ELECTRONIC SUBMITTAL TRAINING

The Subsequent Review Cycles and Re-packaging Document Files
Mecklenburg County Code Enforcement Onschedule Plan Review division is committed to providing consistent, timely and accurate plan review on commercial projects submitted to our department. However, when construction documentation is submitted that does not meet minimum code compliancy either by being APPROVED or APPROVED AS NOTED, Plans Examiners have no choice but to DISAPPROVE the project so that the designers can take the feedback provided on the noted code defects and revise the construction documents until they are. When plans are ready to come back for re-review, Mecklenburg County Code Enforcement refers to that as a SUBSEQUENT REVIEW CYCLE (rather it be 2nd - 3rd – cycle, etc.).

As with the 1st Review Cycle, the project manager will control their schedule in as much as they will set the PLANS READY DATE and their project coordinator will build a tentative schedule around that date provided enough lead time is given.
Subsequent Review Cycles ...

The same Review Team is assigned to a project throughout its life, when possible. When a Plans Examiner on that team needs to disapprove a review cycle, they will enter into the project dashboard an estimate of how much re-review time they expect to need when the project is corrected and resubmitted. From that, a project manager will be able to know if the next review cycle is to be scheduled or not. A review cycle does not close out until ALL trades and agencies have resulted their reviews.

**SCHEDULED SUBSEQUENT REVIEW:** For any trade that has estimated a re-review time of over one hour, that trade will need to be scheduled.

**POOLED SUBSEQUENT REVIEWS (unscheduled):** For any trade that has estimated a re-review time of one hour OR less, then there will be no scheduled re-review for that trade. When the project is resubmitted and passes the GATE, it will go immediately on to that Plans Examiner’s work plate where they will have five (5) business days to “result” the project (APPROVE, APPROVE AS NOTED or DISAPPROVE).
Subsequent Review Cycles...

When a review cycle closes out, if all trades and/or agencies involved have not APPROVED, APPROVED AS NOTED or found project scope to be N/A (not-applicable), then it will simultaneously close the one cycle and create a new, SUBSEQUENT cycle. The project manager will automatically receive a system generated email (sent to the contact information provided on the project application) to notify them of the result. An entry is made in the project’s EPM dashboard as well:

<table>
<thead>
<tr>
<th>Building Trade Review Result Entered</th>
<th>Cycle 1 Disapproved</th>
<th>System</th>
<th>Oct 17, 2017 08:33 AM</th>
<th>HTML</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle 2 Created</td>
<td>SYSTEM</td>
<td>Oct 17, 2017 08:33 AM</td>
<td>HTML</td>
<td></td>
</tr>
</tbody>
</table>

The Mecklenburg County website has a great resource of quick, bulleted customer guides. If you are not familiar with navigating the dashboard, the ones designed to review plan review results is CUSTOMER GUIDE: NAVIGATING EPM DASHBOARD TO REVIEW RESULTS and CUSTOMER GUIDE: PUBLIC ACCESS TO PLAN REVIEW STATUS.

Further, this training module assumes user is already familiar with the basics of uploading project files into the EPM dashboard through the first cycle upload: TRAINING MODULE: UPLOADING PROJECT FILES. We won’t repeat that guidance here but rather focus on how to repackage and re-submit specific to after project has been disapproved.
Subsequent Review Cycles - Repackaging...

Code Enforcement’s web page: CUSTOMER GUIDE TO GATING provides a QUICK START GUIDE and the more detailed, GATE SCREENING PROTOCOL, to help in understanding how to package and resubmit revisions during Subsequent Review Cycles:

PREPARING A PROJECT FOR RE-REVIEW:

A design team’s document management, in particular with regard to communicating effectively on what, why and where construction documents have been revised since last submitted and reviewed, is critical to Mecklenburg County Code Enforcement being able to best serve our community during any plan review process or cycle. To that end, we have developed a few simple guidelines on how to prepare your documents for re-submittal during a subsequent review cycle (inline with common best management practices for revising construction documents) ...
Subsequent Review Cycles - Repackaging...

