



ELECTRONIC PLAN CHECK (EPC) GUIDE

November 2020

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City of Pleasant Hill • Building Division • 100 Gregory Lane • Pleasant Hill, CA 94523 • (925) 671-5200 • Fax (925) 676-1125

Permit applicants wishing to submit building plans in electronic format may do so in-lieu of the alternative paper-based submittal requirements. Please Note: All Electronic Plan Check (EPC) submittals go through the same standard review process as paper submittals. Submitting an EPC does not constitute an expedited review.

GENERAL REQUIREMENTS:

1. Prior to submission, ensure all pertinent forms provided in the Interactive Permit Guide printout are completely filled out, including signatures and contact email addresses.
2. File format must be PDF and is preferred to be a direct export of a CAD program. PDF portfolios should not be used.
3. All files must be unsecured
4. All layers and comments must be flattened
5. Each unique document or discipline must be bookmarked in full page view
6. The top of all sheets should be orientated to the top of the screen
7. All files must follow the naming convention outlined below

SUBMITTAL FILE REQUIREMENTS:

Applicants participating in the program must condense their submittal package into three (3) bookmarked PDF files, an **APP** file, a **PLANS** file, and a **SUPP** file.

| STANDARD CONTENT FOR EPC SUBMITTAL FILES | |
|--|------------------------|
| Description | Included in Which File |
| <p>Permit Application Documents*: Merged into one PDF file, each distinct document bookmarked.</p> <p><i>*Documents may be downloaded by visiting:</i> https://www.ci.pleasanthill.ca.us/247/Permits</p> <ul style="list-style-type: none"> • Application for Permit – Required for all building permits (ensure email is included). • Approval Letter for Asbestos for Demolition/Renovation, “Job Number” – Required for all demolition projects. | APP |



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| STANDARD CONTENT FOR EPC SUBMITTAL FILES | |
|---|------------------------|
| Description | Included in Which File |
| <p><u>Construction Plans:</u> Merged into one PDF file, each discipline bookmarked.</p> <ul style="list-style-type: none"> All plan sets shall include a cover sheet with basic project information such as building area, occupancy, construction type, etc. A sheet index shall be included on the cover sheet. Make sure the bookmarks in the PLANS file matches the sheet index. All design professional stamps on <u>each</u> sheet must be signed. Signature should be accomplished by placing an image which includes the stamp and signature on each sheet. Electronically signed documents are acceptable. | PLANS |
| <p><u>Supplemental Information:</u> Merged into one PDF file with each distinct document bookmarked. *It is the responsibility of the designer to provide all required supplemental documents*</p> <ul style="list-style-type: none"> Structural calculations Truss calculations Energy compliance calculations Geotechnical reports Flood Elevation Certificates Technical specifications Project manuals | SUPP |

FILE NAMING:

For the initial submittal, applicants must follow the naming convention based on the project address unless submitting for Master Plan review.

Project Address: The files must be named using the following naming convention:

- 123-Address-CYC1-APP
- 123-Address-CYC1-PLANS
- 123-Address-CYC1-SUPP

Master Plan Projects: The files must be named using the following naming convention:

- SubdivisionName-Plan1-CYC1-APP
- SubdivisionName-Plan1-CYC1-PLANS
- SubdivisionName-Plan1-CYC1-SUPP

↳ represents the model number

Cycle 2 and beyond naming shall follow the same naming convention with the appropriate cycle number in the file name (Ex. 123-Address-CYC2-APP).



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SUBMITTAL PROCEDURES:

New Submittals: Projects requesting Electronic Plan Check must be submitted either at the public counter ([100 Gregory Ln., Pleasant Hill CA 94523](#)) or via email building@pleasanthillca.org. To submit at the counter, you will need a CD/DVD or USB drive containing your submission condensed into three PDF files as outlined above. The electronic media should be permanently labeled or in a permanently labeled envelope containing the project address and applicant name/info.

Resubmittals: The account contact associated with the permit will be notified via email when the plan review is complete.

When resubmitting, follow the file naming convention stipulated above in the FILE NAMING section. Each subsequent resubmittal should have the appropriate 'cycle number' included in the file name.

Resubmittal packages shall include complete versions of the electronic files (APP, PLANS, or SUPP) which required revisions. APP files often don't require revisions and may not need to be resubmitted. **Submitting only revised plan sheets or supplemental information is not acceptable.** The files shall be complete, including items not requiring revision.

You may hand deliver the revised document files to the Permit Center or you may email building@pleasanthillca.org.

FINAL APPROVAL AND PERMIT ISSUANCE:

When all disciplines have approved the project, final fees will be calculated and an email will be sent to the project contact communicating the fees and any outstanding items that must be resolved prior to permit issuance. On payment of all fees you will receive a final approved PDF set of plans and documents for download or by email.

The final approved PDF set, called the "Job Site Copy" will only have **read** and **print** privileges. **The permit holder is responsible for printing a copy of the approved plans and having them available at the job site during construction.**