Electronic Document Review (EDR)

Submittal Requirements

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Introduction

In Cabarrus County's and the City of Concord's ongoing efforts to improve our service and be more accessible to our customers, The Planning and Development Departments are proud to introduce Electronic Document Review as part of our online permitting system. This new functionality allows citizens and customers to apply for permits, pay most fees, upload documents for review, and receive/answer comments online for the most common building permits and zoning/platting functions. Most applications can be completed without ever coming to the County Governmental Center or City Hall.

Each permit application will have specific required submittals. There are five main types of submittals though not every permit requires every submittal. Below is a table that shows what should be included in each type of submittals.

Information You Will Need:

In order to make an application online you will need the following information available:

- Plan documents as outlined in the section below
- Property Address
- Contact information for the registered contractor associated with the project, or their registration number
- Site Contact Information – The person the building inspectors will contact
- Square footage of the project
- Estimated Cost – the construction cost including mechanical, electrical, and plumbing work
- Appropriate applications, forms and correspondence as outlined in sections below.

Electronic Document Review Submittals:

EDR submittals should include the following content. All files should be PDF format and be named according to the naming convention found in the "naming" section

EDR Submittals – Document Types	
Document description:	Included in which submittal type:
Site, Architectural, Mechanical, Electrical, Plumbing, Structural, Civil, Elevations and Landscape plans. All plans should be combined into a single document (include Page Bookmarks in PDF Version 11) and be less than 75 MB.	Plans
Legible Certified Copy of the legally recorded plat	Plat
Forms required for project	Forms
Design professional letters, requested product information, and similar informational documents	Correspondence
Resubmittal - Revised plans in response to plan review comments in the same format as originally submitted	Plan Revisions

Plans

Every application will require some sort of plan. The more complicated the project, the more involved the required plan submittal will be. **All building plans shall be contained within a single PDF file**. Each section of the application shall be bookmarked (see bookmark section for more info.) for easy referencing during the plan review process.

Plat

A scanned certified copy of the property's legally recorded plat is required for any new structure or expansion of an existing structure. The scan must be legible and include all portions of the plat.

Forms

The detailed project submittal documents will include the forms that various departments use to gather information not available on the plans. Individual forms are available from the City of Concord's and the Cabarrus County's websites.

Correspondence

This submittal type is optional and should be used for letters or other written communications beyond the plans.

Plan Revisions

Plan Revisions are distinct and different from the resubmission process that happens during the initial review process. Plan Revisions are typically for required field changes or modifications during the course of construction. Plan Revisions should only be uploaded after the plans have been reviewed and approved.

Submittal Standards:

All digital files shall comply with the following standards. Deviation from the standards could cause delays in the application process:

File format:

1. All digital document files must be MS-Windows (i.e. not Apple OS) compatible. This does not mean that you cannot create the files on a MAC platform and convert them.

2. All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat XI (11) Professional. Older versions of Acrobat may be used, but staff will provide corrections in Acrobat 11 format only due to security restrictions. PDF's shall be a first generation vector based file (direct conversion from AutoCAD, ArchiCAD, MS Word, etc.). Scanned plans (i.e. plans, elevations, sections, details) will not be accepted. However, scanned plats, correspondence, and forms are fine.

Security:

Document security must allow city/county staff to mark up plans, create comments, and add or remove sheets as necessary.

Scale:

Plans must be generated at a defined scale (i.e. ¼"= 1', ½"= 1', etc…) to allow staff to verify dimensions and areas using the Adobe Acrobat measurement tools. Graphic scales may also be included but are not required.

Page Orientation:

All plans must be set to landscape orientation with the top of the page at the top of the monitor. A north arrow shall be included on all plans. Other submittal types may be set to either landscape or portrait orientation with the top of the page at the top of the monitor.

