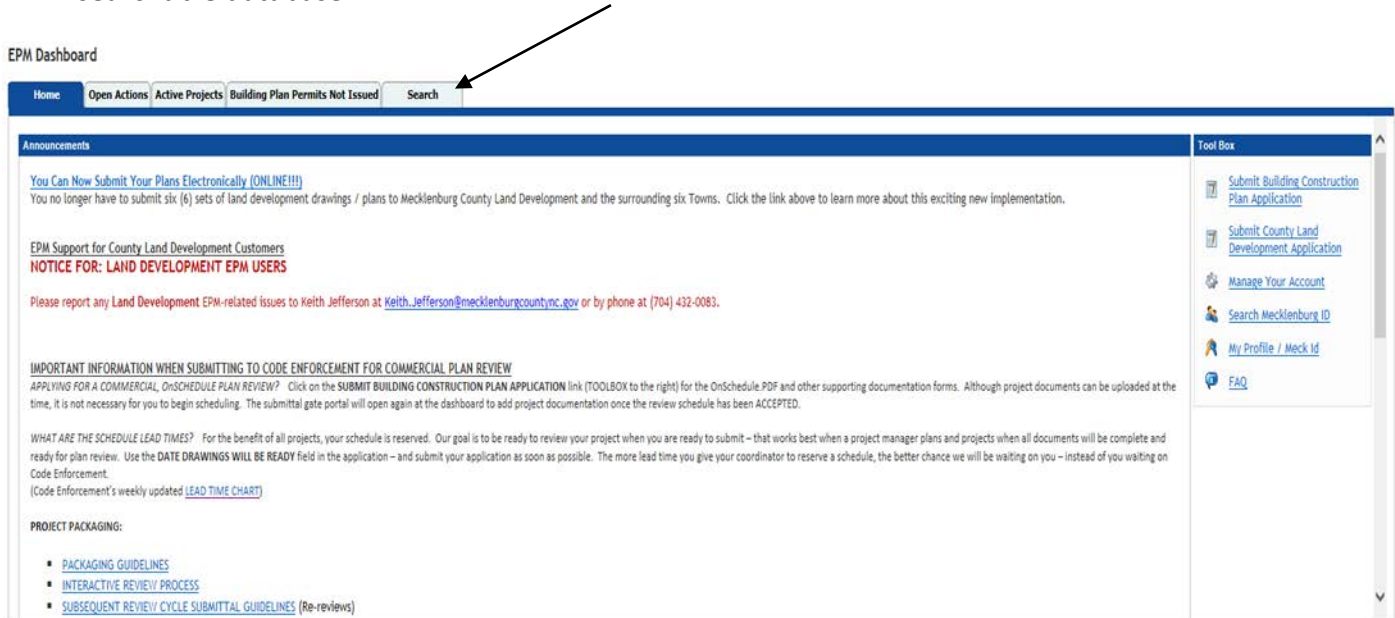


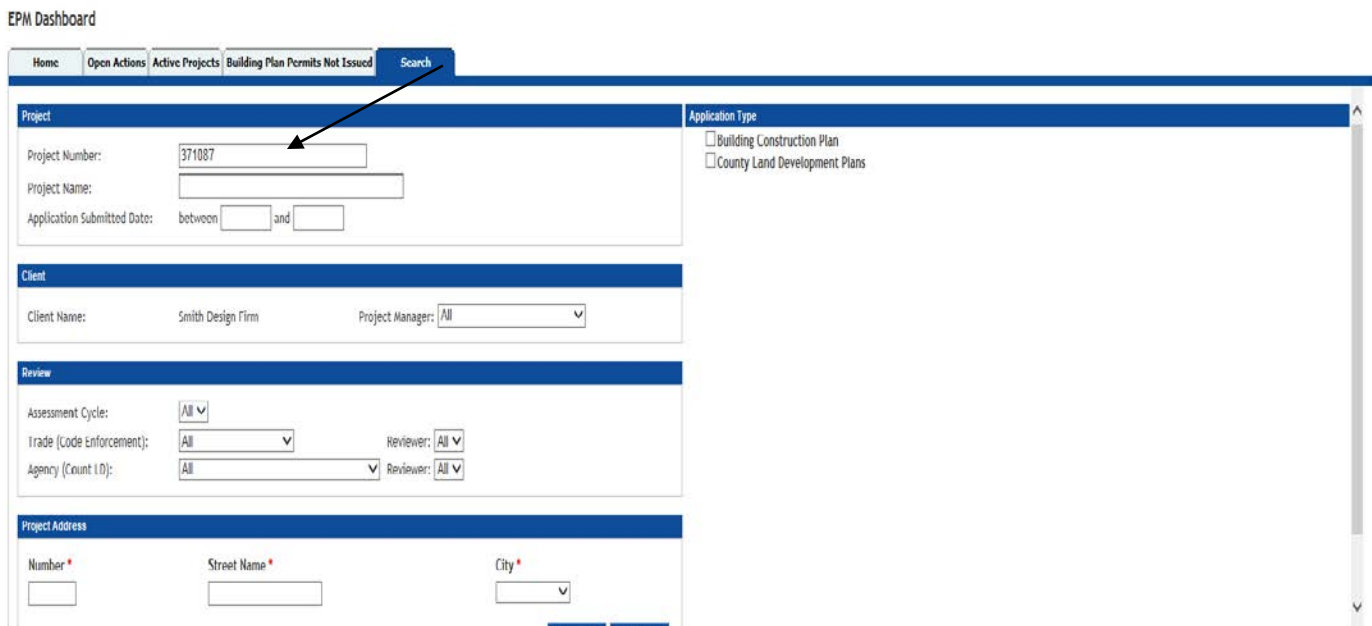
Locating Approved Package for Closed Projects

