



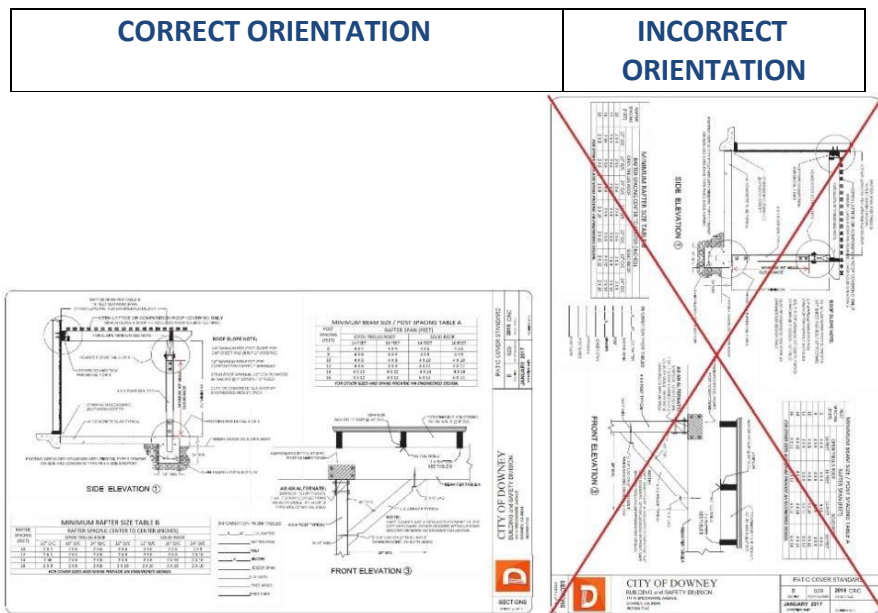
ELECTRONIC BUILDING PLAN CHECK SUBMITTAL

ELECTRONIC SUBMITTAL INSTRUCTIONS

Electronic Building Plan check submittals can be uploaded at any time by first creating a Accela Citizen Access profile. All items submitted by applicants must be organized by the manner describe in this document in order to prevent delays in the review process. Below you will find instructions on common user errors that the system recognizes. Prior to uploading documents, refer to the Commercial Submittal Requirements or Residential Submittal Requirements, for materials required for your project. Once your submittal packet is complete, please run your plans through [Scout PDF Analyzer](#) to identify any potential issues prior to submittal. If no issues found, you may submit all files to our [Electronic Plan Review](#) portal for formal submittal.

PREPARING FILES FOR SUBMITTAL

- **File Drawing Style:** Plans shall be submitted in Black & White. Do not upload drawings that have written markups.
- **File Type:** Files uploaded for review must be saved in PDF 1.4 or greater. Files exported from CAD to PDF must have layers *flattened* or *optimized PDF*, to prevent from any layers from not being visible when submitted.
- **File Size:** Files must be no more than 400 MB.
- **File Encryption:** Do not submit “locked” PDF files, they will be rejected.
- **Orientation:** All drawings/plans must uniformly use landscape orientation. Maintain a uniform page position and page size for all plans (architectural, landscape, civil, etc.). Use standard page sizes such as min. 8.5”x11” or 36”x48” max.



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- **Plan Set:** All construction plans (Architectural, Structural, Energy Calculations, MEPs) shall be combined into a single PDF for submittal. Do not include any supporting documents such as an application or structural calculations into this PDF. Those shall be uploaded as separate PDF's. If PDF exceeds 400MB, reduce file size.
- **Font Types:** Please use **TrueType fonts** (Arial, Calibri, Times New Roman, Helvetica) on all documents throughout the plans as unclear fonts will not be recognized by the program.

- Examples of rejected font types

Outlined fonts

OUTLINED FONTS. SP-4.00

Broken fonts

BROKEN FONTS. SP-4.00

Handwriting fonts

HANDWRITING FONTS. SP-4.00

- **Special Characters:** Do not include special characters into file name such as, (*), (&), (#), (-), (@), etc..

