

Electronic Plans Management Training

Edit Application/Submit
Additional Information



EPM – Edit Application/ Submit Additional Information



The Electronic Plan Management system (EPM) is an online tool designed to allow architects, engineers, and designers the ability to oversee their projects as they go through the plan review and permitting process. All pertinent information related to the project is visible on the dashboard, with real time updates. The web address is:

<http://epm.mecklenburgcountync.gov>

EPM – Edit Application/ Submit Additional Information



The screenshot shows the EPM Dashboard in a Microsoft Internet Explorer browser window. The address bar shows the URL: <http://epm.mecklenburgcountync.gov/ArchDash.aspx>. The page header includes "Mecklenburg County, NC" and "Code Enforcement". The main content area is titled "EPM Dashboard" and has navigation tabs for "Home", "Open Actions", "Active Projects", "Permits Not Issued", and "Search". Below the tabs is a table with columns: "Project #", "Project Name", "Address", "Project Manager", "Open Action", and "Project Coordinator". The table contains two rows of data. A red arrow points to the "1" in the "Project #" column of the first row.

Project #	Project Name	Address	Project Manager	Open Action	Project Coordinator
297888	Hot Dog Heaven	700 N TRYON ST, CHARLOTTE	Grady Smith	Gate is open. Waiting for plan to be submitted.	Cheryl Scott-Parker (704) 336-3837
298434	Hot Dog Heaven 2	700 N TRYON ST, CHARLOTTE	Grady Smith	Plumbing Estimation is in a pending status. Other information required. Please provide number of plumbing fixtures.	Cheryl Scott-Parker (704) 336-3837

Click the project number to go into the project.

Once an application is submitted, Mecklenburg County Code

Enforcement staff review the information provided and estimate the amount of time needed for the review. If additional information is needed, the project will be placed in a pending status until the information is received from the customer.

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When the mouse is placed over the blue arrows, additional information is shown. For the trades that indicate Pending, they require additional information.

The screenshot shows the Electronic Plan Management web application in a Microsoft Internet Explorer browser window. The page title is "Mecklenburg County, NC Code Enforcement Electronic Plan Management". The user is logged in as Grady Smith from Smith Design Firm. The project details for "Hot Dog Heaven 2 (#298434)" are displayed, including the address "700 N TRYON ST, CHARLOTTE" and the review type "OnSchedule review, Commercial; 2009 NC Bldg Code".

The "Tool Box" on the left contains links for History, Graphical View, Request Application Edit, Change Project Manager, Cancel Project, Performance Scores, Plans Ready On, Accept/Reject Review Date, Cancel Review, and List of Meetings.

The "History" table shows the following actions:

Action	Performed By	Performed On	Details	Report
Submit Application	Grady Smith	Jul 16, 2009 @ 10:48 AM		PDF
Assign Project Coordinator	Melanie Sellers	Jul 16, 2009 @ 10:48 AM		
Plans Review Fee Entered	Melanie Sellers	Jul 16, 2009 @ 10:49 AM		
Health Estimation Not Required	Melanie Sellers	Jul 16, 2009 @ 10:52 AM		
Back Flow Estimation Not Required	Melanie Sellers	Jul 16, 2009 @ 10:52 AM		
Fire Estimation Not Required	Melanie Sellers	Jul 16, 2009 @ 10:52 AM		
Zoning Estimation Not Required	Melanie Sellers	Jul 16, 2009 @ 10:52 AM		
Plumbing Estimation Pending	Melanie Self			
Mechanical Estimation Completed	Melanie Self			
Electrical Estimation Completed	Melanie Self			
Building Estimation Completed	Melanie Self			

Additional information is shown for the "Plumbing Estimation Pending" row:

- Reasons:** Information required
- Pending Notes:** Please provide number of plumbing fixtures.

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Click on Request Application Edit to provide additional information on the project.



Electronic Plan Management - Microsoft Internet Explorer

Address: <http://epm.mecklenburgcountync.gov/ProjDetails.aspx?ProjNum=298434&TabNum=1>

Mecklenburg County, NC
CodeEnforcement

Welcome Grady Smith | Smith Design Firm | [Sign Out](#)

Electronic Plan Management

[Dashboard](#)

Project Details

Project Name: Hot Dog Heaven 2 (#298434)
Address: 700 N TRYON ST, CHARLOTTE
Review Type: OnSchedule review; Commercial; 2009 NC Bldg Code

Tool Box

- [History](#)
- [Graphical View](#)
- [Request Application Edit](#)
- [Change Project Manager](#)
- [Cancel Project](#)
- [Performance Scores](#)
- [Plans Ready On](#)
- [Accept / Reject Review Date](#)
- [Cancel Review](#)
- [List of Meetings](#)

