



**CHARLOTTE FIRE DEPARTMENT
FIRE PREVENTION BUREAU
Fire Marshal's Office**

SHOP DRAWING REVIEW APPLICATION
(All information must be completed to process your request)

Name of Project: _____

Project Address: _____

Project Number (if applicable)*: _____

**NOTE: The "project number" is the number assigned by the County's building standards division to new construction projects. This number can be obtained from the architect of record.*

Applicant Information

Company Name: _____

Company Address: _____

Name of Contact: _____

Telephone Number and email: _____

Review Type

_____ Fire Alarm Shop Drawings (Fee Amount: \$195.00)

_____ Fire Sprinkler Shop Drawings (Fee Amount: \$310.00)

Total Fee: \$ _____

Beginning January 1, 2023, Charlotte Fire Department will require shop drawings for projects in the Charlotte city limits be submitted through this Electronic Plan Management (EPM) portal. The first web link is to help you with setting up an account and submitting through EPM. The second web link is how to submit an RTAP. Most shop drawings are to be submitted as an RTAP. The only time it will be a standalone project is when there is no project in which to attach the shop drawing.

<https://www.mecknc.gov/LUESA/CodeEnforcement/Documents/EPM01-CreatinganAccount-ManagingUsers.pdf>

<https://www.mecknc.gov/LUESA/CodeEnforcement/Documents/EPM15-RTAPReviewProcess-PackagingSubmittal.pdf>

Any resubmittal of plans that were originally submitted through the email portal shall be submitted back through the e-mail portal. cfplansubmittal@ci.charlotte.nc.us

By using the six-digit project number assigned by the county at time of the original permit application by the architect, the system should recognize the project as a city fire or county fire assignment. Contact either:

Cherly.Dean@mecklenburgcountync.gov or Tom.Smith@mecklenburgcountync.gov at the county for additional information. For city fire questions on the submittal contact Jeffory.Wright@charlottenc.gov.

The process will be similar to the process used by the Mecklenburg County Fire Marshal's office.

Contact Kristen Davis at Kristen.Davis@charlottenc.gov to set up a city account. CFD is no longer collecting shop drawing review fees via credit card or online payment using the new submittal system. Submitting company MUST have a city account effective March 1, 2023