Go to www.epm.mecklenburgcountync.gov

Sign-In to your account. Once in, choose the **Search** option. This is necessary because once the project has been permitted, it is removed from the Active Projects tab and placed into a searchable database.



Enter the project number and click submit, at the bottom of the page.



Click on the **project number** to open the project.

Mecklenburg County, NC
Electronic Plan Management

EPM Dashboard

Home Open Actions Active Projects Building Plan Permits Not Issued Search

Search Results

Project #	Project Name	Address	Town	SOI	Status	Customer	Review Type	Project Manager
371087	DJ's carwash	2409 DANIEL ST CHARLOTTE	CHARLOTTE	Charlotte	Estimation Started	Smith Design Firm	OnSchedule	Daniel Joyce (980) 314-3144

On the project page, click the **“Approved Package”** link on the left hand side. Your view may have fewer choices, but the **“Approved Package”** link is located in the same location.

Overview

- [History](#)
- [Graphical View](#)
- [Address Activity](#)
- [Assign Project Coordinator](#)
- [Edit Application](#)
- [Submitted Files](#)
- Finish Submitting Package
- Resubmit Package
- Cancel Project
- [Enter Project Note](#)
- [Email Notification](#)
- [View Notes](#)
- [Project Explorer](#)
- [Approved Package](#)

The contractor will need the **Approved Sheet Index** and ALL the files located in the **Approved Package – System Generated** section.

The screenshot shows a web application interface with the following components:

- Table of Project Items:**

File Name	Author	Category	Quantity	Description
2016-53-58 - JMS Plumbing.pdf	Willis Horton	Plumbing	2	Arrow:
2016-53-58 - JMS Plumbing.pdf	Willis Horton	Plumbing	2	Cloud:
2016-53-58 - JMS Plumbing.pdf	Willis Horton	Plumbing	2	Typewritten Text: Walk in cooler
2016-53-58 - JMS Plumbing.pdf	Willis Horton	Plumbing	2	Typewritten Text: Where is the hub drain or drains located outside the freezer and cooler
2016-53-58 - JMS Plumbing.pdf	Willis Horton	Plumbing	2	Arrow:
- Approved Sheet Index:**

Approved Sheet Index [PDF](#) [Excel](#)
- Approved Package - System Generated:**

If you have Bluebeam, you can view the reviewer feedback by clicking the BFX file [here](#).
 If you are using Adobe or any other PDF viewer, click on the file in the list below to view comments.

File Name	Has Comments	Submitted By	Submitted On	File Size
2016-53-58 - JMS Architecturals_Feedback.pdf	Yes	SYSTEM	Nov 28, 2016	16.37 MB
2016-53-58 - JMS Electrical.pdf	No	Paul Girardeau	Oct 17, 2016	8.14 MB
2016-53-58 - JMS Mechanical_Int1_Feedback.pdf	Yes	SYSTEM	Nov 28, 2016	10.75 MB
2016-53-58 - JMS Plumbing_Feedback.pdf	Yes	SYSTEM	Nov 28, 2016	7.11 MB
2016-53-58 - JMS Sharon - Charlotte, NC - Rev1 Response Letter.pdf	No	Portia Coram	Oct 26, 2016	398 KB
Building_Permit_Application-signed.pdf	No	Paul Girardeau	Oct 14, 2016	1.24 MB
Equipment Binder.pdf	No	Paul Girardeau	Oct 14, 2016	32.64 MB
report-signed.pdf	No	Paul Girardeau	Oct 17, 2016	326 KB
Self_Gatekeeping_Checklist-signed.pdf	No	Paul Girardeau	Oct 14, 2016	1.69 MB

The following information should be provided on the job site:

- A printed set of the approved drawings
 - Drawings must be legible when printed and be a minimum size of 18" x 24"
- A printed Approved Sheet Index – with Approved as Noted comments.
- Permit placard and permit (contractor can obtain this from their Contractor Dashboard. Instructions for how to obtain this can be found on our website, www.meckpermit.com, Architects and Engineers, Electronic Plan Management page.

