



ONSCHEDULE COMMERCIAL PLAN REVIEW

Gate Screening Protocol:

RTAP REVIEW CYCLE

*This expanded checklist supplements the [Project Formatting & Submittal Packaging Requirements](#) (PF&S) document by providing broader insight into what, and how, Code Enforcement Controllers screen (GATE) each submittal element for minimal formatting and packaging prior to accepting a project for PLAN REVIEW. While it may not include all scenarios for every type of project or possible review process, it does strive for consistency for applicants as well as plan review and inspections staff to best serve our community. Refer to the Mecklenburg County's [Plans Submittal Requirements for Commercial Projects](#) for more details on information needed to determine code compliance and permitting requirements specific to your project type. This list is not intended to dictate, nor limit the information a designer needs to document code compliance – it is solely the responsibility of the project manager to ensure information is complete, sufficient and submitted per accepted deadlines.

★ *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.

In a typical RTAP SUBMITTAL, the GATE will screen for ...

ALL FILES/DOCUMENTS (Required or Optional) WILL BE OPENED AND CHECKED TO TEST FOR "LOCK": All users need to make sure locked files (set to block MARK-UPS) are not uploaded into the project's dashboard at any point in the plan review process (gating, Interactive Review uploads, etc.).

- ❑ **FEES:** *The GATE will check that they are secured via payment method indicated on project application.*
 - When RTAP increases Project Cost (RTAP project application sets this in motion)
 - ESTIMATED FEE PAYMENT:
 - Check/credit card -or-
 - Letter of Authorization uploaded - on letterhead of bond account holder - reference EPM RTAP project number, bond account number, dated and signed by bond account holder.
 - When RTAP does NOT increase Project Cost (RTAP project application indicates \$0)
 - Letter of Authorization uploaded - on letterhead of bond account holder - reference EPM RTAP project number, bond account number, dated and signed by bond account holder. This usually comes from the GC permitted on the parent project.
- ❑ **Permit Application:** *The GATE will be checking ...*
 - Only required when RTAP increases project costs: Building Permit (General Contract) or single Trade Permit (no GC) - completed / signed.
 - Ensure correct project address, including suite/unit number (matches Address Verification Form)
 - Include one application per suite/unit or phase
 - Information/cost is only for work proposed by this revision to approved plans.

- ❑ **Construction Document Drawing Packaging:** *The GATE will be checking ...*
 - REVISIONS: All revisions must be clouded and denoted. 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.
 - PACKAGING: Only revised sheets to the PARENT / APPROVED should be submitted. All sheets to be bound into one file - OR - If over **20** sheets in total, they are required to be separated and bound by trade.
 - **BOOKMARKING:** All sheets in files are to be bookmarked and that listing must contain the **number AND name** of each sheet in the listing. Exception: if a file contains **5** or less sheets, bookmarking will not be required.
 - CERTIFICATIONS UPDATED: Only sheets sealed by Professional Engineers will be checked to be sure seals/signatures are re-applied and re-signed each time a sheet is modified. PE's signature dates cannot pre-date last sheet date. This is a requirement of their board.
 - Seal holders cannot change from PARENT / APPROVED drawings to RTAP submittals unless fully defined in accordance with NC professional board regulations.

- ❑ **Sheet Index:** *The GATE will be checking that...*
 - Only REVISED construction drawings are listed. All other sheets from the PARENT/APPROVED project should be removed.
 - Must be updated to accurately reflect the latest revision numbers and revised sheet dates.

