CodeEnforcement
MECKLENBURG COUNTY

OnSCHEDULE COMMERCIAL PLAN REVIEW

Quick Start Guide to EPM Packaging:

INTERACTIVE REVIEW

*This guide is intended as a quick reference to the minimal submittal requirements of packaging a project for this process cycle. Full details of all requirements can be found through these links:
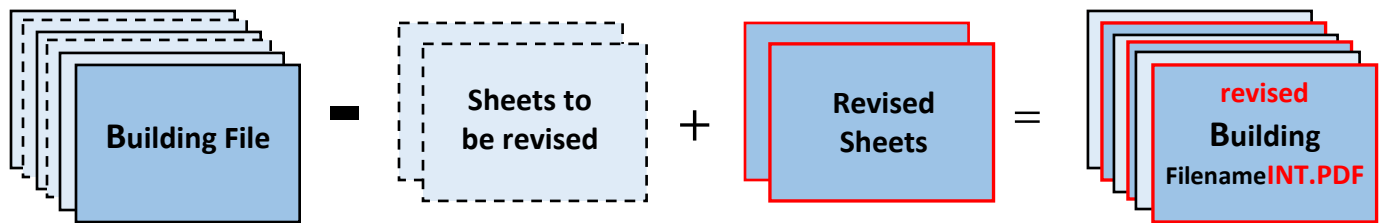
Project Formatting & Submittal Packaging Requirements (PF&S) and Gate Protocol – Interactive Review.

★ *An applicant's failure to carefully check project files for formatting and alignment during this process will lead to disapproval of plans and enter the project into its next review cycle once all trades have completed their reviews.* ★
**This document is a helpful tool to avoid such costs.**

IMPORTANT:
- This process is run solely between the <u>plans examiner and designer of record</u>—projects going through, and coming back from, Interactive Review do not get screened by the GATE. Participating in this process is at the discretion of the Plan Examiner—with consideration to the complexity of the defect, their availability to re-address the project outside of its scheduled review time and the seal holder's ability to address the defect within 2 business days.
- Process is only designed to correct information/files already in upload.

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❶ REVISING PLAN REVIEW / CONSTRUCTION DOCUMENT FILES:

| **Building File** | **−** | **Sheets to be revised** | **+** | **Revised Sheets** | **=** | **revised Building** FilenameINT.PDF |

- ❑ Cloud all revisions and denote change. That delta (change denotation) should be recorded accurately on the sheet revision block and then onto the Sheet Index as the LATEST REVISION NUMBER/SHEET DATE.

- ❑ PE's, per their board, must recertify (re-date) seals/signatures on documents with revisions.

- ❑ Revised sheets must replace the original sheet and then be re-bound into the applicable trade file with all other original sheets – check that bookmarks are still working before resubmitting.

- ❑ Interactive Review (IR) differs from the Re-Review Cycle process in that you will not be deleting files prior to resubmitting. Following the directions on the SUBMIT INTERACTIVE REVIEW FILES tab, simply ADD the revised files and Sheet Index using the BROWSE feature and UPLOAD/SUBMIT. The system will add an INT extension to the file name and the dashboard will then have both (original and INT) versions until project is approved or moved on to the next review cycle.

Updated

Mecklenburg County Sheet Index
(XLSX format)

- ❑ Update Sheet Index to accurately reflect the latest revision numbers and revised sheet dates as they are documented on each sheet (only for sheets that have been revised).

- ❑ Sheet Index databases will not be able to be deleted—when making changes, simply ADD the updated INDEX when re-submitting package and the system will over-write the previous version.
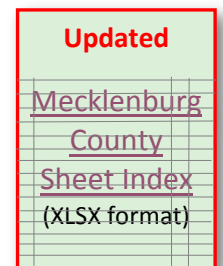
❷ NEW, SUPPORTING or REFERENCE DOCUMENTS:

- ❑ This process will not allow you at ADD any new files or documents. If addressing the defect requires you to do so—discuss with your plans examiner. In limited cases, there are ways that you may be able to email the document or file to your Coordinator or Examiner for resolution.

New File/Doc

- ❑ If Plan Examiner requests a written Response to comment, or you want to provide one, it will need to be emailed directly to him/her.