Small Commercial Walk-Thru Review – SUBMITTAL COVER SHEET
Updated 2-4-20

This document must be signed by all involved parties of the Superior Performing Team to participate in the Small Commercial Walk-Thru Review program. This team shall consist of Architects & Engineers (A/E) ranked as “Superior Performers” having an individual score of 85% or higher in Mecklenburg County’s A/E Pass Rate program. For eligible projects the following will be required:

1. **One business day prior to submittal of the project**: The team shall email the FIFO Project Coordinators a notification between 8:30 a.m. – 10:30 a.m. including the following:
   - Project name & the intent to submit as a Small Commercial Walk-Thru.
   - Completed Small Commercial Walk-Thru Review Submittal Cover Sheet.
   - Complete Appendix “B” (based on the scope of work)
   - Scope of work indicating how the project meets the Small Commercial Walk-Thru eligibility criteria.
   - Zoning approval documentation from Cornelius or Davidson (if applicable).
   - Names of Design Team members and their professional license numbers.
   - **Address Verification** form.
   - Completed permit application form with all Contractor(s) info and cost as applicable.
     - A separate Letter of Authorization (LOA) from the Contractor on the Contractor’s letterhead is **required ONLY if the Architect or Engineer signed** the permit application.

   Email to the Small Commercial Project Coordinators should be sent to: circ@mecklenburgcountync.gov

2. **On the day of project submittal**: All seal holders on the team shall arrive between 8:30 a.m. – 10:30 a.m. and be present for the entire review. The team shall bring six (6) sets of construction plans; minimum sheet size is 18”x 24”.

**PROGRAM AVAILABILITY** – Monday thru Friday from 8:30 a.m. – 10:30 a.m. There will be five available slots each day on a first come first serve basis.

“I have read and understand the submittal procedures, and this submittal is in compliance with those procedures. I further understand that should this submittal not include the necessary documentation; my project will not be processed for review under the Small Commercial Walk-Thru Review program until all documentation is submitted.”

**Primary Project Contact**: (Please print)

Email:  Phone:  Date:

**Superior Performing Team Identification**

Architect:  Seal #:  
Structural Eng’r:  Seal #:  
Electrical Eng’r:  Seal #:  
Mechanical Eng’r:  Seal #:  
Plumbing Eng’r:  Seal #:  

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