



E-PLAN SUBMITTAL REQUIREMENTS

NEW COMMERCIAL & RESIDENTIAL BUILDINGS, TENANT IMPROVEMENT, RESIDENTIAL REMODEL & ADDITION PROJECTS

SUBMITTAL REQUIREMENTS

CITY FORMS

All City paper forms normally submitted with a project should accompany the e-plans: Application, Quantity Take Off, Data Sheet, TCA Form, School Fees Form, OCFA Screen Form, etc. Always include a contact email 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. Please submit 1 roll of plans marked FOR REFERENCE with all new major projects such as new commercial buildings, new model homes, new apartment complex or buildings with added square footage.

Architect or Engineer of record 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 file 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 Title Sheets.pdf

V1 Site Plan.pdf

V1 Architectural.pdf

V1 Structural.pdf

V1 Electrical.pdf

V1 Mechanical.pdf

V1 Plumbing.pdf

V1 Landscaping.pdf

V1 Site Security.pdf

V1 Photometrics.pdf

V1 Civil.pdf

V1 Other Reports -- Please Label, e.g., Title 24-Energy Calculations, Soils Report, Structural Calculations, Acoustical Report, WQMP, etc.

*The Index must match your sequence of plan sections for each submittal. Refer to sample index on last page.

SAMPLE: V1 01 architectural, V1 02 structural

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.

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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 re-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 may be required to produce one or more paper sets of plans from that PDF.

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.

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****SAMPLE****

SUMMARY SHEET INDEX*

V1 01 SITE PLAN.pdf

<i>SHEET ID</i>	<i>DESCRIPTION</i>	<i>SHEET #</i>
S-1	Overall site plan	1/2
S-2	Site plan notes	2/2

V1 02 ARCHITECTURAL PLANS.pdf

<i>SHEET ID</i>	<i>DESCRIPTION</i>	<i>SHEET #</i>
A1.0	Architectural site plan	1/12
A1.1	General notes	2/12
A2.0	Building slab edge	3/12
A2.1	First floor layout	4/12
A2.2	Second floor layout	5/12
A2.3	Roof layout	6/12
A3.1	Exterior elevations	7/12
A3.2	Exterior elevations	8/12
A4.1	Sections	9/12
A4.2	Sections	10/12
A6.0	Details	11/12
A6.1	Details	12/12

V1 03 STRUCTURAL PLANS.pdf

<i>SHEET ID</i>	<i>DESCRIPTION</i>	<i>SHEET #</i>
S1.0	General structural notes	1/10
S1.1	General structural	2/10
S2.0	Foundation	3/10
S2.1	Second floor framing	4/10
S2.2	Roof framing	5/10
S3.0	Foundation details	6/10
S3.1	Foundation details	7/10
S4.0	Framing details	8/10
S5.0	Roof details	9/10
S6.0	Miscellaneous details	10/10

*This is an example ONLY, sheet ID and order do not have to match sample