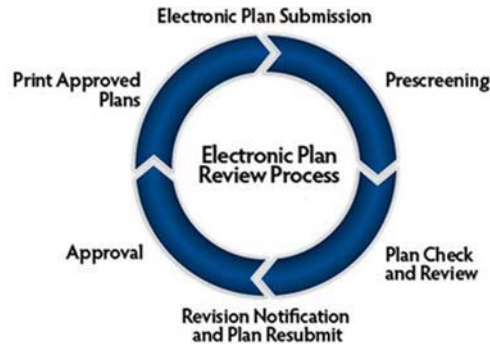




CONSTRUCTION ELECTRONIC PLAN REVIEW PROCESS

THIS IS A "HOW TO" LIST FOR SUBMITTING COMMERCIAL PLANS ELECTRONICALLY TO GUILFORD COUNTY PERMITTING/INSPECTIONS (ALONG WITH APPROPRIATE PERMIT APPLICATION) IN ORDER TO OBTAIN A BUILDING PERMIT. SITE PLAN APPROVAL OR DEVELOPMENT CLEARANCE MUST BE SECURED PRIOR TO SUBMITTAL OF CONSTRUCTION DRAWINGS.



ELECTRONIC PLAN REVIEW:

- Commercial plans are required to be reviewed by a County Building Code Official (PLANS EXAMINER) and the County EMS (FIRE MARSHAL).
- Dependent upon the project submitted, plan review may also be required by County (ENVIRONMENTAL HEALTH) as well as County (SOIL EROSION CONTROL).
- ALL submittals must include the appropriate Permit Application (Commercial Permit Application, Commercial Up-fit Application, Change of Occupancy, Home Occupation). These applications can be downloaded from Guilford County's web-site; PLANNING and DEVELOPMENT: *Applications, Bulletins, and Schedules*.

Commercial Permit Application:

<https://www.guilfordcountync.gov/home/showdocument?id=7144>

Commercial Permit Change of Occupancy Up-fit Application:

<https://www.guilfordcountync.gov/home/showdocument?id=7146>

- An APPENDIX B (2018) is also required for each commercial project submitted. This can be downloaded under PLANNING and DEVELOPMENT: *Plan Review*.

APPENDIX B (2018):

- <https://www.guilfordcountync.gov/home/showdocument?id=6757>
- Submit ALL commercial plans (Construction/Structural, APPENDIX B, Life Safety, Electrical, Plumbing and Mechanical) in pdf format via e-mail to Plansreview@guilfordcountync.gov
- An automatic confirmation replied e-mail will be sent when the submittal e-mail is received.



PRESCREENING:

- Your e-mail submittal will be checked for completeness, and if an item is missing from your submittal, you will be notified by email.

PLAN CHECK AND REVIEW:

- Our goal is to communicate and make available any/all Comments, Code Discrepancies, and Additional Information Required or Revisions necessary within (10) work days. THIS SELF-IMPOSED TIME FRAME IS FLUID AND DEPENDENT ENTIRELY UPON ACCURACY AND COMPLETENESS OF PLANS SUBMITTED, WORKLOAD AT TIME OF SUBMITTAL AND STAFFING AVAILABLE.

REVISION NOTIFICATION AND PLAN RESUBMIT:

- Upon being notified by email, you will receive a markup package that describes any requested revisions or additions to the drawings/documents.
- After you make the revisions or additions, the revised drawings/documents will be e-mail for the subsequent review cycle.
- Resubmittal will get priority review over other new submittal.

APPROVAL:

- Once the drawings and documents have been approved by all reviewing departments, you can check for the overall plan review approval status at the Accela citizen Access:
<https://accela.guilfordcountync.gov/CitizenAccess/Welcome.aspx>

PRINT APPROVED PLANS:

Once the drawings and documents have been approved by all reviewing departments, a PDF stamped construction drawings will be returned to you via-email. Please note that you will need to print stamped drawings and make them available at the job site.

This document is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official interpretation of the Guilford County Development Ordinance in any legal proceeding.