ELECTRONIC SUBMITTAL TRAINING

The RTAP (Revision to Approved Plans)
Review Process & Packaging
Document Files
Code related revisions to construction documents of an already approved project (still under construction), are resolved through an RTAP Review (Revision to Approved Plans).

The RTAP process resolves code related changes that are only relatively minor in scope. They are usually driven by unforeseen field conditions, value engineering or owner directed changes (i.e. moving the location of a wall or door, or moving the location of ducts, etc.).

The RTAP process should **not** be used for any change that adds significant new or expanded scope to a project (i.e. adding square footage or upfitting an additional suite, etc.).
RTAP Review Process …

NOTES:

➤ Not all changes require plan review. Refer to the county webpage: Revision to Approved Plans (RTAP) Process to assist in evaluating the need to enter into this process.
  • After plan review approval, but before construction begins, questions should be addressed to the project coordinator or to a Code Enforcement Official on the Plan Review team.
  • While under construction, questions should be addressed, in the field, with the Code Enforcement Official/Field Inspector.

➤ RTAP’s can only be considered if a project has not received its TCO or CO yet (Temporary/Certificate of Occupancy). If construction document changes are needed after that point, the project must come in through the regular Onschedule Commercial Plan Review Process = it is considered a NEW PROJECT.

➤ An RTAP project is considered to be the “child” project of the already approved, “parent” project. As such, a project manager should be aware that once opened, an RTAP places an occupancy hold onto the parent project that cannot be released until all open RTAPs are closed out.

➤ If the changes proposed in the scope of work for an RTAP project increase the overall cost of the original, “parent” project, a supplemental permit will be need to be issued. This new permit does not replace the existing permit, but rather, covers the increased project cost and scope only.
RTAP projects, generally, are classified in one of two ways, based on how it was initiated. The project number prefix assigned to an RTAP project help to indicate that classification:

**VOLUNTARY:**
OWNER/ DESIGNER DRIVEN
- RV- representing that this revision is entered voluntarily

**FIELD DRIVEN:**
Inspection failure
- RB-, RE-, RM-, RP-, etc. representing the trade of the inspection requiring the revision
Regardless of how the RTAP was initiated (voluntarily or directed by Code Enforcement Official), there are basically two ways to address the proposed changes to the construction documentation:

**RTAP METHOD 1 – IN THE FIELD:** The Code Enforcement Official/Field Inspector (CEO) will review the changes for code compliance during the field inspection process. If CEO deems that it does not require plan review of the changes, but rather they can be documented through a scoping letter, shop- or bulletin dwgs., engineer letter or calculations, etc. they will direct such document submitted into the project through the contractor’s web portal.

**RTAP METHOD 2 – PLAN REVIEW:** When the CEO determines that the changes for code compliance do need to go through plan review, usually because they are complicated or involve more than one trade, that is when this OnSchedule – RTAP Review Process kicks in. All projects coming through Plan Review will be charged a re-review fee at an hourly rate per trade, in addition to any new permit fees, if required.

A crucial, first step in the METHOD 2 plan review process is submitting a project application so that we can begin to reserve the required review team and time ...
Applying for an RTAP Review...

Software Requirements:

- **BROWSER:** Internet Explorer 9 or higher (Web portal and EPM submittals)
  **The EPM system is optimized to be used in this browser. Other browsers may appear to function but can often result in unpredictable errors or results.**

- **PDF EDITOR:** Adobe Acrobat Reader 9 or higher (completing all fillable forms)
  **Project applications may not be accepted or will generate errors (internally) if filled out using any other PDF editor.**
Submit the Project Application...

On the EPM website, log into your account.

From the home screen, select **SUBMIT BUILDING CONSTRUCTION PLAN APPLICATION.**
Download the Project Application...

