



## Electronic Plan Submittal and Resubmittal


In an effort to increase efficiency; reduce paper waste and the expense and inconvenience of printing multiple copies of construction documents required for a building permit application, the City of Visalia has developed the Electronic Plan Check Program (EPC). Currently, submittal of these files can only be made at the public permit counter located at 315 E. Acequia.

\*Please note: All EPC submittals go through the same standard review process as hardcopy submittals. Submitting an EPC does not constitute an expedited review.

### File Type and Submittal Standards:

All digital files must comply with the following standards. Any deviation from the standards contained in these instructions may result in a delay in the processing of your application:

#### **1. File format:**

- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat 1.4 or newer. 
- Plans should have **no layers** and must be **flattened** before submittal.
- PDF Portfolios shall not be used as part of your submittal package.
- PLANS files shall be first generation vector based PDF's which have been directly converted from the computer aided drafting (CAD) applications (e.g. AutoCAD, ArchiCAD, MicroStation, TurboCAD etc.) in which they were created. Scanned plans shall be saved as PDF format.

#### **2. Security:**

- PDF document security settings must allow staff to mark up the PDF file, and create comments. No electronic signatures should be used on forms or drawings. Electronic signatures restrict security settings. Licensed professional stamps should be digital stamps produced through Annotations or Drawing Markup tools.

#### **3. Page Size and Orientation:**

- All plans within each pdf file shall have the same page size.
- All plans must be oriented so the top of the page is always at the top of the monitor, and set to landscape. A north arrow must be provided on all plans. All supplemental information must be oriented so the top of the page is always at the top of the monitor in either portrait or landscape format based on the supporting documents provided. All supplemental information must be sized at 8-1/2" x 11" or 11"x 17". Documents must be oriented just the same as the submittal was with

paper. Electronic submittal documents may be rejected if incomplete or not properly oriented.


**4. File Size:**

- Ideally each PDF file will not exceed 200MB in size. Also bear in mind that having a reliable high-speed internet connection becomes increasingly important as file sizes increase.

**5. Compatibility:**

- The process described above under File Size must be followed to ensure the PDF files are as small as possible, and compatible with the City's process.

Plan Submission and Re-submission Files:

All plans shall be in PDF  format and submitted at the public counter on either one (1) CD or one (1) thumb drive. The submittal package should have a maximum of 5 PDF files. Each plan submittal or re-submittal shall include all construction documents. No slip sheeting shall be permitted. No partial submittals will be accepted.

**1) Building Plans (1 complete PDF file):**

The first PDF file is comprised primarily of the construction plans. Special care should be paid to the sheet index, often on the cover sheet. This index should only bear sheets which are included in the submitted set, and all sheets included in the set should be shown in this index. T-24 energy compliance documents can be included as plan sheets per California energy code requirements.

Unsigned stamps from the architect and/or engineer will be allowed at the time of first submittal. However, if this option is exercised it will be impossible for Cycle 1 plans to be accepted for issuance. Beginning with Cycle 2 resubmittals, all design professional stamps must be signed. Keep in mind the method used for signing plans should allow for the PDF file to be flattened without layers and should not have any security settings prohibiting City staff from marking up the plans.

**2) Supplemental Information (maximum 4 separate PDF files):**

Supplemental information shall be broken into **4 separate PDF files** containing all the required support documents. The following is a list of some common support documents which would be included in the supplemental files. Not all of these documents are required for every project. The scope of the project dictates their need:

- 1 - Structural Calculations
- 2 - Truss Calculations - this file shall also contain truss review/approval letter.
- 3 - Title-24 documents - this file shall include energy, lighting Title-24s.
- 4 - Miscellaneous - this file shall include soils/geotechnical reports, hydro reports, product specifications, project manuals, special inspections forms, flood certifications & technical specifications.

**Each plan submittal or re-submittal shall include all construction documents listed above. No slip sheeting shall be permitted. No partial submittals will be accepted.**