



## OnSCHEDULE COMMERCIAL PLAN REVIEW

# Gate Screening Protocol:

## FIRST REVIEW CYCLE

\*This expanded checklist supplements the [Project Formatting & Submittal Packaging Requirements](#) (PF&S) document by providing broader insight into what, and how, Code Enforcement Controllers screen (GATE) each submittal element for minimal formatting and packaging prior to accepting a project for PLAN REVIEW. While it may not include all scenarios for every type of project or possible review process, it strives for consistency for applicants as well as plan review and inspections staff to best serve our community. Refer to the Mecklenburg County's [Plans Submittal Requirements for Commercial Projects](#) for more details on information needed to determine code compliance and permitting requirements specific to your project type. This list is not intended to dictate, nor limit the information a designer needs to document code compliance – it is solely the responsibility of the project manager to ensure information is complete, sufficient and submitted per accepted deadlines.

★ *An applicant's failure to carefully check project files for formatting and alignment will cause a return from the gate without review, leading to delays and potential cancellation of your reserved review date(s).* ★  
**This document is a helpful tool to avoid such costs.**

In a typical 1<sup>st</sup> CYCLE SUBMITTAL, the GATE will screen for ...

**ALL FILES/DOCUMENTS (Required or Optional) WILL BE OPENED AND CHECKED TO TEST FOR "LOCK":** Upon plan review approval, all files/documents uploaded in the project's dashboard will be auto stamped "Approved" by Mecklenburg County Code Enforcement. Through this automated process, any file found to be locked (with its security settings blocking MARK-UPS) will gridlock the project close-out and permit issuance. All users need to make sure locked files (set to block MARK-UPS) are not uploaded into the project's dashboard at any point in the plan review process (gating, Interactive Review uploads, etc.).

- ❑ **FEES:** *The GATE will check that they are secured via payment method indicated on project application.*
  - Through check/credit card -or-
  - Through Letter of Authorization uploaded - on letterhead of bond account holder - reference EPM project number, bond account number, dated and signed by bond account holder.
- ❑ **Permit Application:** *The GATE will be checking ...*
  - Building Permit (General Contract) or single Trade Permit (no GC) - is completed/signed.
    - *IF CONTRACT NOT AWARDED YET:* it should be complete at least up through the Owner information.
  - Ensure correct project address, including suite/unit number (matches Address Verification Form).
  - Include one application per suite/unit or phase.
- ❑ **Address Verification Form:** *The GATE will be checking ...*
  - Includes suite/unit
  - Incl. one form per suite/unit – direct activation of new suite/unit to Addressing Department (704-336-6357). Generally, school campus sites all have one address, where other campus sites (offices, warehouse, etc.) will get separate addressing per building. When in doubt, have applicant check with Addressing Department).
  - Addressing throughout all documents will be checked for consistency (applications, supporting documentation, Appendix B, title blocks, etc.)



- **Appendix B: *The GATE will be checking ...***
  - Only the building code summary form found in the state’s Administrative Code and Policies, in its exact format and containing all sections, is acceptable. This editable document can be downloaded from the NCDOT website. This information must be only submitted by reproducing on plan sheets (usually the building plans sheet 1 or 2).
  - For completion of all applicable sections (at a min., the Gate will look that all sections, through the BASIC BUILDING DATE is completed) but the designer is responsible for completing all relevant sections.
  - Designers/Seal Holders and address match OnSchedule application and drawings
  - For one Appendix B for each building type
  
