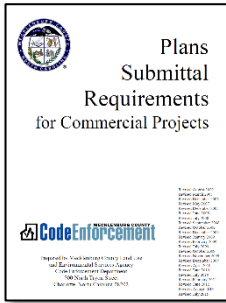


# Customer Guide: Are you new to OnSchedule Commercial Plan Review and Electronic Plan Management (EPM)?

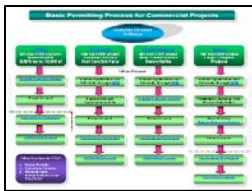
You'll want to make sure you have these tools in your tool box ...



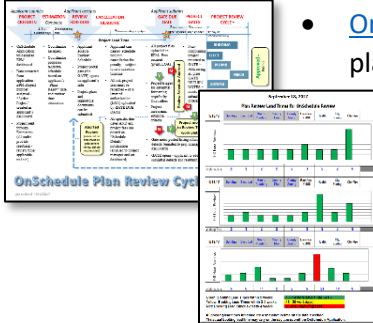
- ✗ Our website: Mecklenburg County Code Enforcement - ([www.meckpermit.com](http://www.meckpermit.com))
- ✗ Our EPM site: Electronic Plans Management (EPM) – (<http://epm.mecklenburgcountync.gov/>)



- [PLAN SUBMITTAL REQUIREMENTS FOR COMMERCIAL PROJECTS](#) –  
 Developed to give applicants an understanding of the minimum information needed from the designer(s) to allow code officials to determine code compliance. The guide is divided into two categories: (1) How the system works – plan review/permitting services offered and programs available to customers. Then, (2) commercial construction requirements for full/additions (new structure) vs. tenant-upfit/alteration/renovation (work on existing structures).

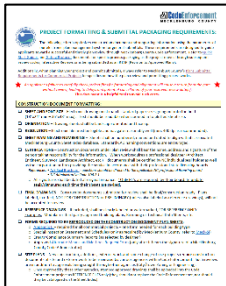


- [BASIC PERMITTING PROCESSES FOR COMMERCIAL PROJECT](#) –  
 Chart outlining the 4-basic permitting processes for commercial projects (CTAC, Express, OnSchedule and Mega) with key links and contact information.

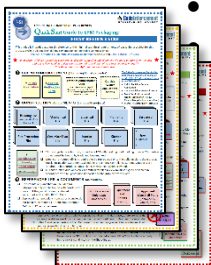


- [OnSchedule Plan Review Life Cycle Timeline](#) – graph takes project from application to plan review approval.
  - [Lead Time Chart](#) – updated every Monday, this chart gives our community a snapshot of expected schedule booking lead times. The actual booking lead time may vary on the day application is made.
  - [Building Permit Fee Estimator](#) – an online, interactive form that can be used to provide approximated permit charges based upon the amount of estimated total construction value.

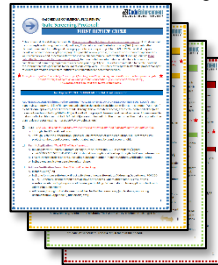
✗ On our website, the following documents can be found on this page, [Customer Guide to Gating](#) –



- [PROJECT FORMATTING & SUBMITTAL PACKAGING REQUIREMENTS](#) -  
 Designed to guide applicants toward a successful and timely plan review by effectively planning for and executing the EPM packaging standards.



- [QUICK START GUIDES](#)  
 to packaging for:
  - [1<sup>st</sup> Plan Review Cycle](#)
  - [2<sup>nd</sup> and Subsequent Plan Review Cycles](#)
  - [Interactive Plan Review](#)
  - [Revision-to-Approved-Plans \(RTAP\) Plan Review](#)



- [GATE PROTOCOL CHECKLISTS](#)  
 to determine project readiness for plan review:
  - [1<sup>st</sup> Plan Review Cycle](#)
  - [2<sup>nd</sup> and Subsequent Plan Review Cycles](#)
  - [Interactive Plan Review](#)
  - [Revision-to-Approved-Plans \(RTAP\) Plan Review](#)

