



REQUIREMENTS FOR PREPARING ELECTRONIC PLAN SUBMITTALS

Criteria # 1 - **Digital Files**

- Provide one multi-page PDF file for plans. Individual sheets shall not be submitted as plan files.
- 18" x 24" minimum sheet size and landscape orientation for all projects. Some minor projects such as solar, backup generators, energy storage systems, and window replacements may be on 11" x 17" sheets.
- All plans must show the property address, scope and current code cycle.
- Drawings must be drawn to scale and the scale indicated on plans.
- Drawings must be generated from drafting software directly as a PDF file (photos of drawings are not acceptable). PDF Portfolio files are not accepted.
- File must be unsecured to allow our plans examiners to apply redline comments and stamps where applicable.
- Files stamped by the project engineer's digital signature must be flattened.
- Scanned copies of **hand drawn** plans are accepted as a PDF file in the original drawing's paper size (11" x 17" minimum size for minor projects such as window replacements).
- Scanned copies of approved plans from city planning, sanitary district, Environmental Health and fire districts are accepted.
 - Ensure the scanned pages with the other agency approval(s) is a scan of the whole page in its entirety and the scanned page size matches the original drawing size.
 - All revised plans will need to be re-stamped by the agency, scanned, and submitted to our department.
- When revised drawings are submitted after permit issuance, all revised plans will need to be accompanied by scanned field drawings if the drawings were originally approved on a paper set.
- We will not accept plans and other documents as image files (.jpg, .jpeg, .tiff, .tif, .gif, .bmp, .png, etc.)

Criteria # 2 – **Naming Your Files**

- Each file type shall be labeled clearly and concisely, using the format of **"Project Address_File Type"** (e.g. *1234 Main Street_Plans*). Some common types of files include:
 - Architectural and Structural Plans
 - Energy Report
 - Soils Report
 - Specifications
 - Structural Calculations

Criteria # 3 – **Approved Stamp Location**

- Each plan page must have an empty column 3.5-inch wide x 6 inches tall on the right side of plan pages to allow for county stamps.

Criteria # 4 – Stamps & Signatures

- When required, plans must be digitally stamped and signed by the Registered Design Professional in responsible charge (i.e. architect, engineer, designer, etc.) and on any applicable documents (e.g. structural calculations).

Criteria # 5 – Supporting Documents

- All files must be in PDF format.

Criteria #6 – Required Documents for permits within the cities of Clayton, Hercules, Lafayette, Moraga and Orinda where CCC provides the building permit services

- **Clayton:** Scanned copy of the plans stamped by the City and City signoff on completed application. Contact the City of Clayton for their submittal requirements, (925) 673-7300.
- **Hercules:** Contact the City of Hercules for their submittal requirements, (510) 799-8244
- **Lafayette:** Electronic plans stamped by the City, their completed application and a completed County application. Contact the City of Lafayette for their submittal requirements, (925) 284-1976.
- **Moraga:** Scanned copy of the stamped plans by the Town and Town signoff on completed application. Contact the Town of Moraga for their submittal requirements, (925) 888-7040.
- **Orinda:** Electronic plans stamped by the City, their completed application and a completed County application. Contact the City of Orinda for their submittal requirements, (925) 253-4210.

Criteria # 7 – Resubmittals During Plan Check Process

- Submit only the revised sheets when notified by the plans examiner.