

Kick Off meeting/ Phone call to determine if the project qualifies for the **BIM/IPD Process**.
Submit Preliminary meeting Application to EPM

PRELIMINARY MEETING
Required information from Customer:

- Agenda
- Project overview, 3D model (LOD 100 or 200)
- Contact list for Project Team
- Tentative permit dates, Project documents submission dates
- HCDT use of MegaTime Program

Follow Up:

- Upload Meeting Minutes to EPM. Meeting minutes must list the projected number of Deliverables.

UMBRELLA PERMIT SUBMISSION TO EPM
PER NC LAW AND ADMIN CODE SECTION 106.2.3.1

- On Schedule Application
- Appendix B , Sheet index
- Building Permit Application, Payment option
- Address Verification form
- Scoping Letter
- Phasing Plan if needed
- Any reference documents in PDF format
- Other agencies application forms

Note: 100% site civil drawings must be submitted and approved by all trades and agencies prior to issuing the umbrella permit

ITERATION

- Deliverable, Model Update: Upload RTAP application to EPM, email scoping letter to coordinator for estimation
- Upload Scoping letter, Appendix B and Sheet Index to EPM.
- Review time estimated based on scoping letter. Check lead times for coordination
- Review date established based on plans submittal date.
- Review files (2d DWF and 3d NWC) uploaded to Dropbox (Minimum LOD 300) Min. 48 hrs. prior to review date

PLAN REVIEW
Review parameters limited to the scoping letter

COMMENTS?

N

- Model update/ Deliverable closed.
- Review comments entered into EPM.
- Review Files saved and retained in the cloud
- MegaTime billed based only on the current iteration scope

Y

DWF files with redlines along with the comment list and viewpoints from NWF files shall be placed in the cloud and the customer will be contacted via email

Place project on interactive status in EPM

COMMENTS?

Y

Revised Drawings uploaded to Dropbox. Reviewers check for compliance

N

PROJECT COMPLETE?

Y

Project Closeout:

- **Validation review** is initiated with request for final inspection
- Code Officials verify Validation Documents
- All Sheet Indexes from Previous iterations will be checked against all the final documents saved for retention
- Final DWF files will be digitally stamped and copied on a CD
- Password protected NWD file will be published and copied on a CD
- Final project completion statement entered into EPM
- 1 copy of CD returned to customer. 1 copy archived for retention

CO issued by Document Control

Legend:

Deliverable – the first review of phases or components of a project that need approval prior to construction.

Model Updates- consists of changes to a model or drawing that have been previously approved and is requiring a plan review.

Iteration – a cyclical process consisting of model updates or deliverables that facilitates the review of projects.

Field Comments – Any revision requested by inspector.

Owner/ Contractor Comments - Any revisions requested by owner or contractor.

DWF Files – Design Web Format (DWF) 2D files extracted from BIM files that contains design data.

NWF, NWC, NWD files – Navisworks file format used to export the 3D model

Dropbox – a cloud service used by Mecklenburg County to upload and share files.

Validation Review – final check of documents to ensure model and construction drawings match the building, prior to issuing the Certificate of Occupancy (CO).