



## ELECTRONIC PLAN REVIEW SUBMITTAL REQUIREMENTS

Please use the following instructions to prepare your documents for electronic plan check. Providing a complete review package at first submittal will increase the efficiency of the plan review process. Incomplete packages, including incomplete plan sets, missing information, missing reports and/or incorrectly formatted documents may cause delays. If you have any questions, please call (949) 248-3564 for more information.

<https://Danapoint.ca.eprocess360.com/>

### Acceptable Online Submittals\*

- ❖ Solar Photovoltaic Systems
- ❖ Water Heaters
- ❖ Electrical Panel Upgrades/TPP
- ❖ HVAC/AC/FAU
- ❖ Water and Gas lines
- ❖ Interior Hot and Cold-Water Re-Pipes
- ❖ Re-Roofing
- ❖ Windows
- ❖ Pools and Spas
- ❖ Kitchen/Bathroom Remodels
- ❖ Interior Remodels
- ❖ Patio/Screen Block Walls\*\*
- ❖ Signs (Excluding Monumental Signs)
- ❖ Additions (Under 400 Sq. Ft.) \*\*\*

\* Revisions are not eligible for online submittals.

\*\* Retaining walls are not eligible for online submittals.

\*\*\* Excludes Blufftop or Beach Road.

### Plans and Document Requirements

- Each plan should be saved as a **flattened/optimized PDF**. Flatten the drawing layers in your CAD program prior to creating the PDF or use the 'Save As/Flattened' and/or 'Optimized PDF' option in your PDF program.
- **Plans should be (1) one PDF document**, and not separated into multiple PDF's. The only exception to this rule is when construction plans are larger than 30MB in file size, a second PDF file is permissible. Please file name accordingly. (*PLANS\_1of2.PDF, PLANS\_2of2.PDF etc....*).
- The **building permit application**, and all other **supporting documents** should be separated into separate PDF documents.
- All PDF plans and documents should not exceed **30MB** in size, however there is no upper page limit to each file.
- All plans and documents shall be clear and legible. Document resolution shall be set between **200 to 300 DPI** in order to maintain detail and limit file size.
- Plans shall have a minimum page formatted size of **11"x17"** (Ledger) for smaller projects and **24"x36"** (Arch D) or **36"x48"** (Arch E) for larger projects. Excluding plans, all other supporting documents shall be formatted to **8"x11"** (Letter).
- **Do not use special characters in your file name.** You may use letters, numbers, underscores, and hyphens when naming files.
- **Do not submit password protected or locked PDF documents.** Plan reviews are conducted on copies of the original files provided. The original PDF's are not changed in any manner, but



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protected documents may prevent the building department from being able to place correction comments and/or approval stamps on your plans.

- **Plans must be properly oriented**, meaning upright, **not** sideways or upside down, so the document can be viewed without rotation. Incorrect orientation may result in a rejected submittal.
- Plans and documents shall have a **familiar naming convention**. When submitting plans and/or documents for review, please name the documents for easy identification. (*Plans.PDF, Application.PDF, Struc\_Calcs.PDF, Soils\_Rpt.PDF, etc.*). This will allow city staff to quickly identify your submittal documents allowing for a more efficient review of your plans.

### **Important Document Requirements**

- **Files should have a file size no larger than 30MB in size.**
- **Resolution should not exceed 300 dpi.**
- **Files should not be locked or have any restrictions.**
- **Plans should be properly oriented.**
- **Plans shall be formatted to a minimum size of 11"x17" or larger.**

### **Plan Check Fees**

Payment of plan check fees will be required prior to start of your plan review. Once the project has been preliminarily approved for review, you will receive an email with instructions on how to pay the plan check fee(s). The plan check fee(s) must be paid in full before we start the timeclock for review. The project activity due date timelines will remain the same whether you are submitting online or in person.

### **Corrections**

When there are corrections that need to be made on a plan from one of your reviewers, a correction letter will be uploaded to the e360 portal where you can download the correction letter and/or plans. Once all reviewers have completed the review., you can resubmit with the corrected plans along with a response letter acknowledging that the corrections have been amended. If a response letter is not sent along with the corrected set of plans, your resubmittal may be rejected based solely on the necessity of a response letter to each reviewer who has outstanding corrections.

### **Approved Plans**

Once your plans for your project have been approved, you will receive an email with instructions to a secured link to print your plans and documents along with any other prerequisites needed prior to permit issuance. **The plans and documents shall be printed in COLOR and brought to our offices for permit issuance.**

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***Please note, possession of the approved plans does not constitute the right to commence work until all permitting fees have been paid and a building permit has been issued by the City of Dana Point.***

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