



Self-Gatekeeping Checklist for Commercial Permitting and Plan Review

Mecklenburg County Code Enforcement 700 N Tryon Street, Charlotte, NC 28202
 phone: 704-336-3837 fax: 704-336-3839 CTAC phone: 704-336-3829 x 4 www.meckpermit.com
 For Code questions, contact CTAC at 704-336-3829 x 4, for general questions contact 704-336-3837

Incoming Commercial Plans				
Date Submitted	Date to be Reviewed	Date Accepted		
Project Name		Project Number		
Project Address				
Contact Person		Cell Phone		
Phone	Fax	Email		
I certify, to the best of my professional belief, this submission meets all minimum submittal requirements required by Mecklenburg County Code Enforcement and the Plans Submittal Guidelines.				
Signature of Sealholder/Designer			License #	
This form is intended to be used with OnSchedule, Express Review, Rehab and CTAC (Commercial Technical Assistance Center) plan submittals only.				
It is not intended to be used with Mega or Charlotte Mecklenburg School plans submittals.				
Instructions				
Each item should be evaluated and a check should be placed in either the Included Column or the N/A Column as applicable. Every project is different and will require different items. This form should be completed by the Sealholder responsible for the submittal package. If a sealholder is not required, it should be completed by the designer responsible for the submittal package. If items are missing from the submittal package that require the review to be stopped, the review will be disapproved and the disapproval will be counted against the A/E Pass Rate. This form must be submitted with the submittal package.				
General Requirements				
Item #	Included	N/A	Item	Office Use
G1			Office/Field sets rolled together title block facing out, other sets rolled individually, title block facing in	
G2			Appendix B - 2009 Code (Including Schedule of Special Inspection Services) must be reproduced on the plans	
G3			Completed Permit Application with Estimated Project Cost and Address Verification Form (one application per building or unit address)	
G4			Plans that are submitted to our office, <u>if</u> they are marked, must be marked "For Construction Only". Can not be marked as Bid only, Permit only, or 80% complete.	
G5			A key plan is required to show location for upfit, renovations, and alterations only	
G6			Estimated Permit Fees are required for OnSchedule, Express Review, RTAP's, Rehab project submittals	
G7			Need 2 complete sets of drawings for CTAC review	
G8			Plan size 18" x 24" or greater. Set (roll) weight 40 lbs or less	
G9			Zoning approval from towns (Huntersville, Cornelius, Davidson)	
G10			1 site plan for City Engineering as required	
G11			Planning Commission Approval as required	
G12			Professional Seals signed and dated as required	
Phased Construction (see Plans Submittal Document for additional information)				
G13			Footing/Foundation	
G14			Structural Frame	
G15			Shell	
G16			Shell with Core	
Revisions to Approved Plans (RTAP)				
G17			Approved Field Drawings or a copy of approved field drawings for Revisions to Approved Plans must be submitted with the revised sheets	
Special Inspection (Chapter 17, www.meck-si.com) Plan Sheet when Special Inspections is required				
G18			a: Statements of Special Inspections (DPIRC) must be reproduced on the plans	
G19			b: IT Items 1-19 references checked if required. Specify which IT items are required for this project.	
Resubmittals - Disapproved plans				
G20			a: Paperwork returned	

G21			b: Office and Field red stamped sets returned with revised sheets attached to back of sets.	
G22			c: Reviewers sets returned with their revised sheets attached to back.	
G23			d: Typed(written) signed response letter to reviewers comments and attached to reviewers sets	
G24			e: Approved reviewers set returned due to additional revisions or comments.	
Commercial Plan Submittal Requirements				
Item #	Included	N/A	Item	Office Use
Civil / Site Plan				
C1			Property Lines and Dimensions	
C2			Streets and Driveway connects	
C3			Show any Easement or Right-of-Way	
C4			Location of Structures from Property Lines & Other Structures (Dimensions)	
C5			Parking Plan (Handicapped/Data Calculations)	
C6			Curb Cuts for Handicapped	
C7			Screening	
C8			Sign Location	
C9			Topography	
C10			Storm Drainage	
C11			Location Sewer Lines	
C12			Owner's Name	
C13			Adjoining Property Owner's Name	
C14			North Arrow and Map Scale	
C15			Name, Address Plan Responsibility	
C16			Vicinity Map	
C17			Fire Hydrants Public and Private	
C18			Type of Occupancy	
C19			Location, Type, Size of Public/Private Water Lines/Meters/Backflows	
Architectural/Structural/Fire				
A1			Soil Reports or Load Capacity when required	
A2			Design Loads	
A3			Footing Details (sizes & steps)	
A4			Foundation Plan	
A5			Floor/Wall/Roof Framing Details	
A6			Elevations of Building	
A7			Floor Plans & Roof Plan	
A8			Partition Layout/Fire Ratings w/ UL/FM #	
A9			Seating Layout - Furniture Plans	
A10			Show toilet room layouts at sufficient scale for dimensions and details to be ascertained.	
A11			Ramps (slope)	
A12			Interior Finish Schedule/Type Material	
A13			Door Schedule Including Hardware	
A14			Sections through Building(Detailed Wall Sections)	
A15			Fire stopping and Draft stopping	
A16			Stair Details (risers/treads/handrails)	
A17			Insulation/Energy Form	
A18			Glass Type Safety Glass as Required	
A19			Chimney/Fireplace Details	
A20			Gross and Net Floor Area	
A21			Construction Type	
A22			Occupancy	
A23			Hazardous Materials Storage or Use	
A24			High Piled Storage	
A25			Fixed Extinguishing Systems (halon/foam)	
A26			Window Schedule	
A27			Life Safety Plan	