Naming:

The files should be named based on **the submittal number, street address, and the type of submittal**. For initial submittals it would look like this:

SUB 1 – 123 Example Way – Plans
SUB 1 – 123 Example Way – Plat
SUB 1 – 123 Example Way – Forms
SUB 1 – 123 Example Way – Correspondence

Subsequent resubmittals should follow the same protocol with the next higher submittal number:

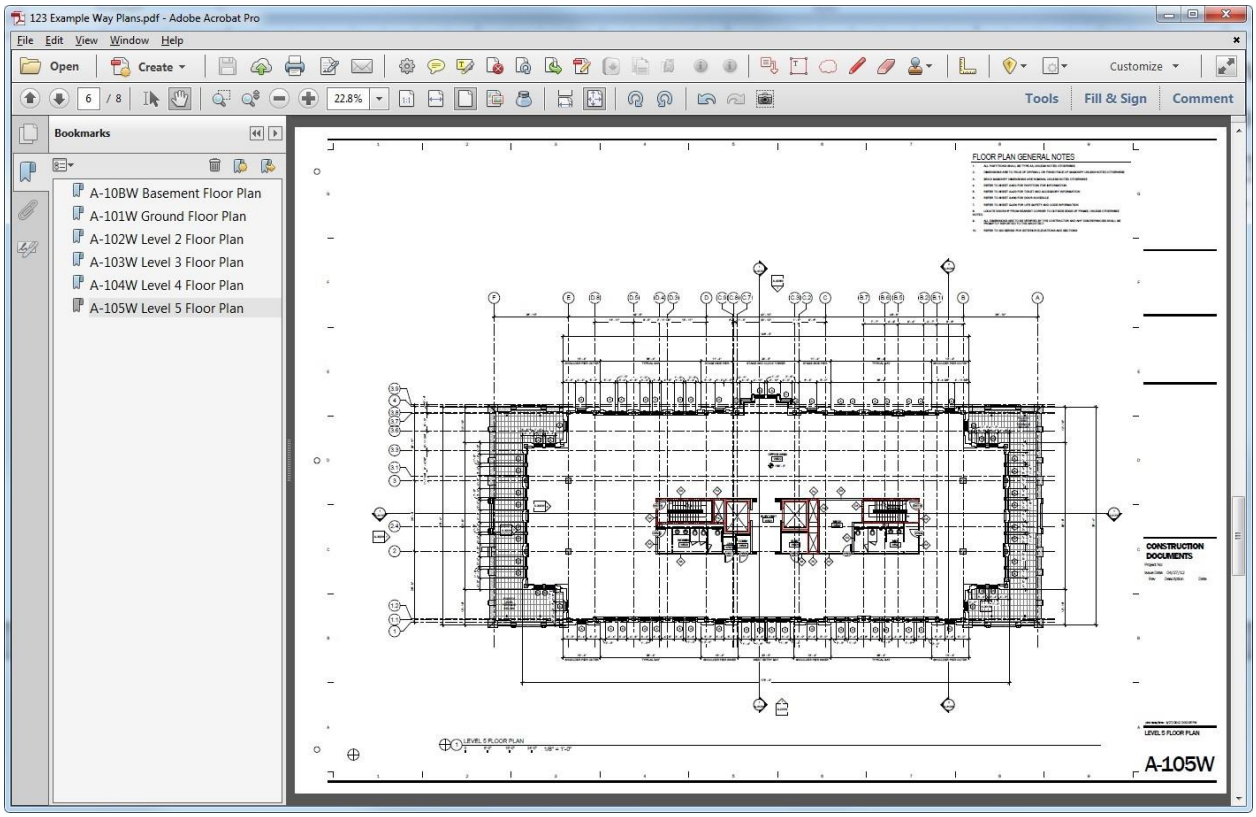
SUB 2 –123 Example Way– Plans
SUB 2 –123 Example Way - Plat
SUB 2 –123 Example Way - Forms

If the location has suites or areas, please include the suite number or area name, **the submittal number, street address, suite/area and the type of submittal.** For initial submittals it would look like this:

SUB 1 –123 Example Way – Suite 101 –Plans
SUB 1 –123 Example Way – Suite 101 –Plans

Bookmarks:

All plan sheets shall be contained in a single PDF File. To facilitate references during the plan review and intake process each sheet should be bookmarked with the sheet number and title (see example). Please ensure that the complete pages show prior to bookmarking by selecting. This can be done by selecting this icon from the tool bar:

