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)

- **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:**
  - 1st Plan Review Cycle
  - 2nd 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:**
  - 1st Plan Review Cycle
  - 2nd and Subsequent Plan Review Cycles
  - Interactive Plan Review
  - Revision-to-Approved-Plans (RTAP) Plan Review