ELECTRONIC PLAN REVIEW
UPLOAD AND SUBMITTAL STANDARDS

Supporting Documents

All non-drawing files should be uploaded into the 'Supporting Docs' folder, and shall include at a minimum:

1. Completed Electronic Plan Review application;
2. All associated supporting documents (e.g. soils report, Title 24/Zero Net Energy Report, structural calculations, Water Neutrality calculator, Construction and Demo Waste Management Plan, Coastal Commission approval, etc.);
3. Means and Methods Plan (for tenant-occupied residential properties).

Project Plans

All project drawings should be uploaded to the 'Plans' folder. Project plans submitted for EPR shall be uploaded as separate, single-page electronic files for each plan sheet in landscape orientation with a maximum file size of 3 MB. PDF is preferred file format. Multiple page electronic files are not acceptable. Project plans set shall contain:

1. Title/Cover Sheet that includes:
    a. Sheet index identifying contents of all plan sheets included in the plans set;
    b. Project description that comprehensively details the precise scope of the proposed work and matches description on permit application;
    c. Project data (e.g. Type of construction, Occupancy Group, existing/proposed square footage, existing/proposed parking, zoning information and compliance, etc.)
2. Project plans (see Minimum Plan Review Submittal Guide);

File Naming and Size Standards

Files uploaded to EPR shall not exceed 3MB in size. File names of uploaded electronic plan sheets should include the first character of the respective discipline name followed by its sheet number, as shown in the following examples:

'Plans' Folder

0-TITLE (using this naming scheme insures Title/Cover sheet will always appear as first plan sheet)
Architectural Sheets - A1.0, A2.0, A2.1, A3.0, A3.1
Civil Sheets – C1.0; C1.1; C1.2; etc.
Electrical Sheets – E1.0; E1.1; E1.2; etc.
Fire Protection Sheets – F1.0; F1.1; F1.2; etc.
Landscaping Sheets – L1.0; L1.1; L1.2; etc.
Mechanical Sheets – M1.0; M1.1; M1.2; etc.
Plumbing Sheets – P1.0; P1.1; P1.2; etc.
Structural Sheets – S1.0; S1.1; S1.2; etc.
SURVEY

'Supporting Docs' Folder

Application
Means and Methods Plan
Soils Report
Structural Calculations
Title 24 Energy