



**ELECTRONIC PLAN REVIEW SUBMITTAL CHECKLIST**

This checklist is intended to aid our customers prior to submitting for electronic plan review. If you intend to submit paper construction documents in person, this checklist is not for you. It is not necessary to submit this checklist to us, it is for your use only. If you would like more information about submitting for electronic plan reviews, please read the **Complete Electronic Submittal Guide** on our website.

Item	Yes	No
<b>Submittal Methods:</b>	-	-
• <b>If submitting online via the <a href="#">Citizen Access Portal</a>, you will need:</b>	-	-
• A Citizen Access Portal account.		
• Submittal Documents as described below and in the Electronic Document Submittal Requirements guide.		
• <b>If submitting in person at one of our <a href="#">office locations</a>, you will need:</b>	-	-
• A Citizen Access Portal account.		
• Flash drive or CD containing Submittal Documents as described below and in the Electronic Document Submittal Requirements guide.		
<b>PLANS FILE</b>	-	-
• The plans file begins with the word "PLANS" and follows all naming conventions in the Electronic Document Submittal Requirements guide.		
• Plans file is no larger than 195 MB.		
• Plans are flattened and contain no embedded pages.		
• Pages are all oriented correctly with the top of the page at the top of the monitor for each page.		
• Plans adequately describe the scope of work of your permit. This scope of work matches the description on your application.		
• If applicable, do your plans clearly tabulate project square footages, occupancy groups, construction types, solar system wattages, etc.?		
• If applicable, has the architect and/or engineer stamped and signed the plans? We will not approve any electronic plans if they are not electronically stamped and signed. Plans <b>may not</b> be printed and signed after all reviews are complete.		
• Plans are scaled or contain dimensions.		
<b>CALCULATION FILE</b>	-	-
• Calculation file(s) begins with the word "CALCULATION" or "CALC" and follows all naming conventions in the Electronic Document Submittal Requirements guide.		
• Calculation file is no larger than 195 MB.		
• The first page of each calculation package is stamped and signed by the architect and/or engineer.		
• Where multiple calculation packages have been merged to one file, bookmarks have been provided to easily navigate to each section.		
<b>SUPPLEMENTAL FILE</b>	-	-
• Supplemental file(s) (e.g. CalGreen worksheets, Landscaping forms, etc.) begins with the word "SUPPLEMENTAL" or "SUPP" and follows all naming conventions in the Electronic Document Submittal Requirements guide.		
• File is not larger than 195 MB.		
• Where multiple supplemental files have been merged to on file, bookmarks have been provided to easily navigate to each section.		