- **Construction Document Drawing Packaging: *The GATE will be checking for ...***
  - **FORMAT:** Construction Document shall be bound into single trade files and bookmarked (i.e. one file for Building, one Electrical, one Mechanical, etc). No file should exceed 40MB (break into VOLUMES if needed). Exception: if **20** sheets or less – all trades can be bound into one file and bookmark.
  - **ORIENTATION:** Must be landscape and rotated right side up.
  - **SHEET SIZE/RESOLUTION:** All sheets must be formatted/scaled appropriately (minimum sheet size 18” x 24”, maximum 36” x 48” - minimum resolution 400 dpi). This is for ensuring readable and constructible plans in the field.
  - **SHEET NUMBERS/DATES:** All construction document sheets need to contain a sheet number and date specific to that sheet. The sheet number and latest sheet date need to always be reflected specifically and accurately on the Mecklenburg County Sheet Index. Only in cases where the sheet number (on the Sheet Index) references the name of the sheet in lieu of an assigned number (i.e. COVER in the Sheet Number column for the COVER SHEET or SURVEY for the EXISTING CONDITIONS SURVEY, etc.) will the gate be able to accept without an actual sheet number.
  - **BOOKMARKING:** All sheets in files are to be bookmarked and that listing must contain the **number AND name** of each sheet in the listing. Exception: if a file contains **5** or less sheets, bookmarking will not be required.
  - **CERTIFICATIONS:**
    - **Designer** - NC Administrative Code requires all construction documents under plan review to bear the name, address and signature of the person taking responsibility for the information.
      - Work required to be certified by professional designers (Architects, Engineers/Surveyors, Landscape Architects, etc.) must apply their individual seals/signatures and dating per their professional board rules.
      - Work prepared by non-professionals (designers, project managers, etc.) must still be signed in accordance with above.
      - **NOTE ON ELECTRONIC SIGNATURES** - *If applying digital signatures, files can remain locked only if security settings allow for MARK UPS. Otherwise applicant will need to re-create the PDF into an unlocked/unverifiable version to submit.*
    - **Professional Corporations** – All architecture, engineering or landscape architecture corporations/firms must apply their state licensure certification (seal or license no.) as required by their boards.
      - Architects – NCAB requires corporations providing architectural services to be registered. A corporate seal must be on the cover sheet in addition to the individual seal.



- Engineers – NCEES board requires firms providing engineering services to be registered. The firm’s certification number, firm name and address must be on title blocks.
- If corporations/firms are not properly certified they can be accepted for plan review but the project will not be approved until proper documentation is placed on plans. (Notify project manager via gate return note or email, cc’ing: project manager, coordinator, manager and plan review team).
- CERTIFICATIONS DATED: All signatures need to be dated at time of original issuance.
  - Only Professional Engineers, as required by their board, must update seals and signatures each time a sheet is modified. Signature dates cannot pre-date last sheet date. Gate will check that seal/signature dates are ON or AFTER the latest sheet date (PE’s only).
- FINAL DRAWINGS: All construction plans submitted for review must be final and construction ready. Plans labeled, in effect, NOT FOR CONSTRUCTION or PRELIMINARY (unless clearly labeled as reference drawings) will be returned.
- REFERENCE DRAWINGS: Drawings or documents intended for reference or information purposes only must be clearly labeled or watermarked FOR REFERENCE ONLY on each sheet.
- NEW CONSTRUCTION/ADDITIONS/EXTERIOR WORK/Some CHANGE OF USE: Submittal of site plan is required. A FULL set of civil plans may not be needed – refer to the [Plans Submittal Requirements for Commercial Projects](#) for guides on the level of information that may be needed.
- SPECIAL INSPECTIONS STATEMENTS or SCHEDULES: ONLY if stand-alone forms are in upload will the gate note that these forms need to be reproduced on plan sheets and have the stand-alone versions removed from project. Lead design professional is responsible to submit only for work required to be tracked through Mecklenburg County and its [MECK-SI.com](#) program.
- ENERGY SUMMARY COMPLIANCE METHOD REPORT: Gate will no longer screen for this. ONLY if stand-alone forms are in upload will the gate note that these forms need to be reproduced on plan sheets and have the stand-alone versions removed from project.
- ALTERNATE MEANS AND METHODS: Only when the form is stamped APPROVED by a Code Administrator should it be placed on the plan sheets. If stamped APPROVED and in upload as a stand-alone document, the Gate will return project.
- [Sheet Index](#): *The GATE will be checking that...*
  - All Construction Document sheets are listed.
  - Sheet Numbers, latest revision numbers (or other designation) and latest sheet dates are accurately reflected, exactly as they are on each sheet. \*Signature dates are NOT the SHEET DATE.
  - Sheets that are listed are uploaded into the project dashboard.
  - FOR REFERENCE ONLY dwgs can be listed but must be clearly marked or labeled as such on each sheet. Exception: Stamped Approved Civil drawings from outside agency do not need to be labeled FOR REFERENCE ONLY on each sheet but its file name should contain the words APPROVED or REFERENCE.
    - Sheet Index must remain in its \*.xlsx format. PDF versions will need to be removed if in upload.