From the DOWNLOAD APPLICATION FORM page, select the RTAP.PDF template and save it locally so that it can be completed.
Completing the RTAP Review Application…

The RTAP Review Application will open and start off as a ONE PAGE form. After reading the terms and conditions, at the bottom of this page, if you select the I ACCEPT radio button, the full THREE PAGE form will open up. If you do not accept the terms and conditions, the application will not advance.

REMINDER: This form is a downloadable, fillable PDF document that must be completed using Adobe Reader 9.0 or higher. Other PDF editors “may” appear to function with this form but they will cause unpredictable errors when it is entered into the EPM system.
Completing the RTAP Review Application ...

NOTES:

- Because this application electronically sets up many areas of a project, the accuracy of its information is critical and customers will not be able to independently make changes once accepting into the EPM system. If changes do need to be made once this becomes a part of an ACTIVE project then you will need to work with the project coordinator to make these changes on your behalf. As a result, a minimal administrative fee ($31.60) may be charged against the project.

- The following directions will highlight some of those most important key data points that must remain accurate throughout a project’s process. If, at any point throughout the project, this information changes – and there are many reasons why this happens – it will be very important for the project manager to communicate these changes to the staff project coordinator so this application can be kept up to date ...
Completing the RTAP Review Application...

This tutorial will only highlight the key data points particular to an RTAP as it assumes basic knowledge of the other areas because of the parent project application previously submitted.

Throughout the form, all red asterisked cells are required fields and must contain some value, even if N/A or -0- applies best. Starting on page 2 of the application …

<table>
<thead>
<tr>
<th>Project Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Project Name:</td>
</tr>
<tr>
<td>* Original Project Number:</td>
</tr>
<tr>
<td>* Date drawings will be ready for review:</td>
</tr>
<tr>
<td>* Has the Gatekeeper checklist been added?: Yes No Details</td>
</tr>
<tr>
<td>* Total number of sheets:</td>
</tr>
</tbody>
</table>

**ORIGINAL PROJECT NUMBER:** Take care to enter this number accurately. This RTAP project will electronically link as a “child” project to this “parent” project (the approved project) and will place an occupancy hold on it.

**TOTAL NUMBER OF SHEETS** : Only sheets being revised will be uploaded as part of this RTAP project. Estimate to the best you can, how many sheets that will include. Staff will, in part, use this number as a way of understanding the scope of this re-review and how many hours will need to be reserved.
Completing the RTAP Review Application...

**Project Cost**

*Estimated Cost of Construction:*  
*Estimated Cost of Equipment:*  

**Equipment Cost:** The cost of equipment includes the purchase price, assembly, installation of components, and all other costs associated with making the item ready for operation. Please complete this section when the project includes large, expensive equipment, such as industrial equipment and medical equipment. Otherwise, please include all typical equipment costs in the Cost of Construction.

**Total Cost:**  
Total Cost: The total cost will be used when calculating the permit fee. The system will add the Cost of Construction and the Cost of Equipment and populate this field.

*How will submittal fees for this project be paid?:*  
- Check/Credit Card  
- Letter of Authorization

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**ESTIMATED COST OF CONSTRUCTION / EQUIPMENT:**

- If the proposed changes do not increase the cost of the original construction, take care to only put zeros in this section!
- Otherwise, enter the estimated cost increases here (construction and equipment). Once submitted, the EPM system will connect this estimated total project cost to the Mecklenburg County Fee Ordinance and calculate the estimated upfront permit fees based on this information. Supplemental permits will be issued to just cover the additional work.

**PROJECT ADDRESS:** If the project address has changed or been corrected since the parent project was filed/approved, an Address Verification Form for this new address must be included with the project files.
Completing the RTAP Review Application...

RTAP SCOPE DETAILS: In order to best understand the proposed work, it is important to provide an accurate, detailed description of the changes as it pertains to each discipline/trade. The better the information provided here, the more effectively it assists staff in an accurate estimation of the project for review time and trade assignment. Accurate estimates of the time and trades needed result in reduced chances of issues during the plan review process.

