



Iredell County Building Standards PLANS REVIEW SECTION

349 N. CENTER ST. P. O. BOX 788 STATESVILLE, NC 28687
TELEPHONE: 704 928 2021 (extension 2021)

Construction Documents in Review & RTAP

Addition of revised sheets & editing of approved plans:

- Provide a list identifying each construction document being inserted or changed-out (include application/project number).
- Verify all drawings have been clouded and noted as having been revised; include the date of revisions
- Present 2 sets of revised drawings at the Plan Review Receiving Desk; if an e-submittal drawings are to be emailed with cover to the plans review technician for intake and processing.
- When the project is a hard-copy plan set currently in review the Plan Review receiving technician will provide both review sets to be updated.
- If project has been issued (i.e. previously approved for construction) please also present the approved field (red stamped) set of construction documents with the revised construction documents.
- The Plan Review receiving technician will provide a staple puller, stapler, and direct you to an available work area to prepare the revised sets of construction documents
- Verify both plan sets include all revised construction documents. Upon completion, return all plans to the receiving technician for check-in. Some sheets removed from the set will be retained for the project history.
- Receipt will be recorded and data added to project history.
- Plans will be returned to the Plans Examiner for re-review; this process can take up to several days depending upon the extent of revision to the construction documents and availability of the Plans Examiner.
- Project status will be changed from *Issued* to *RTAP* until the revised project is again approved for construction.
- The applicant contact will be notified by the Plan Review receiving technician when the field set is ready for pick-up and any RTAP related fees, or simply that the project ready for permit issuance.

Fees Associated with editing Construction Documents in Review or RTAP:

- All projects submitted for plan review receive up to 2 evaluations (prior to permits being issued) for the initial plan review fee. When the project has been approved for permitting by the Plans Examiner, the review process is considered complete; if additional review is determined to be necessary all subsequent revisions are considered Revisions to Approved Plans.
- Revisions to Approved Plans (RTAP) are evaluated as if a new project and there is an additional fee. Fees are charged at the discretion of the Plans Examiner but typically the plan review fees are equivalent to those levied for the project when initially submitted for review. If the project scope or area has been increased the plan review (and potentially the building permit) fees will increase accordingly.

Please contact the plans review technician [Tracee Stikeleather](#) or the [Plans Examiner](#) assigned to your project for more information regarding revision of submitted construction documents and RTAP