



GASTON COUNTY BUILDING INSPECTIONS

Mailing Address: P.O. Box 1578 Gastonia, N.C. 28053-1578 , Phone Number (704) 866-3155
Street Address: 128 W. Main Ave., Gastonia, N.C. 28053-1578 ,

Helpful Hints for Electronic Plan Submittal

Software Compatibility

- Your computer software must have Microsoft Windows 11 **and** latest version of Silverlight

Original Submission of Plans

Plans for Construction, Project Specification Manual and any other applicable documentation (**customer will click on e-Review button while in CSS portal to submit this information**):

- All drawing sheets must be oriented as **Landscape View** (rotated right side up) & formatted to scale.
- Sheet and Font size must match standard paper sizes (11" x 17" min. – 30" x 42" max.).
- All sheets shall be numbered, named and dated to align with its associated Index Sheet.
- All plans, documents and calculations submitted for plan review must be sealed, signed and dated in accordance with the NC professional licensing boards and the NC Administrative Code.
- All trade files must be formatted to allow for markups and approval stamps – files cannot be locked or read-only files.
- Drawings should be bookmarked by page **and** bound appropriately into trade files i.e. all 'A' sheets combined together, all 'S' sheets combined together etc. Each bookmark name must include a sheet number **and** sheet name (ex. Sheet A1.0 - Building 'A' Floor Plan).

Revisions & Changes for Re-review Cycle

Response to Plan Review Comments/Changes Letter (**customer will submit documents as attachments while in CSS portal**)

Revised Plans for Construction, Project Specification Manual and any other applicable documentation (**customer will click on e-Review button while in CSS portal to submit this information**)

- Cloud all revisions **and** denote changes on all sheets. All denotation for revisions/changes must be recorded accurately on the sheet revision block **and** on the Index Sheet.
- Revised sheets must replace the original sheet **and** then re-bound in the applicable trade file including original sheets not changed – verify bookmarks
- You must rename all revised trade files appropriately (ex. trade file name of 1st revision must end with Rev1, trade file name of 2nd revision must end with Rev2 etc.)

Mission Statement

Gaston County seeks to be among the finest counties in North Carolina. It will provide effective, efficient and affordable services leading to a safe, secure and healthy community, an environment for economic growth, and promote a favorable quality of life.