

HOW TO SUBMIT FOR PLAN REVIEW

- Log in to citizenaccess.cabarruscounty.us *If you do not have an account, you will need to create one*
- Once logged in, you will see “Hello, your name”.
- Click **Planning\Plan Review**
- Click **Start Plan Review Process**
- **General Disclaimer** Check the box next to where it says “I have read and accepted the terms”. Click **Continue Application**.
- **Enter Work Location** In the **From** box type the street numbers, skip the **To** box, in **Street Number** box type only the first 3 letters of the street name. Do not add SW, NW, S, E, etc. or St, Drive, Blvd, etc.
**For Example: 65 Church St. will be entered as 65 CHU
If the street name is a Highway, please use NC HWY 49, US HWY 601 or NC HWY 73. If the street name is a Letter (B Street) or number (13th St), you will need to try putting just the letter or number in the street box. These are the most difficult to get to pull up. Please call our office, (704) 920-2128, if you have any trouble so we can help.
- Then click **Search**
- Click **Select** on the correct address.
- Options will come up underneath for: Cabarrus, Plans Review, Residential Trade Commercial Trade, Board Items/Plats, Other
- Select **Plans Review** and check the box next to **Plan Review – Building**. *If you are uploading Site plans select Plan Review – Site **Building Reviews and Site Reviews must be submitted separately. Click **Continue Application**
- Next screen is information on address you selected, click **Continue Application**
- **Contact** add to both “Contact List” and “Additional Contact”. **Applicant** Select from Account or Add New. **Additional Contacts** Select from Account or Add New. From the drop down, select as Additional Contact. Whoever is listed on the contacts page will be able to add documents, view the plan review status, pay fees, answer issues from reviewers, print approved plans, etc. Click **Continue Application**

STEP 3: Project information

Project Type

- **Occupancy** Rule of thumb: If you can not occupy what you are submitting, select “NA”.
- **Review Type** Choose what type of review that is being submitted. If this is for Fire Sprinklers, please choose Fire Equipment and NOT Commercial New or Upfit.
- **Multi-Family** Select NO unless this review is for a triplex or larger.
- **Total Sq Ft** On brand NEW builds, commercial or residence, list heated and unheated square footage. On an upfit, addition, renovation, etc. list ONLY the square footage of that area.
- Read and answer the question.
- **Project Cost Estimate** Include total cost of the project including all trades, materials, etc.

Detail Information

- **Application Name** should be a name that distinguishes the project from other projects.
- **General Description**

- **Detailed Description** Examples: New Residence-Lot #, 2,500 sq ft Commercial Upfit-list scope of work, etc.
- **Continue Application**

STEP 4: Documents> Plans and Documents

Plan Room Acknowledgement Read and check box **Continue Application**

STEP 5: Review

- Next screen is to check anything that has been chosen or filled in so far. Click **Continue Application**
- **Plan Review – Building**
- **Your Record Number is PRB20**-*****.** Please note this number because you will need this number to check the status of your application or to schedule/check results of the review.
- **Upload Plans and Documents** You will need the plans in a PDF form, completed application for building and trade permits, lien (for projects \$30,000.00 or more, and zoning when applicable. If you need any of these documents, please email www.citizenaccess@cabarruscounty.us and we will provide any document needed.
- **Continue Application**

Digital Pan Room

STEP 1: Information

- **General** **Review Plan Cycle #1** add brief description and click **Continue**

STEP 2: Add and Process Files Note: Please do not combine plans and documents of various types into a single PDF document.

- Add ALL documents for the plan review in this box. Make sure your documents are in the upright position, reading left to right.
- Select the correct label for the document type. Add a brief description if you wish.
- When finished uploading, click **Upload and Validate** This step is for checking corrupt or locked file Sand making sure they are PDF.
- **Files** Your uploads will show in this section as **Validated** if they are good files. Once they are all validated, click **Process Files**. A box will pop up on the screen letting you know the files are being processed. This can take a few minutes. Once the files re processed, click **Continue**.

STEP 3: Sheet Versioning

- Please make sure your plans are in the upright position and each page is labeled different.

STEP 4: Review

- This is the point where you make needed changes, upload remaining documents, and make sure everything is ready to submit. Once you click **Finish**, your review cycle will begin, and additional documents **cannot** be uploaded until after the review cycle has been **completed**.
- **Finish**

SUCCESS! You are now Finished!

****Once you have submitted your plans, it may take a 1-2 weeks for Residential reviews and 3-5 weeks for Commercial reviews. You can check the status of them anytime by logging in to your account on Citizen Access and looking at the PRB ****