



PROJECT FORMATTING & SUBMITTAL PACKAGING REQUIREMENTS:

The following criteria optimizes construction document and supporting information using the parameters of our electronic plan management system for general submittals. These requirements are designed to guide applicants toward a successful and timely plan review through Mecklenburg County Code Enforcement. Refer to [Quick Start Guides](#) and [Gating Protocol](#) documents for specific process packaging as the project moves through subsequent review cycles, Interactive Reviews or is being submitted as an RTAP (Revision to Approved Plans).

Additionally, when planning your project and permit submittals, always refer to Mecklenburg County’s [Plans Submittal Requirements for Commercial Projects](#) for specifics on how the plan review and permitting process works.

★ *An applicant’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).* ★

This document is a helpful tool to avoid such costs.

CONSTRUCTION DOCUMENT FORMATTING:

- ❑ **SHEET AND FONT SIZE** - Electronic drawing must match standard paper sizes going out into the field (18”x24” min – 36”x48” max). Text should be readable when zoomed in to plotted sheet size.
- ❑ **ORIENTATION** – Drawing sheets shall be landscape oriented and face up.
- ❑ **RESOLUTION** – Electronic file must be legible and navigate reasonably well (min. 400 dpi is recommended).
- ❑ **SHEET NAMING AND NUMBERING** – Sheets shall be numbered, named and dated to align with its associated Mecklenburg County Sheet Index database. Standard CAD naming conventions are encouraged.
- ❑ **CERTIFICATIONS** – Construction documents under plan review shall bear the name, address and signature of the person taking responsibility for the information. When work requires a professional designer (Architect, Engineer, Surveyor, Landscape Architect, etc.) – documents shall be certified by NC individual seal holder as well as the corporation or firm providing the service in accordance with their professional state licensing boards.
 - References: ♦ [A/E Seal Brochure](#) - questions should be directed to the applicable NC professional licensing board
 - ♦ *NC Administrative Code 106.2.1*
 - All signatures shall be dated at original issuance. *Only PE’s are required, by their board, to update seals/signatures each time their sheets are revised.
- ❑ **FINAL DRAWINGS** – Construction documents submitted for review shall be final/construction ready. Plans labeled, in effect, NOT FOR CONSTRUCTION or PRELIMINARY (unless also labeled as reference drawings), will not be accepted for review.
- ❑ **REFERENCE DRAWINGS** – If included, shall be clearly labeled or watermarked, FOR REFERENCE ONLY
Examples: Modular or third party approved building plans, Rezoning or Technical Data Sheets, etc.
- ❑ **FORMS REQUIRED TO BE REPRODUCED ON THE CONSTRUCTION DOCUMENT PLAN SHEETS:**
 - [Appendix B](#) – required for all commercial projects – one form needed for each building type
 - Special Inspection Statement and Schedules (only as required by Mecklenburg County, refer to [Meck-SI](#))
 - Energy Compliance Summary Reports (as selected by designer)
 - Approved [Alternate Means and Methods Request Form](#) (only after it bears the signature of a Mecklenburg County Code Administrator)
- ❑ **SITE PLANS** – New construction, additions, exterior work and some change of use projects require construction documents of site and exterior work to be reviewed by various agencies within Code Enforcement. Such reviews are in addition to approvals being sought through other agencies (City/Town Zoning or Engineering).
 - Once approved by these other agencies, stamped-approved drawings shall be uploaded into the Code Enforcement project as REFERENCE FILES only (they should not replace the Code Enforcement set, nor should they be catalogued on the Sheet Index).

- ❑ **BINDERS** - Construction drawings shall be bound into single trade files and bookmarked.
Example: "BUILDING.pdf, MECHANICAL.pdf, ELECTRICAL.pdf, CIVIL.pdf", etc.
Exception: Total number of sheets = 20 or less, all trades can be bound into a single file and bookmarked.
- ❑ **BOOKMARKING** – Construction document plan files shall be bookmarked with the list providing both the sheet number AND the sheet name. Ensure that bookmarks are working.
Example: "A1.0 - Demolition Plan"
Exception: Files with less than 5 sheets are not required to be bookmarked.
- ❑ **FILE SIZE** - No one file should exceed 40 MB. If a trade file exceeds this size, divide into volumes.
Example: "BLDG1.pdf, BLDG2.pdf"
- ❑ **SECURITY** – files/docs shall be unlocked!
Exception: If applying digital signatures, files can remain locked only if security settings allow for MARK UPS. Otherwise you will need to re-create the PDF into an unlocked/unverifiable version to submit.
- ❑ **FORMAT** - PDF only. *Exception: The Mecklenburg County SHEET INDEX database must stay in its #.XLSX format!*

INDEXING:

- ❑ **SHEET INDEX** – the EPM system requires this database be accurately filled out and kept updated throughout the review process. Once submitted, this XLSX file becomes hardcoded into the project and is an important component of the electronic tracking of each sheet during review and the final approved package going to the field.
 - Only construction plan sheets should be listed on this database
- **Whenever revisions are needed on the Sheet Index – simply add the updated Sheet Index in with revised project files and the system will over-write the previous version (you will not be deleting this file as you would do with revised editions of the other project files).****

★ *With each subsequent submittal, the project manager should carefully check this database against their uploading project - ensuring sheet numbers, sheet names, latest revision numbers and latest sheet dates are reflected accurately on the Sheet Index prior to re-submitting.* ★

REQUIRED SUPPORTING DOCUMENTS:

These documents are individual files uploaded into the EPM system as part of the overall submittal package. Templates and forms can be downloaded from your EPM dashboard at the *DOWNLOAD APPLICATION FORM* page. (At login – go to SUBMIT BUILDING CONSTRUCTION PLAN APPLICATION under TOOLBOX) or hyper-linked here:

- ❑ Mecklenburg County Sheet index – must be logged into EPM to download this template (see details above)
- ❑ [Address Verification Form](#) – a separate form for each suite/unit required
- ❑ [Permit Application](#) (Building Permit for general contract work – covers all trades with a GC. If work only involves a single trade, use just that trade specific permit application) – a separate form for each building, suite/unit or construction phase required.
- ❑ Letter of Authorization (LOA) for fees – ONLY when using a bond account as payment surety. No template needed – simply provide, on bond account holder’s letterhead, authorization for Mecklenburg County to charge fees against account (reference EPM project and bond account number). Letter must be SIGNED by bond holder.

OTHER SUPPORTING DOCUMENTS:

Any files, documents, applications, cut-sheets, information required by outside agencies or intended to be provided for informational purposes can be uploaded into a project’s dashboard but must be in an unlocked, PDF format.

WITH ALL SCHEDULED REVIEWS – PACKAGES MUST BE SUBMITTED AND FEES RECEIPTED NO LATER THAN NOON, **TWO BUSINESS DAYS** PRIOR TO THE REVIEW SCHEDULE START DATE.

