



OnSCHEDULE COMMERCIAL PLAN REVIEW

Quick Start Guide to EPM Packaging:

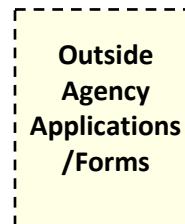
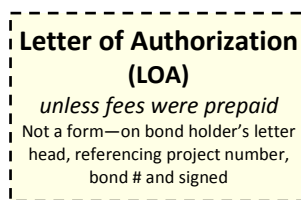
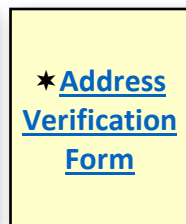
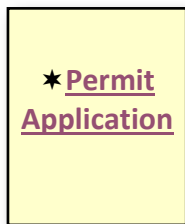
FIRST REVIEW CYCLE

*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 – 1st Cycle](#).

★ *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.

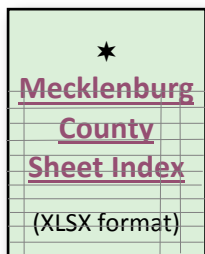
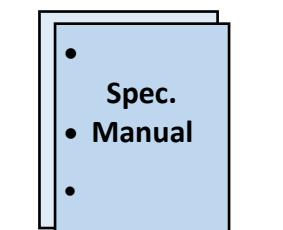
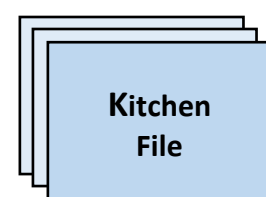
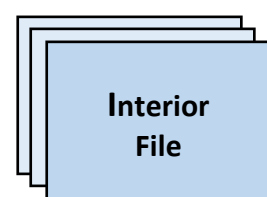
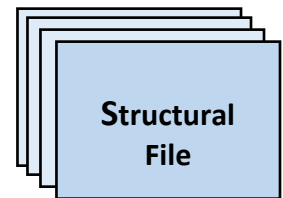
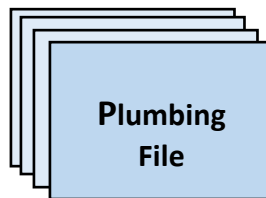
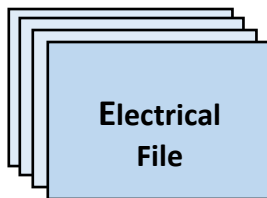
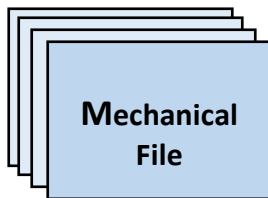
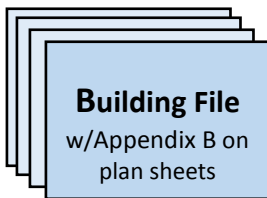
1 SUPPORTING DOCUMENT (*forms req'd in all projects):



The following are examples of other supporting documents that may be needed (check trade reviewers' notes from ESTIMATION):

- CMU's Backflow Service Application
- CMU's Backflow Dismantle Form
- Meck Co's Environmental Health/Service Plan Review Checklist/Application (pools- food)
- Menu • Hydrant Flow Test/Calcs.

2 CONSTRUCTION DOCUMENTS (varies with project):



- All drawings to be submitted, bound as a **PDF** with working bookmarking. (If over 20 sheets—project must be bound by trade and bookmarked.)
- Most current Appendix B is required to be reproduced onto the building plans sheet 1 or 2. Special Inspection Statements/Schedules and Energy Compliance Summary Reports are required to be reproduced onto plan review sheets when provided.
- All construction docs and calcs submitted for plan review must be signed or sealed in accordance with NC professional boards and the Administrative Code.

3 REFERENCE FILES or DOCUMENTS (as needed):

- Documents or plans that are included for information only can be bound with construction docs BUT they must be clearly labeled or watermarked FOR REFERENCE ONLY.
- Approved, stamped plans from other agencies do not need to be marked FRO but should contain "APPROVED" in its file name.

