

ePlan Review SBC



Building and Safety is now accepting plans and design documents in PDF format for all submittals. Final approvals will be issued electronically for applicant to print and have hardcopies available at the job site.

Please acknowledge each requirement has been addressed as part of your electronic submittal.

Drawing Submittal Criteria:

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

Acknowledge_____

File Submittal Criteria:

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

Acknowledge_____

2- Smaller plan sets (most projects, including but not limited to single family, duplex):

- Provide **a single** PDF file with all discipline drawings in a continuous format consistent with the sheet index. This single pdf submittal shall be complete with all information pertinent to the application permit. The electronic permit stamp will be applied to this complete drawing set in a similar fashion as if the hard copy drawing set were physically submitted at the building and safety intake counter.

Acknowledge_____

3- Large / Complex projects (including large multi-unit and some commercial)

- Drawing submittal PDF may be separated into discipline specific pdf files (i.e. Arch / Mech / Elec / Struct).

Acknowledge_____

