



# ePlan Review SBC

Building and Safety is now accepting plans and design documents in PDF format for all submittals. Final approvals will be issued on a hard copy of digitally approved plans.

PDF Specification: Max Size 30x42 inches, Preferred Size is 24x36 inches  
Minimum Resolution 300 dpi

## How the process works:

### Steps:

1. Submit permit application along with hard copies for outside agencies, as applicable, and other required documentation in the usual manner. Applicant must submit a PDF set through [box.com](http://box.com) FTP site, an upload link will be sent via email by County staff. Once uploaded, the County will review the plans electronically. Plan review comments will be emailed to the address noted on the application along with correction list and/or electronic markups.
2. Resubmittal: Upload revised PDFs and supplemental material (calcs, specs, etc.), and response letter to [box.com](http://box.com) using the original upload link. (*Repeat Step 2 until the project is approved*)
3. Once approved, the County will stamp the electronic plan set and post it in Bluebeam for download and printing. Applicant will print two copies of the electronically approved plans, an assessor copy (including cover sheet, site plan, floor plans, & elevations), and return to the County for final review by planning and final approval. Permits will be issued once all necessary approvals are received.

### File naming Convention:

Please name each file with the application number such as 19BDP-00XXX

i.e.: *19BDP-00123 Complete Set of Plans*      *19BDP-00123 Structural Calculations*

### Additional Submittal Criteria:

Label each sheet within electronic file to match the plan sheet index (i.e. A101, S-1.2, etc.)

Flatten all layers

Provide single PDF file for smaller plan sets

Large / Complex projects may be separated into discipline specific files (i.e. Arch / Mech / Elec / Struct)