**Provide Written Response to Comments:** This required letter (no form) helps to efficiently expedite the next cycle of review by concisely identifying each code defect comment and how the designer has addressed the item. Be sure to address all trade comments in a meaningful and direct way. Any other changes made to drawings should be expressed in written form here as well (owner directives, design changes or plan coordination, etc.)

**Identify Revisions on Plans:**
- Cloud the area of change, no matter the reason for the change.
- Designers should adapt some sequential coding system for tracking revisions. The most common systems are based on a numeric (1, 2, 3 … ) or alphabetic sequence (A, B, C … ) but Code Enforcement does not dictate what system to use other than to request that the revision be clearly identified with that coding in a triangle (delta) attached to the revision cloud(s).

**Catalogue the Revisions on Plans:** A revision block that provides a history of the changes made since the initial issuance with Code Enforcement should be in or near a sheet’s title block. It is that latest revision code/number and revision date that should be updated on the county’s Sheet Index form.

**If a sheet has no revisions, it should not receive a new issue or revision date and therefore the Sheet Index entry for that sheet will not change**
CERTIFY REVISIONS ON PLANS: A designer’s professional licensing board may require that changes to construction documents be re-certified. For example: Per direction from NCBEES, staff will check that professional engineer seals are re-signed (re-dated) on any engineering sheets that have changed (i.e. PE’s seals should always be signed with a date that is ON or AFTER that sheet’s latest sheet revision date).

REPACKAGING A PROJECT FOR RE-REVIEW:

REBIND FULL TRADE FILE: Revised drawings shall replace their original drawings and then be re-bound into the applicable trade file so that ALL construction documents for this project are still together. Check that bookmarking in that file still functions and includes any new sheets that may have been added.
UPDATE THE SHEET INDEX: Starting with the latest Sheet Index form, update this database with the latest revision number and latest revision dates. Be sure to add any new sheets to the bottom of this form.

Do not change sheet dates on sheets with no revisions – doing so will cause re-review of already approved sheets, delays and potential review cost increases!

It is important that a project manager always carefully align the county Sheet Index with their project prior to resubmitting. Sheet Index should always accurately reflect each sheet’s latest revision number and latest sheet date.
Subsequent Review Cycles - Resubmitting...

RESUBMITTING A PROJECT FOR RE-REVIEW:

POOLED REVIEW: There is no deadline to submit for re-review. When the project manager resubmits the corrected plans and they successfully pass the gate, the project will immediately show up on the Plan Examiner’s work plates where they will have five (5) business days to review the project.

SCHEDULED REVIEW: Just with the first, or any other cycle of scheduled review, in any other Onschedule process, when a project manager accepts the tentative schedule, they have locked in reserved date/times for the review to take place and also committed to meet the deadline to re-submit corrected project files no later than two (2) business days, by noon, prior to the start of that review.

It is the project manager’s responsibility to keep track of all deadlines. As accepted, all schedule changes need to be made no later than five (5) business days, by 4pm, prior to the start of its review. Cancelling a review schedule (take care not to CANCEL PROJECT) and entering a new PLANS READY date from which your coordinator will reschedule can be done through your EPM dashboard up until that deadline. After that point, you will notice that option is no longer available to you and you will need to contact your coordinator to do that on your behalf. Cancellation fees may apply.
Subsequent Review Cycles – Resubmitting...

... Because this is the 2\textsuperscript{nd} or subsequent cycle in the same project, for purposes of this training, it is assumed that the basics on signing into EPM and locating your project dashboard, is understood. (If you need help with this, please revisit the training module on UPLOADING PROJECT FILES.)

This training module will focus on the aspects that make this process a little bit different from uploading project files during the initial review cycle. With the project’s dashboard open:

Under the project’s TOOLBOX, select **RESUBMIT PACKAGE**.