History

Action	Performed By	Performed On	Details	Report
Submit Application	Grady Smith	Jul 16, 2009 @ 10:48 AM		PDF
Assign Project Coordinator	Melanie Sellers	Jul 16, 2009 @ 10:48 AM	▶	
Plans Review Fee Entered	Melanie Sellers	Jul 16, 2009 @ 10:49 AM	▶	
Health Estimation Not Required	Melanie Sellers	Jul 16, 2009 @ 10:52 AM		
Back Flow Estimation Not Required	Melanie Sellers	Jul 16, 2009 @ 10:52 AM		
Fire Estimation Not Required	Melanie Sellers	Jul 16, 2009 @ 10:52 AM		
Zoning Estimation Not Required	Melanie Sellers	Jul 16, 2009 @ 10:52 AM		
Plumbing Estimation Pending	Melanie Sellers	Jul 16, 2009 @ 10:53 AM	▶	
Mechanical Estimation Completed	Melanie Sellers	Jul 16, 2009 @ 10:53 AM	▶	
Electrical Estimation Completed	Melanie Sellers	Jul 16, 2009 @ 10:53 AM	▶	
Building Estimation Completed	Melanie Sellers	Jul 16, 2009 @ 10:53 AM	▶	

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A screenshot of the Electronic Plan Management (EPM) web application interface. The browser window title is "Electronic Plan Management - Microsoft Internet Explorer". The address bar shows the URL: "http://epm.mecklenburgcountync.gov/ProjDetails.aspx?Action=ReqAppEdit". The page header includes "Mecklenburg County, NC CodeEnforcement" and "Electronic Plan Management". The main content area is titled "Request Application Edit" and contains a "Comments" section with a text input field containing the text: "There is an existing unisex accessible restroom and will be adding a hi/low fixture". A "Submit" button is located at the bottom right of the comments section. A "Tool Box" on the left side contains various navigation links such as "History", "Graphical View", "Request Application Edit", "Change Project Manager", "Cancel Project", "Performance Scores", "Plans Ready On", "Accept / Reject Review Data", "Cancel Review", and "List of Meetings". The footer includes "Legal Notices | Privacy Notice".

In the comments section, add the additional information and click submit.



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The screenshot shows the Electronic Plan Management (EPM) web application interface. The browser window title is "Electronic Plan Management - Microsoft Internet Explorer". The address bar shows the URL: <http://epm.mecklenburgcountync.gov/ProjDetails.aspx>. The page header includes the Mecklenburg County, NC logo and the text "Code Enforcement". A welcome message reads "Welcome Grady Smith | Smith Design Firm | [Sign Out](#)". The main content area is titled "Electronic Plan Management" and displays "Project Details" for "Hot Dog Heaven 2 (#298434)" at "700 N TRYON ST, CHARLOTTE". A "Tool Box" on the left contains links for "History", "Graphical View", "Request Application Edit", "Change Project Manager", "Cancel Project", "Performance Scores", "Plans Ready On", "Accept / Reject Review Date", "Cancel Review", and "List of Meetings". The "History" section is titled "Application Edit Requested" and contains a table with the following data:

Action	Performed By	Performed On	Details	Report
Submit Application	Grady Smith	Jul 16, 2009 @ 10:48 AM		PDF
Assign Project Coordinator	Melanie Sellers	Jul 16, 2009 @ 10:48 AM	▶	
Plans Review Fee Entered	Melanie Sellers	Jul 16, 2009 @ 10:49 AM	▶	
Health Estimation Not Required	Melanie Sellers	Jul 16, 2009 @ 10:52 AM		
Back Flow Estimation Not Required	Melanie Sellers	Jul 16, 2009 @ 10:52 AM		
Fire Estimation Not Required	Melanie Sellers	Jul 16, 2009 @ 10:52 AM		
Zoning Estimation Not Required	Melanie Sellers	Jul 16, 2009 @ 10:52 AM		
Plumbing Estimation Pending	Melanie Sellers	Jul 16, 2009 @ 10:53 AM	▶	
Mechanical Estimation Completed	Melanie Sellers	Jul 16, 2009 @ 10:53 AM	▶	
Electrical Estimation Completed	Melanie Sellers	Jul 16, 2009 @ 10:53 AM	▶	
Building Estimation Completed	Melanie Sellers	Jul 16, 2009 @ 10:53 AM	▶	
Request Application Edit	Grady Smith	Jul 16, 2009 @ 11:17 AM	▶	

The request has been added to the History screen and sent to Mecklenburg County.

Mecklenburg County will complete the estimation of the project and the project will be scheduled.

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Thank you for using this training demonstration. If you have additional questions on Edit Application/Submit Additional Information, please contact:

OnSchedule Coordinators 704-336-3837 x 1