Additionally, the Plan Review team will reference this information here to first beginning their review and to understand the scope of what has changed and why.

PROJECT MANAGER: The person designated here should be the person responsible for submittal decisions and uploads. Be sure that this information is correct as system generated action notices will be sent to the email address provided.
Once all required fields (*) are completed and project manager is able to determine the **DATE DRAWINGS WILL BE READY FOR REVIEW** (page 2 of the application), be sure to save document as a PDF in your project files locally. Then, return to the EPM system to the DOWNLOAD APPLICATION FORM page (log in, under TOOL BOX, select **SUBMIT BUILDING CONSTRUCTION PLAN APPLICATION**) to upload this application form:
Uploading the RTAP Review Application...

If the information provided on the application is incorrect or required information missing, the form will not be accepted and the system will provide a list of specific ERRORS (make note of these). Simply return to the saved form, make corrections, re-save and repeat the steps to upload the application again until there are no more errors.

STILL NEED HELP?
Project Coordinators (980-314-CODE, options 2, then 4, then 3) or Plan Controllers (980-314-CODE, options 2, then 4, then 2) are able to assist in trouble shooting if needed.

To best assist you with trouble shooting, please be prepared to share a screen shot or detailed notes on the specifics of the errors to staff.
Uploading the On-Schedule Review Application...

Once all information has been successfully validated, you will be prompted as to whether or not your intention is to upload final documents along with this application, or at a later time? *Uploading documents at this time is not required.* If you are ready, you will be provided a portal to do so. Otherwise, choose LATER TIME, and then SUBMIT, and the application submittal will proceed:

- **Upload Drawings and Submit Package**
  - Your application form was successfully validated.
  - Application Package:
    - Uploaded Application Form: [Project_378309.pdf](#)
  - Are you submitting your drawings and project documents along with the application form or at a later time?
    - [ ] Along with the application Form
    - [ ] Later time

**Please wait while we submit your package and create a project number. This may take a couple of minutes. Please do not press the browser back button.**
SUCCESS! The RTAP Review Application is accepted only after it has been assigned a project number and an active project dashboard opens.

It is from inside of this active project dashboard that all documents will be uploaded (FINISH SUBMITTING PACKAGE) and the plan review process will play out. You are encouraged to become familiar with the features within your dashboard and the information that will begin to build on the project’s HISTORY page. It is real-time, up-to-date information that tracks every step of your process.
IMPORTANT NOTES:

Once accepted, this project’s application goes immediately to the Estimation Team and will be assigned a Project Coordinator (same staff as with the parent project when possible). Project applications can take 1-2 business days to process. The Project Coordinator will be the main contact person to help facilitate your plan review and close out this RTAP or issue permits when required. Please keep an eye out for scheduling communications coming directly from them, as well as posted on the project’s dashboard (this process can take up to 1-2 business days).

If scheduled, your reserved review schedule is not final until you have ACCEPTED the tentative schedule from your coordinator through the dashboard! This must be done within 2 business days of receiving the tentative schedule notice. Refer to the training module, CONFOUND THE REVIEW SCHEDULE.

If pooled (unscheduled – no due dates), the project submittal will go directly to your review team once uploaded meeting minimal submittal requirements. If a scheduled review, it is the applicant’s responsibility to meet all deadlines – project files and fee payment or surety must be received no later than NOON, 2 BUSINESS DAYS PRIOR TO THE START OF ANY REVIEW. Failure to meet accepted deadline commitments will result in lose of reserved review time, cancellation fees and projects will be subject to rescheduling at later dates. NO OTHER REMINDERS ARE SENT.
RTAP Review Process...

