SEARCH tab:

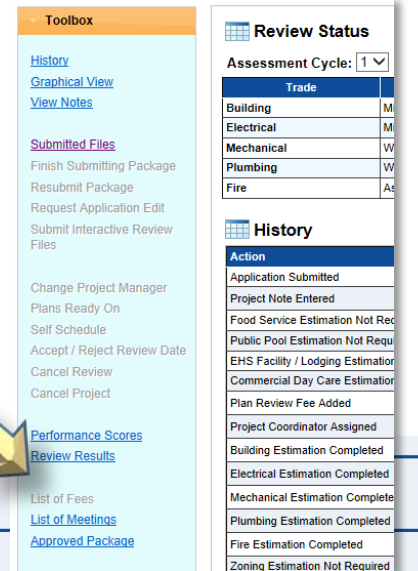


NOTE: Once permitted and status changes to PROJECT COMPLETED, a project is removed from an applicant's ACTIVE PROJECTS tab.

2 Search for the Approved Project either by Project Number, Name or Application Submitted Date:



3 Open the Project's dashboard and from the left-hand TOOLBOX, select the APPROVED PACKAGE link:



4 About half the way down on that page, you will find the APPROVED SHEET INDEX and all APPROVED documents:

Approved Sheet Index PDF

5 It will be the Project Manager's responsibility (whoever submitted the project through EPM) to download all construction documents and the stamped approved Sheet and distribute to Owner or Contractor.

Approved Package - System Generated

If you have Bluebeam, you can view the reviewer feedback by clicking the BFX file [here](#).
If you are using Adobe or any other PDF viewer, click on the file in the list below to view comments.

File Name	Has Comments	Submitted By	Submitted On	File Size
Address Verification-signed.pdf	No	Tyelisa Reid	Feb 28, 2017	211 KB
Architectural Drawings_Feedback.pdf	Yes	SYSTEM	Mar 13, 2017	8.73 MB
Authorization Letter.pdf	No	Tyelisa Reid	Feb 28, 2017	87 KB
Building_Permit_Application-signed.pdf	No	Tyelisa Reid	Feb 28, 2017	1.26 MB
Electrical Drawings_Int1.pdf	No	Tyelisa Reid	Mar 02, 2017	3.34 MB
Letter of authorization.pdf	No	Tyelisa Reid	Feb 28, 2017	90 KB
	No	Tyelisa Reid	Mar 01, 2017	1.58 MB

HSS+M 14th Floor Renovations (372972): Sheet Approval Status

Sheet #	Issue Date	Issue Status	Issue Type	Approval Status	Approval Date	Approval By	Approval Title	Approval Agency	Approval Comments
A01-00	Feb 27, 2017	No Change	Approval	Approved	02/28/17	Tyelisa Reid	Permitting	Mecklenburg County	
A01-01	Feb 27, 2017	No Change	Approval	Approved	02/28/17	Tyelisa Reid	Permitting	Mecklenburg County	
A01-02	Feb 27, 2017	No Change	Approval	Approved	02/28/17	Tyelisa Reid	Permitting	Mecklenburg County	
A01-03	Feb 27, 2017	No Change	Approval	Approved	02/28/17	Tyelisa Reid	Permitting	Mecklenburg County	
A01-04	Feb 27, 2017	No Change	Approval	Approved	02/28/17	Tyelisa Reid	Permitting	Mecklenburg County	
A01-05	Feb 27, 2017	No Change	Approval	Approved	02/28/17	Tyelisa Reid	Permitting	Mecklenburg County	
A01-06	Feb 27, 2017	No Change	Approval	Approved	02/28/17	Tyelisa Reid	Permitting	Mecklenburg County	
A01-07	Feb 27, 2017	No Change	Approval	Approved	02/28/17	Tyelisa Reid	Permitting	Mecklenburg County	
A01-08	Feb 27, 2017	No Change	Approval	Approved	02/28/17	Tyelisa Reid	Permitting	Mecklenburg County	
A01-09	Feb 27, 2017	No Change	Approval	Approved	02/28/17	Tyelisa Reid	Permitting	Mecklenburg County	
A01-10	Feb 27, 2017	No Change	Approval	Approved	02/28/17	Tyelisa Reid	Permitting	Mecklenburg County	

The **STAMPED APPROVED CONSTRUCTION DOCUMENTS** (min. 18x24 print size), and **STAMPED APPROVED SHEET INDEX** must be printed and available on the construction site at all times.

NEED HELP WITH OUR SYSTEM?
Call Customer Service 980-314-CODE(2633)

Use of this site requires that your Browser allow Pop-ups.

