

When do I need a permit?

All work in a commercial building requires a permit. There are instances when a permit may be obtained without submitting construction drawings.

The general statute states:

No person may commence or proceed with

- The construction, reconstruction, alteration, repair, movement to another site, removal or demolition of any building;
- The installation, extension or general repair of any plumbing system;
- The installation, extension, alteration or general repair of any heating or cooling equipment system; or
- The installation, extension, alteration or general repair of any electrical wiring, devices, appliances or equipment;

without first securing from the inspection department with jurisdiction over the site of the work each permit required by the North Carolina State Building Codes and other state or local law or local ordinance or regulation applicable to the work

Some work requires a permit but not construction drawings. These permits can be pulled through the Commercial Technical Assistance Center.

Some examples of work that requires permits but not construction drawings:

- Like-for-like roof replacement
- Like-for-like equipment changeout, such as a furnace or water heater
- Low-voltage permits (except when they affect egress and fire alarms)
- Electrical signs (sign circuit only)

- Like-for-like plumbing fixture replacement
- Interior demolition (no exterior, load-bearing or rated walls)

Do I need to submit drawings for review?

Contact the Commercial Technical Assistance Center at (704) 336-3829 ext. 4, or visit Monday through Friday from 7:30 a.m. to 4:30 p.m. A member of our staff will be happy to help you with any questions you may have. Visit www.meckpermit.com for full details.

- Typical projects accepted CTAC for plan review:
- Handicap ramps
- Business and mercantile occupancies up to 10,000 square feet
- Small additions up to 400 square feet
- Interior prefabricated offices (modular partitioning)
- Canopies
- Racking (12 feet to top of storage)

How do I submit drawings?

For projects going through CTAC review, submit

- Two sets of drawings with a completed Appendix B
- A completed permit application, listing all contractors and cost
- An address verification form

Drawings will be reviewed on a first-come, first-serve basis, with comments typically available in five to seven working days.

For projects that are not eligible for CTAC review, there are other options. The primary options are:

- OnSchedule Review
- Express Review

OnSchedule Review

OnSchedule Review is the main plan review process. To submit plans for OnSchedule review, use the Electronic Plan Management system.

The Electronic Plan Management system (EPM) is a workflow tool that allows architects, engineers, and designers to oversee their projects' plan review and permitting processes remotely.

EPM provides real-time project tracking, from estimation to permitting. An OnSchedule coordinator will contact you with a date for plan review and the number of sets of drawings required.

Typical lead times are three to four days for small projects and 10 to 15 days for larger projects.

Contact an OnSchedule coordinator at (704) 336-3837 ext. 1 for more information.

Express Review

Express Review is an option that requires drawings to be sealed and the sealholder of record to be present at the review. There is an additional cost of \$1200/hour for interior work and \$1500/hour for exterior work.

To submit a project through this process, complete an Express Review Application through the EPM system. The Express Review coordinator will contact you with a date for Express Review and the number of sets of drawings required. Contact the Express Review coordinator at (704) 432-2111 for more information.

Visit Mecklenburg County Code Enforcement's Web site at www.meckpermit.com for full details on all Commercial Plan Review services, and for publications and forms.