UNDERSTAND WHEN AN RTAP IS POOLED OR SCHEDULED...
The same Review Team is assigned to a project throughout its life, when possible. The RTAP project is no different, it will be processed through the same team as the parent project (same Coordinator and Plans Examiners). If, during the Estimation process, it is determined to not need more than 1 hour of review time, instead of being scheduled, it will be “pooled”. Mecklenburg County Code Enforcement staff, are committed to doing its part to quickly resolve field change conditions in order to keep the construction process moving forward, so strives to review all “pooled” RTAP reviews within 5 business days of the project files being accepted by the GATE. Only when an RTAP project is estimated to need more than an hour of review time, will it need to be schedule for that trade:

POOLED RTAP REVIEWS (unscheduled): For any trade that has estimated a review time of one hour OR less, then there will be no scheduled 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). No submittal due dates.

SCHEDULED RTAP REVIEW: For any trade that has estimated a review time of over one hour, that trade will need to be scheduled. Pay attention to submittal due dates.
Before submitting project files, it is important to understand the minimal submittal requirements for formatting and packaging an electronic submittal plan review project with Mecklenburg County Code Enforcement.

A project manager’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).

Code Enforcement’s web page: CUSTOMER GUIDE TO SUCCESSFUL GATING provides a QUICK START GUIDE and the more detailed, GATE SCREENING PROTOCOL, to help in understanding how to package a project for RTAP Review:

PREPARING A RTAP PROJECT FOR 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 approved, 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 recording a revision to approved construction documents (inline with common best management practices for revising construction documents) ...
RTAP Review Process – Packaging Files ...

PREPARING A RTAP PROJECT FOR REVIEW:

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 catalogued on the county’s Sheet Index form.

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). Other boards do not necessarily require this.

SEAL HOLDERS CANNOT CHANGE FROM APPROVED DRAWINGS TO RTAP SUBMITTALS UNLESS EXECUTED IN ACCORDANCE WITH NC PROFESSIONAL BOARD REGULATIONS PERTAINING TO MODIFYING ANOTHER PROFESSIONAL’S WORK PRODUCT.
REVISED SHEETS TO THE APPROVED PLANS ARE THE ONLY CONSTRUCTION DOCUMENTS THAT SHOULD TO BE INCLUDED IN A RTAP PLAN REVIEW PROJECT FILE!

PACKAGING A RTAP PROJECT FOR REVIEW:
All construction document plan sheets should be bound into one file –OR- if over 20 sheets, they are required to be separated and bound by trade. All files should be bookmarked with list identifying both sheet number AND sheet name.
A NOTE ON THE RTAP SHEET INDEX: Only sheets that are a part of this RTAP project should be listed. Be sure that the INDEX reflects each sheet’s latest revision number and revision date.

<table>
<thead>
<tr>
<th>Sheet Number</th>
<th>Sheet Description / Drawing Title</th>
<th>Revision #</th>
<th>Sheet Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-101</td>
<td>COVERSHEET</td>
<td>8</td>
<td>1/8/2018</td>
</tr>
<tr>
<td>G-102</td>
<td>APPENDIX B</td>
<td>4</td>
<td>1/17/2017</td>
</tr>
<tr>
<td>G-103</td>
<td>LIFE SAFETY PLAN</td>
<td>4</td>
<td>10/17/2017</td>
</tr>
<tr>
<td>AS-101</td>
<td>ARCHITECTURAL SITE PLAN</td>
<td>8</td>
<td>1/8/2018</td>
</tr>
</tbody>
</table>

It is important that a project manager always carefully align the county Sheet Index with their project and check that submittal meets minimal gate protocol requirements prior to submitting. Failure to do so will cause delays in passing the GATE.

The project manager is responsible to keep track of all deadlines. 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.
This training module assumes user is already familiar with the basics of uploading project files into the EPM dashboard through the parent project upload processes: UPLOADING PROJECT FILES-ON SCHEDULE. This training module focuses on how to package and submit specific to a RTAP project ...

After submitting project files, 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 or pooled) and that the latest entry on the HISTORY page is showing PACKAGE SUBMITTED with the pop-out showing what files were submitted.
You have successfully completed the training module designed to guide users through the process of applying for and submitting project files to the EPM dashboard for a RTAP review.

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

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.