



**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: \$135.00)

\_\_\_\_\_ Fire Sprinkler Shop Drawings (Fee Amount:\$290.00)

**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. [cfidplansubmittal@ci.charlotte.nc.us](mailto:cfidplansubmittal@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](mailto:Cherly.Dean@mecklenburgcountync.gov) or [Tom.Smith@mecklenburgcountync.gov](mailto:Tom.Smith@mecklenburgcountync.gov) at the county for additional

*information. For city fire questions on the submittal contact [Jeffory.Wright@charlottenc.gov](mailto:Jeffory.Wright@charlottenc.gov).*

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

*Contact Ryan Woods at [Ryan.Woods@charlottenc.gov](mailto:Ryan.Woods@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*