



E-PLAN SUBMITTAL REQUIREMENTS

GRADING PROJECTS

SUBMITTAL REQUIREMENTS

CITY FORMS

All City paper forms normally submitted with a project should accompany the e-plans: Grading application, etc. Always include a contact e-mail address on the application.

E-PLANS

E-plans should be on a CD or a DVD. Please note that these will not be returned to the applicant. The plans should be black and white drawings with landscape orientation in PDF format. Pages in the set shall be the same sheet size.

Engineer stamps (renewal date, license & signature) should be on each appropriate plan sheet as required by law. Signatures need to be embedded as part of the document. Do not use electronic or digital signatures.

Naming Convention: The following list shows how each section of plans should be labeled. Each section should be a separate PDF without password protection. No Word documents or Excel files may be used. If a section is not applicable to your project then please do not include. Please do not submit with your PDF files inside of folders.

On your first submittal, please preface your PDF file with V1. On any subsequent submittal use the same naming convention and preface the PDF files with V2 for second submittals, V3 for the third, V4 for the fourth, etc.

- V1 Summary Index Sheet.pdf*
- V1 Grading Plans.pdf
- V1 Engineering Cost Estimate.pdf
- V1 Site Specific Soils Report.pdf, incl. Geotechnical Grading Plan Review
- V1 Hydrology/Hydraulics Calculations.pdf
- V1 Water Quality Management Plan.pdf
- V1 Notice of Intent.pdf
- V1 Conditions of Approval.pdf
- V1 Tentative Map.pdf
- V1 100-Year Flood Letter.pdf
- V1 Vector Control Letter.pdf
- V1 Red Imported Fire Ant Clearance.pdf
- V1 Best Management Practices.pdf
- V1 Other Reports -- Please Label

*The Index must match your sequence of plan sections.

SAMPLE:

Sheet ID	Description	Sheet #
G-1	Site Plan	1/2
G-2	Horizontal Control	2/2

V1 02 Engineering Cost Estimate.pdf

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CORRECTIONS

When plan check corrections are ready, the applicant will receive a link that directs them to Dropbox, an on-line file sharing service, where they can retrieve their plan check corrections. This will allow the applicant to receive their corrections and share them with others who may need to see them. Re-submittals will be brought into the City of Irvine on a new CD or DVD.

RESUBMITTALS

Re-submittals (excluding revisions --see below) must be complete sets of plans. Corrections will be provided as indicated above and will also include any additional reference documents from City staff. Please see the instructions on the corrections on how to read the plan check comments and other announcements.

Once an e-plan project has been submitted all subsequent submittals, including revisions, must be by e-plans.

The applicant or contractor will be given a CD/DVD of the approved plans in PDF format after all approvals are complete. The applicant or contractor will print two full-size sets of approved plans to bring to the pre-grade meeting. One set will then be kept in the field for the inspector to verify and the other set will be given to the inspector.

REVISIONS

Revisions are modifications to existing permit(s), e.g., field changes. If the original plan check was an e-plan submittal, the field changes must be done via e-plans, as well. Please **only submit the sheet(s) showing the proposed revisions.**

All submitted documents **must be combined into one PDF.**

On first submittal of a revision, name the file with a short description of the revision. Upon submittal at the Permit Counter we will assign a revision number and rename your file, e.g., Rev-1 V1 "revision description".

When you are submitting a revision that had corrections, the second submittal would be named Rev-1 V2 "revision description", the third submittal would be Rev-1 V3 "revision description", etc.

Multiple revisions must be kept on separate media, including submittals and re-submittals.