



MECKLENBURG COUNTY

Land Use and Environmental Services Agency
Code Enforcement

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 #: _____