



ONSCHEDULE COMMERCIAL PLAN REVIEW

# Quick Start Guide to EPM Packaging:

## RTAP 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 – RTAP Review](#).

★ *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 DOCUMENTS:

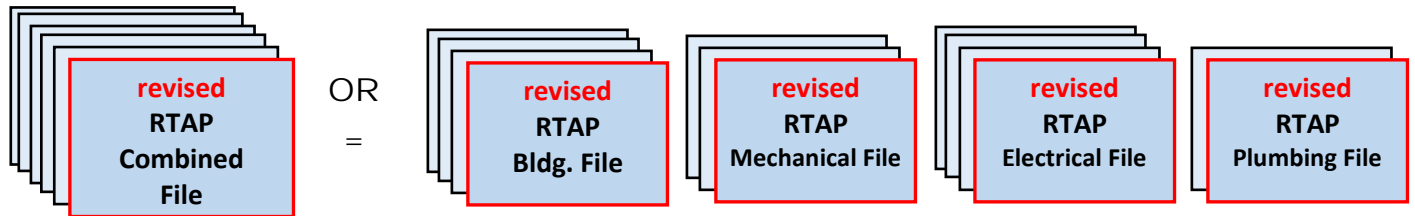
**Letter of Authorization (LOA)**  
*unless fees were prepaid*  
Not a form—on bond holder's letter head, referencing project number, bond # and signed

- OPTIONAL surety of permit fees only when revision increases the cost of approved project.
- REQUIRED surety of payment for re-review fees when no new permit will be issued (no increase to project cost).

**Permit Application**  
Only when revision increases project cost

- REQUIRED when revisions increase the approved project's cost as an additional permit will be issued to cover that work.

### 2 REVISIONS TO APPROVED PLAN (RTAP) REVIEW / CONSTRUCTION DOCUMENT FILES:



- 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.
- ONLY revised sheets from PARENT / APPROVED project shall be submitted. All sheets to be bound into one file - **OR** - if over 20 sheets, they are required to be separated and bound by trade. All files should be bookmarked.
- Seal holders cannot change from PARENT / APPROVED drawings to RTAP submittals unless fully defined in accordance with NC professional board regulations.
- Sheet Index database should always reflect the latest sheet date and revision number on each sheet. Only REVISED construction drawings are to be listed. All other sheets from the PARENT / APPROVED project should be removed.