Examples of Rejected File Names	Examples of Accepted File Names
PLANS-11111 Brookshire Avenue* Ver1	PLANS 11111 Brookshire Avenue
CIVIL – 11111 Brookshire Avenue_Ver1	CIVIL 11111 Brookshire Avenue
APPLICATION – 11111 Brookshire Avenue; Ver1	APPLICATION 11111 Brookshire Avenue

It will be helpful to use **Scout PDF Analyzer** which is a program to scan and review documents for compatibility. You can review your plans prior to submittal to ensure compliance [here](#).

RESUBMITTAL REQUIREMENTS

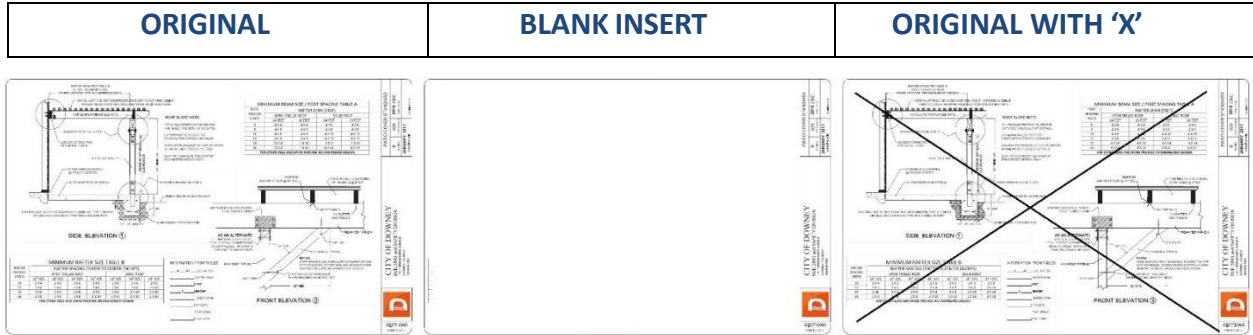
After your paid submittal has been reviewed by all departments, you will receive a comment letter outlining the corrections. Please wait to receive comments from ALL departments before re-submitting plans. Failure to do so will result in a delay in the review process. If you receive comments, you will need to address each plan check comment and resubmit adhering to the original submittal requirements. Additional instructions for resubmittals:

- Include a response letter with a detailed explanation how you addressed each plan check comment, from all Departments/Divisions.
- Cloud all changes and note delta number on the title block.
- Use the same format, plan size and scale as the original submittal.
- Resubmit a complete set of plans.
- Submit an equivalent or more pages to plans. Do not reorder or deletes pages from original submittal. Reorder of pages may cause issues with the review process and delay the project.

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- New pages requested from plan reviewer may be added at the end of plan set.
- Pages that are obsolete may be replaced with a blank sheet in its place or shown with an 'X' throughout the page. See example below:



- **DO NOT RENAME FILES FROM ORIGINAL SUBMITTAL.**
 - When resubmitting, use the same file name from prior. The program automatically manages versioning. See example Below:

CYCLE	FILE NAME	PAGE COUNT
1 st submittal	PLANS 11111 Brookshire Avenue CIVIL	10
	11111 Brookshire Avenue	37
2 nd submittal	PLANS 11111 Brookshire Avenue	11 <i>(New page at end of plan set)</i>
	CIVIL 11111 Brookshire Avenue	37

REVISION REQUIREMENTS

Revision submittals may be accepted when a project has been approved and/or permits have been issued. Revisions will be submitted as a separate New submittal. New fees will be charged per the discretion of the Building department

- A clear and concise description of work summarizing revisions to the original plans. Please reference the original BLD permit number in description.
- Submit the entire plan set along with revised structural calculations, not just the pages that have been revised.
- Revised sheets must have clear indication of changes. Show changes clearly highlighted, clouded and delineated with date of revision. (i.e.: Cloud all changes and note delta number on the title block.)

For questions related to the Accela Citizen Access registration, electronic plan check submittal process, code questions, or general building questions, please email buildingdept@downeyca.org or call (562) 904-7142. We look forward to your submittal!

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