At the RESUBMIT PACKAGE box, follow the directions provided by, deleting only the files that are being replaced or modified in this review cycle. **DO NOT DELETE** any file(s) approved in the previous cycle and do not need modifying for this cycle.
Subsequent Review Cycles - Resubmitting...

THE REVISED SHEET INDEX:
You will remember from the SHEET INDEX module that once uploaded into a project’s dashboard, a Sheet Index file will not be able to be removed (notice that it is the only file that doesn’t have the red ✗ next to it), or may not be listed at all when coming back in for a subsequent review.

When changes or updates need to be made, simply ADD the revised Sheet Index along with any other documents being modified or added. The EPM system will overwrite the previous version.
Subsequent Review Cycles - Resubmitting...

Once all files (and only those files) being modified are removed, proceed with the next step down by following the directions on the screen to add modified or new files:

By selecting **ADD FILE** button, a browser window will open into your local drive where you can direct the location of your files. Multiple files can be uploaded at one time by holding down the SHIFT or CTRL key and clicking on each file.

Once all modified or new files (including the updated Sheet Index) have been fully loaded, this screen will show them like this (waiting until all “spinning, buffering or loading of files is complete) ...
Subsequent Review Cycles – Resubmitting...

... continue following the screen directions by checking the disclaimer box (confirming you have only deleted the files that needed to be deleted ... and that your Sheet Index and submitted files represent your project). Hit -
Subsequent Review Cycles – Resubmitting...

If successful, you will note that the PROJECT STATUS has changed to **GATE OPEN** (and immediately rolls into the controller’s work plates for screening as scheduled) and that the latest entry on the HISTORY page is showing that the PACKAGE RESUBMITTED with the pop-out showing what files were submitted.

**NOTE:** This action closes the submittal portal (the GATE) to you and then opens it up for Mecklenburg County Staff. This is a deliberate design component of electronic plan review, designed to protect the integrity of the information. If you find that you made a mistake or omitted something after hitting “SUBMIT”, please contact your coordinator or controller as soon as possible to request that the GATE be opened back up to you. Once the project has passed the GATE, NO FURTHER CHANGES TO THE submitted files will be possible during this review cycle.
Subsequent Review Cycles – Resubmitting...

A NOTE REGARDING PROJECTS WITH NEW CONSTRUCTION, ADDITIONS OR OTHER EXTERIOR WORK, AND SOME CHANGE OF USES:

These types of projects typically require Code Enforcement plan review in addition to Town or City Zoning, Engineering, Planning or Land Development reviews. Often the MCCE’s review runs concurrent with an outside agency, having a different lead time. As a result, these approvals may not always be at hand while progressing through a review cycle with Code Enforcement.

Pay close attention to the County Zoning Reviewer’s comments; they have most likely requested that the approved plans from City Engineering, UMUD, Town Zoning, etc. be uploaded **AS REFERENCE ONLY—NOT TO BE INCLUDED ON THE SHEET INDEX**. In these cases, do NOT replace the Code Enforcement Civil/Site file that is already in the package with this approved set, as Code Enforcement will not be able to apply its approval stamp and/or comments to the already approved set. Reviewers will only use the approved set to check for consistency. It is the County Code Enforcement review set (with no other approval stamps on it), that is listed on the Sheet Index.

If your project is still waiting on its approved, stamped set from an outside agency, one way to hold a place for its submittal if it is not ready during subsequent review cycle resubmittal but pending soon (within the timeframe of your re-review schedule) is to place a “dummy file” into the dashboard when resubmitting. It is suggested that you name the file something like: **APPROVED CIVILS – PENDING**. That way, if your approvals do come in during this review cycle, Zoning Staff will be able to put the project into INTERACTIVE REVIEW and you can replace those files with the final ones.
You have successfully completed the training module designed to guide users through the process of submitting project files to the EPM dashboard for a Subsequent Review Cycles.

If you have additional questions, please contact any Project Coordinator or Controller at 980-314-CODE 📞