

# Plan Review Task Force - Peer Review

December 4, 2009

## 1. Introduction, issue and background

Beginning in January 2007 the Plan Review Task Force (PRTF) reconvened to review issues pertaining to the plan review services provided by Mecklenburg County Code Enforcement (MCCE). One specific goal set by the PRTF was to investigate the feasibility and demand for Peer Review. The PRTF supports this program in concept:

The start date is tentatively scheduled for January 1, 2010.

## 2. Plan Review Task Force Peer Review Program

Restricted to Poor Performers, this tool will provide assistance to customers in the poor performing category to improve their scores by requiring a peer review to be performed prior to submitting their project for review.

### 2.1 Type of Projects:

- All OnSchedule projects that have a poor performing team member will be required to have a peer review.
- Only the poor performing team member(s) will provide the peer review.

### 2.2 Application/Scheduling:

- Customers will submit the project through the Electronic Plans Management (EPM) system.
- Customers will be notified through the Electronic Plans Management (EPM) dashboard the project is in the poor performing category and subject to a preliminary review and a peer review for the poor performing team member(s).

### 2.3 Time of Preliminary Review:

- Poor performing team member(s) will attend the scheduled preliminary review prepared to discuss their code logic as defined on the agenda submitted to Mecklenburg County Code Enforcement.
- The completed peer review form must be submitted at the time of the preliminary review.

## 2.4 Peer Reviewers

### 1. Eligibility

- a) To be eligible to perform a peer review, the sealholder must have a Successful or Superior performing score for the last two quarters in the specific trade the peer review is being performed.
- b) It is the responsibility of the poor performer to select an eligible peer reviewer.

### 2. Verification of Plans

- a) The peer reviewer will verify the drawings meet code compliance for the specific trade reviewed.

### 3. Documentation of peer review

- a. Mecklenburg County Code Enforcement will receive a completed document at the preliminary review that verifies the drawings meet the requirements for code compliance for the trade reviewed by the peer reviewer.
- b. This document will be developed by MCCE and posted on [www.meckpermit.com](http://www.meckpermit.com).

Rev. 11-20-09

## 2.5 Scores:

### 2.5.1 Posting of Scores

- a) Scores will be posted quarterly based on the most recent 14 events with MCCE

### 2.5.2 Score Adjustment

- a) To move off the poor performing list, individuals may improve their score for the next quarter by successfully passing plan review events or;
- b) A/E's may study their way off the poor performer list by attending and successfully completing either:
  - a. An NC level III Code Officials Class in their discipline (successful completion means passing the class test)
  - b. Or other code classes of similar rigor, defined by the Department.
- c) Once the class is complete, the score will be changed to Successful for the remainder of that quarter
- d) The next quarterly posting will be based on the most recent 14 events with MCCE
- e) This option may be used one (1) time per year

## 2.6 Fees:

No fees will be charged for this service by MCCE.

## 2.7 Assumptions:

Refers to primary trades, B/E/M/P

## 2.8 The Peer Review Program startup will be phased in.

The program will be established and await the qualification of poor performing customers. As poor performing customers are identified, the program will begin. Anticipated begin date is January 1, 2010.

## 2.9 Industry notification of Peer Review startup.

- A. 45 to 60 days prior to program start up a targeted letter writing campaign will be affected to advise all project designers of the program startup.
  1. An intense public presentation and information campaign will be planned with the AIA, PENC and other trade associations.
  2. At least one public presentation will be held in brown bag lunches at the Hal Marshall Service Center