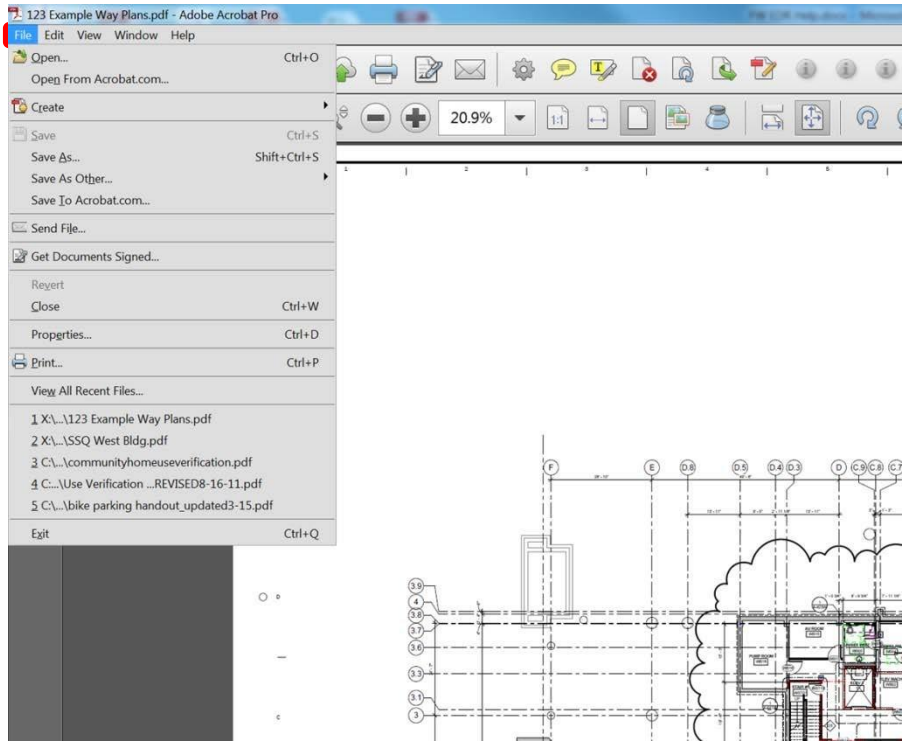


File Size:

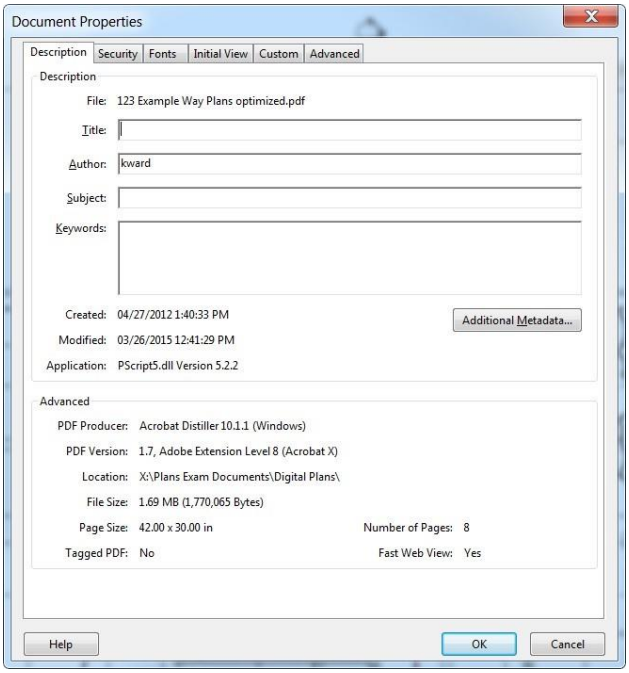
All files to be uploaded must be less than 75 MB. Files should be reduced to the smallest size possible to provide quick access to the files. To reduce file sizes within Acrobat 11 Pro, select "Save As Other" then "Optimized PDF…", settings "Mobile" with a "Make compatible with:" Acrobat 10.0 or later. If any of your files are larger, please contact the Cabarrus County IT staff (704-920-2154) for assistance prior to submittal or resubmittal.

Compatibility:

The process described above under *File Size* must be followed to insure that the PDF files are as small as possible, but also to ensure compatibility with the our process. To verify that your files are saved in the appropriate compatibility, with the file open in Acrobat 10 (also called Acrobat X) or Acrobat 11 select *File*, and then *Properties.*



This will open the *Document Properties* window. Within this window select the Description tab. In the lower portion of this window in the advanced box will be displayed the *PDF Version* which the file is currently compatible with. Acrobat X is equivalent to Acrobat 10. This is the minimum. Anything older will not work.