A28			Fire Alarm Devices, riser diagram and sequence of operations	
A29			Sprinkler information(alterations, renovations and upfits-reflective ceiling plan head locations)	
A30			All plan sheets required to be "authored". Need name, address, phone and signature of individual responsible for each plan sheet when not done by licensed professional.	
Item #	Included	N/A	Item	Office Use
Electrical				
E1			Service Equipment Location	
E2			Riser Diagram	
E3			Grounding Electrode Conductor	
E4			Service Overcurrent Protection	
E5			Panel Overcurrent Protection	
E6			Feeder Overcurrent Protection	
E7			Transformer Overcurrent Protector	
E8			Panel Schedules w/ Load Calculations	
E9			Conductors (types & sizes) All Circuits	
E10			Ground Fault Protection	
E11			Separately Derived Systems Ground	
E12			Fixed Electric Heat	
E13			Motors H.P. and Disconnects	
E14			Hazardous Areas	
E15			Signs	
E16			Emergency Systems/Lights	
E17			Exit Lights	
E18			Conduit/Raceway Fill	
E19			Smoke Detectors	
E20			Lighting Fixtures/Outlet Layout	
E21			Upfits of Multi-Tenant Buildings	
E22			Require Electrical Shell Drawing of Bldg.	
Mechanical				
M1			Equipment (types, sizes & location)	
M2			Fuel-Vent or chimney Size & Location	
M3			Combustion/Ventilation, Air, Size & Location	
M4			Ductwork (sizing, locations & insulation)	
M5			Supply & Return Air Outlet, Inlet Location	
M6			Type of Duct Materials	
M7			Show all fire-rated and smoke-rated walls (both existing and new) with their ratings on the mechanical plans.	
M8			Exhaust Fans (CFM's)	
M9			Smoke Detection for Return Air	
M10			Fire Dampers	
M11			Kitchen Hood & Fire Extinguisher	
M12			HVAC Condensation Drain	
M13			Energy Form	
M14			Gas Piping Detail Material/Size	
M15			Roof Top Equipment Detail	
M16			a: Structural support detail for RTU's ≥ 500 lbs	
M17			Accessibility of Equipment	
M18			BTU's/CFM/Tons of Equipment	
Item #	Included	N/A	Item	Office Use
Plumbing				
P1			Fixture (location)	
P2			Drainage, Waste and Vent System Pipe Diagram Sizes (isometric & floor plans)	
P3			Traps	
P4			Cleanouts	
P5			Water Distribution Diagram	

P6			Pressure Reducing Valves	
P7			Backflow Preventer	
P8			Gas Piping (material & sizes)	
P9			Equipment Accessibility	
P10			Leaders and Storm Drains	
P11			Connector to City Water/Sewer	
P12			Connection to Private Well/Septic Tank	
P13			Water Heater Location	
P14			Interceptors - sizing and calculations	
P15			Minimum Facilities	
Sprinkler				
S1			System Standard (13, 13R, 231, etc.)	
S2			Location of Water Connection	
S3			Test Data (Static, Residual, Flow)	
S4			Fire Pump Data	
S5			Type System (wet, dry, etc.)	
S6			Pipe Schedule or Hydraulic	
S7			Total Flow & Pressure Demand	
S8			Size, Location & Main Risers & F.D.C.	
S9			Location of Private Mains	
S10			Note Any Unprotected Areas	
S11			If Hydraulic Design:	
S12			a. Design/Density/Area	
S13			b. Type & Model Sprinkler	
S14			c. Discharge Constant (X)	
S15			d. Hazen-Williams C. Factor	
S16			Evacuation Alarm	
S17			Electrical Connection to Central Station	
S18			Sprinkler Riser Detail	