



Permitting Tips Bulletin

SouthPark

This bulletin is to make you aware of any issues that have been identified in discussions with the authorities having jurisdiction. The landlord recommends all tenants, architects, and engineers thoroughly review the following and incorporate changes as they relate to the tenant's contract and permit drawings.

Mecklenburg County Code Enforcement

2145 Suttle Ave.

Charlotte, NC 28208

P: 803-314-2633

Hours of Operation: Mon-Fri 8:00 am-5:00 pm

Building Department General Web Site

<https://https://www.mecknc.gov/LUESA/CodeEnforcement/Pages/default.aspx>

Permitting Department General Web Site

<https://www.mecknc.gov/LUESA/CodeEnforcement/PlanReview/CommericalPlanReview/Pages/default.aspx>

Online Permitting Website:

<https://www.mecknc.gov/LUESA/CodeEnforcement/PlanReview/Pages/default.aspx>

Permitting Resource:

Joseph Sandridge – 980-314-3115

Code Information and Resource Center

Commercial & Residential Plans Examiner / Mecklenburg County

Email: Joseph.Sandridge@mecknc.gov

Two methods available for permitting through Mecklenburg County. One method by the architect or the other method by a General Contractor.

OnSchedule

Submitted by Architect. Plan review timeframe up to 5 days

<https://www.mecknc.gov/LUESA/CodeEnforcement/Custom-Tools-Forms/Pages/architects-engineers.aspx>

- Architect must set up a EPM (Electronic Plan Management) account (free) with the County. This is the portal you submit the drawing through, see status of review and interact with the County regarding your review. Once plan review is completed and the permit is ready, the GC can come pick it up and pay the permit fees.
- Architect submits plans (electronically) for plan review. The County will assign you a coordinator. The coordinator will let you know the available dates for a set plan review date 30-45 days out based on plan

review submittal workloads. The advantage of this method is you can set your plan review date while you are working on CD so when your finished you submit for plan review and it will be scheduled within a couple days. This will be your actual plan review date by the different disciplines performing the reviews.

- Plan submittal must include the Appendix B Building Code Summary Sheet. Please check with the County for periodic updates to this sheet. The directions to navigate to the current Appendix B sheet is attached to the end of this document. For mall/building specifics that may be required on the Appendix B, contact Eric Eberhardt at eric.eberhardt@simon.com
- Landlord's approval is NOT required prior to submitting your plans for review.
- All sign(s) shall be permitted, installed, inspected and approved separate from the building permit. This inspection should be scheduled concurrently with the final building or C/O inspection.
- Southpark Mall building type information: Occupancy Class M Mercantile, Type II B, fully sprinkled non-combustible building. Please verify all applicable codes with the local AHJ.
- Any revisions, alterations, or additions after the issuance of a C/O may require additional plans and a separate permit application. Please contact your tenant coordinator for further guidance prior to performing any work outside the LL approved plans

Small Commercial Plan Review

Submitted by the General Contractor

Plan review timeframe up to 5 days

<https://www.mecknc.gov/LUESA/CodeEnforcement/PlanReview/Pages/CTAC-Plan-Review.aspx>

- General Contractor must submit plans for plan review. They submit plans (1 complete set as 1 PDF file electronically) for plan review. GC must be licensed in Mecklenburg County. GC that are not registered in Mecklenburg Count can get registered by calling (980) 314-3137
- Project qualifications: Small commercial interior renovations 10,000 sq. ft. or less with use and occupancy classifications of business (B), mercantile (M) or storage (S).
- Plan submittal must include the Appendix B Building Code Summary Sheet. Please check with the County for periodic updates to this sheet. The directions to navigate to the current Appendix B sheet is attached to the end of this document. For mall/building specifics that may be required on the Appendix B, contact Eric Eberhardt at eric.eberhardt@simon.com

Food Service Occupancies may need to contact the Environmental Health Dept. in Addition to Code Enforcement for Extra Submittals that may come in a variety of forms or Documents that are based on the Scope of Work for each Project. The tenant should contact the jurisdiction directly to discuss the Project to determine what may be required.

For More Information - Visit the Mecklenburg County Code Enforcement Website at:

<https://www.mecknc.gov/LUESA/CodeEnforcement/Pages/default.aspx>

How to find the Appendix B

- Go to Meckpermit.com
<https://www.mecknc.gov/LUESA/CodeEnforcement/Pages/default.aspx>
- Select **Customer Tools & Forms** from the Dark Blue List on the Left
- Select **Forms** from the Dark Blue List on the Left
- Select **Appendix B 2018** - 6th item on the List of Forms
- Click **OK** – this will take you to **NCDOI** Website
- Select **OSFM** – at the end of the Dark Blue Heading Bar
- Select **Codes** – 5th item in the Red Heading Bar
<https://www.ncosfm.gov/codes> (Shortcut)
- On the Codes Webpage – Scroll down to **Quick Links** in a Red Box
- Click on the **Appendix B** - either PDF or Word format version
<https://www.ncosfm.gov/2018-appendix-b> (Shortcut for PDF Version)
<https://www.ncosfm.gov/2018-appendix-b-0> (Shortcut for Word Version)
- Click on **AppendixB 2018.pdf** to open the PDF Form or
- Click on **AppendixB 2018.docx** to open the Word Form
 - *The Word Version has the Auto Fill Feature and Drop Boxes*
 - *The PDF Version Does not have Auto Fill or Drop Boxes, but shows the items to choose from for some Sections.*