The Sheet Index should like similar to the one below:

Sheet #	Sheet Revision #	Previous Date	New Date	Sheet Status	Building	Electrical	Mechanical	Plumbing	Zoning	Fire	Backflow	Food Service	Public Pool	EHS Facility / Lodging	Commercial Day Care
A0.00			Oct 07, 2016	NoChange	Approved Robert Dulin (980) 314-3181	Not Applicable Mike Hare (980) 314-3183	Not Applicable Willis Horton (704) 309-2174	Not Applicable Willis Horton (704) 309-2174	Not Applicable Ron Jones (704) 336-5059	Not Applicable Jeff Wright (704) 432-1752		Not Applicable Jody Throckmorton (980) 314-3472			
A0.B1			Oct 07, 2016	NoChange	Approved Robert Dulin (980) 314-3181	Not Applicable Mike Hare (980) 314-3183	Not Applicable Willis Horton (704) 309-2174	Not Applicable Willis Horton (704) 309-2174	Not Applicable Ron Jones (704) 336-5059	Not Applicable Jeff Wright (704) 432-1752		Not Applicable Jody Throckmorton (980) 314-3472			
A0.B2			Oct 07, 2016	NoChange	Approved Robert Dulin (980) 314-3181	Not Applicable Mike Hare (980) 314-3183	Not Applicable Willis Horton (704) 309-2174	Approved Willis Horton (704) 309-2174	Not Applicable Ron Jones (704) 336-5059	Not Applicable Jeff Wright (704) 432-1752		Not Applicable Jody Throckmorton (980) 314-3472			
A1.00			Oct 07, 2016	NoChange	Approved Robert Dulin (980) 314-3181	Not Applicable Mike Hare (980) 314-3183	Not Applicable Willis Horton (704) 309-2174	Not Applicable Willis Horton (704) 309-2174	Not Applicable Ron Jones (704) 336-5059	Not Applicable Jeff Wright (704) 432-1752		Not Applicable Jody Throckmorton (980) 314-3472			
A1.00A			Oct 07, 2016	NoChange	Approved Robert Dulin (980) 314-3181	Not Applicable Mike Hare (980) 314-3183	Not Applicable Willis Horton (704) 309-2174	Not Applicable Willis Horton (704) 309-2174	Not Applicable Ron Jones (704) 336-5059	Not Applicable Jeff Wright (704) 432-1752		Not Applicable Jody Throckmorton (980) 314-3472			
A1.01			Oct 07, 2016	NoChange	Approved Robert Dulin (980) 314-3181	Not Applicable Mike Hare (980) 314-3183	Not Applicable Willis Horton (704) 309-2174	Not Applicable Willis Horton (704) 309-2174	Approved Ron Jones (704) 336-5059	Approved as Noted Jeff Wright (704) 432-1752		Not Applicable Jody Throckmorton (980) 314-3472			
A1.02			Oct 07, 2016	NoChange	Approved Robert Dulin (980) 314-3181	Not Applicable Mike Hare (980) 314-3183	Not Applicable Willis Horton (704) 309-2174	Not Applicable Willis Horton (704) 309-2174	Not Applicable Ron Jones (704) 336-5059	Approved as Noted Jeff Wright (704) 432-1752		Not Applicable Jody Throckmorton (980) 314-3472			
A1.03A			Oct 07, 2016	NoChange	Approved Robert Dulin (980) 314-3181	Not Applicable Mike Hare (980) 314-3183	Not Applicable Willis Horton (704) 309-2174	Not Applicable Willis Horton (704) 309-2174	Not Applicable Ron Jones (704) 336-5059	Not Applicable Jeff Wright (704) 432-1752		Not Applicable Jody Throckmorton (980) 314-3472			
A1.03B			Oct 07, 2016	NoChange	Approved Robert Dulin (980) 314-3181	Not Applicable Mike Hare (980) 314-3183	Not Applicable Willis Horton (704) 309-2174	Not Applicable Willis Horton (704) 309-2174	Not Applicable Ron Jones (704) 336-5059	Not Applicable Jeff Wright (704) 432-1752		Not Applicable Jody Throckmorton (980) 314-3472			
A1.04			Oct 07, 2016	NoChange	Approved Robert Dulin (980) 314-3181	Not Applicable Mike Hare (980) 314-3183	Not Applicable Willis Horton (704) 309-2174	Approved Willis Horton (704) 309-2174	Not Applicable Ron Jones (704) 336-5059	Not Applicable Jeff Wright (704) 432-1752		Not Applicable Jody Throckmorton (980) 314-3472			


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