

Business Rules – Shared Plan Review Program



Does Not Apply To This Program:

- Accessory or detached structures
- Alternative construction methods

Information That Must Accompany Plan Submittal:

- A project information questionnaire must be completed for each submittal.
- Plans must contain the information in the Plan Submittal Checklist.
- Plans submitted for review by Raleigh must be accompanied by a permit application.
- Each submittal must have a unique name or number.
- When providing plans with electronic professional seals, if the electronic file is distorted during the conversion to the DWF format, the engineer of record may submit a sealed letter stating the details of their responsibilities of the design. This letter must be part of the electronic plan submittal. If this option is used, there must be a sealed set of plans provided at the jobsite in addition to the set of approved plans for the “Authority Having Jurisdiction”.

Plan Submittals:

- Designs which contain more than three stories above grade are not residential projects and must conform to the NC Commercial Code.
- Plans shall only be submitted in a DWF format.
- Minimum plan size is 11” X 17”.
- Plans must be legible, to scale and a minimum scale of 1/8” = 1 foot.
- Point loads shall be identified and included in plan submittals.
- Plan designs submitted in this program are for multiple builds.
- Plans must comply with the current version of the NC Residential Code and meet the regional conditions within the “Authority Having Jurisdiction”.
- Projects may be submitted to only one jurisdiction.
- Plans must be professionally sealed with date and signature, when applicable.
- Engineered component layouts must be included in the plan submittals, when applicable.
- Each page of the submittal shall have a 3 inch by 3 inch open area in the upper right corner inside the plan page beside the title block for the approval stamp. This area must be located 3 inches left of the right edge of the page and 2 inches down from the top edge of the page. This must be consistent through the entire plan set.
- Third and subsequent reviews are subject to an hourly re-review fee.

- Plot plan submittals for Raleigh projects shall be lot specific. Any revisions to plot plans must reflect a new revision date and verified by the designer.

Changes to the Plans:

- Modifications of plans during the approval process shall be limited to the corrections requested by the plans examiner.
- Plan modification is not permitted during a review cycle.
- Modifications to approved plans must be submitted as a Revision to Approved Plan.
- All revised plan sheets shall reflect the date of the revision. Sealed plan sheets, if applicable, shall reflect a revised seal date when structural changes are required.
- The plans used on the job site shall be limited to pages containing only the options specific to that particular site.
- Plans used in the field must be exact copies of the approved master plan program original plans. Any changes to an approved Master Plan Program set of plans without the approval of the “Authority Having Jurisdiction” will result in the termination of the right for that designer or contractor to participate in the Shared Master Plan Program.

Plan Approval:

- Plan approvals are conditional and pertain to the building only.
- Plan approvals are exclusive of site specific conditions which impact building code construction (rated walls, soils etc, built in as options).
- Approved plans will be placed in a secured “read only” file accessible only by the contractor, the contractor’s designees, and the code enforcement staff of the “Authorities Having Jurisdiction”.
- Access will be established on a per company basis, no subdivision of companies per jurisdiction.
- Rejection comments from a reviewer will be identified for location on the plans and the description of the code deficiency will be placed in the comment box located within submittal program.
- Corrections to plans, which have been noted by a reviewer, shall be re-submitted on a revised sheet excluding the reviewer’s comments (clouding the changes) and a full set of plans to be resubmitted.
- All corrections and modifications to plans must be clearly identified and have an updated date stamp. Approved pages will not be rechecked unless modifications (clouding) to those pages have been properly identified and noted in the re-submittal.
- Contractors will be responsible for monitoring their dashboard to track project status.