Guide to Forms:

The necessary forms to complete the Electronic Document Review Process are available on the City and County Website

Building Permit Applications and Other Forms Uploaded with Plans For Review		
A	Application For Permit	Commercial • City of Concord Commercial Site Plan Application • City of Concord Commercial Up fit Application • Commercial Building Permit Application Residential • City of Concord Residential Construction Application • Residential Building Permit Application Other • Sign Permit Application
B	Required Plans and Documents	Electronic Plans • Commercial – Civil, Building, Color Elevations • Residential – Building, Plot • Sign – Drawings To Scale With Elevations Documents • NCDENR permit if disturbing more than 1 acre • NC Lien Information if project is > $30,000.00 • Worker's Comp Liability Insurance if you have more than 3 employees • Commercial Storm water management report
C	Required Zoning Permits	Based on site jurisdiction • Unincorporated – Cabarrus County • Concord • Kannapolis • Harrisburg • Mount Pleasant • Midland • Locust

Plans Review Process:

The outline below represents the typical process for and EDR application. The number of review cycles will vary for each project depending on the corrections requested.

Online Application:

The customer provides all the necessary information and uploads the required plans for review to the online permitting site through Accela Citizen Access (ACA) under Plan Review.
https://citizenaccess.cabarruscounty.us/

Application Review:

City and County staff will review the permit information and the submitted documents for completeness. Customers can use Accela Citizen Access (ACA) to track the progress of the application. Status will indicate where the application is in the process and if additional information or payment is required. The status of additional records (building and zoning) created for the process can be found under Related Records.

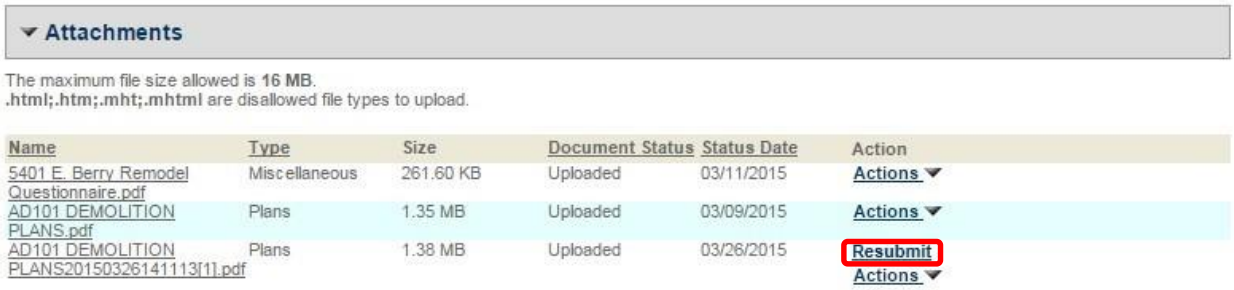
Plan Review:

The number of required reviews depends on the location of the project and the scope of work. All reviews take place simultaneously and plan comments will be compiled at the end of each review cycle. When each plan review cycle is complete, the application status is updated to approved or required revisions. Plan Review comments are provided as a combination of markup's directly on the submitted plans and a report that can be downloaded by clicking the Print/View Conditions/Comments button in the permit record. If resubmittal is required, customers must coordinate the design team's response and resubmit a ***complete*** set of drawings to responding to all review comments and begin a new review cycle.

The progress of the reviews can be tracked anytime on ACA. Incomplete required reviews are indicated by an hourglass icon and completed reviews are indicated by a check mark.

Correction Notices, Customer Responses and Resubmittal of Revised Plans:

To address plan review deficiencies, applicants must resubmit a ***complete*** set of plans through the ACA portal. Once the plans have been processed the "Resubmit" action becomes available in the Attachments section of the ACA permit record. Plan sets addressing correction requests must be resubmitted though the "Resubmit" link associated with the plans in order to avoid processing delays.



A partial submittal of individual sheets is *not permitted* and will delay the review process. A complete set is required to ensure that both the field drawing set and the City's record set remain current and identical throughout the process. Resubmittals, if necessary, must be submitted in the same format and scale as the original submission. All revisions shall be clouded and delta'd with an explanation from the professional in a response letter which addresses all holds identified by the plans examiner.

Issue Permit

When all plan review disciplines have approved the project the applicant status of the plan review will be marked approved. Once all fees have been paid the permit will be issued by Planning and Development Customer Service.

Field Inspections

After the permit is issued, the contractor must have a complete set of officially approved plans, with all County and or City stamps, available for the inspector. The official plans will be the most recent approved plans submitted to ACA and accepted.