



Electronic Plan Review

Policy and Procedure No.: **G-19-33**

Feb. 2019

Online Submittal Requirements

Please provide electronic submittals using the URL below.

<http://share.elkgrovecity.org/filedrop/BuildingFileDrop>

- All documents and/or plans submitted for electronic plan review must be in pdf format.
- Each document type such as plan sets, truss calculations, energy forms, etc. must be uploaded as a file.

See Exhibit A

File Naming Convention

Specific file naming conventions for submitted plans and supporting documents are required as illustrated below.

- Do not use spaces in the file names. Use the underscore (_) instead of spaces.
- Identify submitted plans and documents with PC1, PC2 and PC3 based on the cycle of review submitted.

File	Filename
Application for Permit	Application.pdf
Construction Plans	PlansPC1.pdf
Structural Calculations	Structural_CalcsPC1.pdf
Truss Calculations	Truss_CalcsPC1.pdf
Energy Calculations	Energy_CalcsPC1.pdf
Construction Plans 2 nd submittal	PlansPC2.pdf
Response Letter 2 nd submittal	ResponseLtrPC2.pdf

Required at Submittal

- Completed Application for Permit
- Complete set of construction plans
- Supporting documentation (Structural Calculations, Energy forms, Geotechnical Reports, etc.).

Application Forms & Handouts

Please visit our Building Safety & Inspection Forms & Handouts webpage for project specific submittal requirements:

http://www.elkgrovecity.org/city_hall/department_s_divisions/building_safety_inspection_permits/forms_handouts_featured_articles

Important!

It is important to meet all submittal requirements in this policy. Not following these requirements could result in a request for additional information and delay the start of the plan review process.

A building permit technician will contact you within 24-48 hours of your submittal. If the submittal is complete, you will be provided with an invoice of Plan Review fees due and your project will be routed for review.

The plan review fees must be paid within five (5) business days of submittal. You can visit the Finance Department with a printed invoice to pay the plan review fees in person or you can mail a check with a copy of the printed invoice to:

City of Elk Grove
 Finance Department
 8401 Laguna Palms Way
 Elk Grove, CA 95758

For questions regarding payment processing please Contact our Finance Department at (916) 627-3279.

Resubmittals and Revisions

Any additional uploads for revisions to the existing application may not be reviewed until the full review cycle has been completed and processed back to the applicant.

Digital Stamping of Approved Plans

A City of Elk Grove Approval stamp is required on each sheet. To facilitate digital stamping of approved plan sets and supporting documents please provide a clear space of not less than 2"x 3". This clear space must be located in the same exact location on each sheet.

See Exhibit B

Permit Processing & Issuance

Once the application has been approved, you will be contacted by a permit technician by email regarding outstanding items required prior to permit issuance.

The appropriate party will need to pay the final fees, sign and pick up the permit at our Building Department front counter.

Once the building permit is issued, the approved plans will be emailed to the responsible party on the permit (Property Owner, Licensed Contractor or Authorized Agent).

Please Note: A physical copy of the stamped plan and supporting documents may be requested by the Building Inspector at the time of inspection.

Should you have any questions regarding this policy and procedure please contact our department at:

Address: **8401 Laguna Palms Way**

Phone: **(916) 478-2235**

Hours: **Monday through Friday
8:00 am - 5:00 pm**

Exhibit A

<http://share.elkgrovecity.org/filedrop/BuildingFileDrop>

The screenshot shows the 'Building Filedrop' web form. It includes a browser address bar with the URL 'https://share.elkgrovecity.org/filedrop/BuildingFileDrop'. The form has a title 'Building Filedrop' and a subtitle 'File Drop for Building at City of Elk Grove'. It contains four main input fields: 'From' (with the email 'wcrew@interwestgrp.com'), 'Subject' (with the text 'Application for Building Permit - 8401 Laguna Springs'), 'Permit Number' (with 'N/A'), and a 'Message' text area containing a sample message. A red arrow points from the 'Input your email address' box to the 'From' field. Another red arrow points from the 'Provide a brief message with contact information' box to the 'Message' text area. A third red arrow points from the 'Remember to separate submittal documents with appropriate naming conventions' box to the 'Subject' field. A fourth red arrow points from the 'Click here to add files' box to the '+ Add Files...' button below the form.

Input your email address

Provide a brief message with contact information

If you are resubmitting please provide the permit number and in the subject line put the round of plan check i.e "PC2
Obviously your initial plan submittal for building permit will not have permit number leave blank or input N/A.


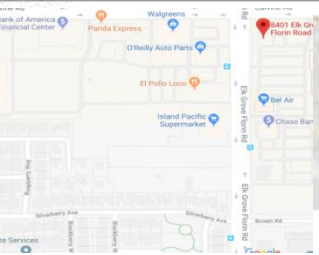
This section of the form shows a 'Drop Files Here' button with a download icon. To its right is a 'Limitations' box stating 'Max size: 250 MB' and 'Accepted Filetypes'. Below these is a '+ Add Files...' button. A 'Send' button is positioned below the '+ Add Files...' button. Underneath is an 'Attached files' section with a table listing three files: 'Application.pdf' (178.54 Kb), 'PlansPC1.pdf' (171.89 Kb), and 'Structural_CalcsPC1.p...' (178.54 Kb). Each file has a 'Remove' button next to it. Red arrows point from the 'Click here to add files' box to the '+ Add Files...' button, from the 'Remember to separate submittal documents with appropriate naming conventions' box to the 'PlansPC1.pdf' file, and from the 'Please make sure you Review all information before you click send.' box to the 'Send' button.

Click here to add files

Remember to separate submittal documents with appropriate naming conventions

Please make sure you Review all information before you click send.

Exhibit B

<p>GENERAL NOTES</p> <p>1. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF ELK GROVE SPECIFICATIONS AND STANDARDS.</p> <p>2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.</p> <p>3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.</p> <p>4. ALL UTILITIES SHALL BE PROTECTED AND MARKED PRIOR TO CONSTRUCTION.</p> <p>5. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES UNLESS OTHERWISE NOTED.</p> <p>6. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY ENGINEER.</p> <p>7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.</p> <p>8. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.</p> <p>9. ALL UTILITIES SHALL BE PROTECTED AND MARKED PRIOR TO CONSTRUCTION.</p> <p>10. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES UNLESS OTHERWISE NOTED.</p>	<p>EXISTING CONDITIONS</p> <table border="1"> <tr> <td>1. TYPE OF EXISTING CONSTRUCTION</td> <td>_____</td> </tr> <tr> <td>2. NUMBER OF STORIES</td> <td>_____</td> </tr> <tr> <td>3. NUMBER OF UNITS</td> <td>_____</td> </tr> <tr> <td>4. EXISTING DRIVEWAY WIDTH</td> <td>_____</td> </tr> <tr> <td>5. EXISTING DRIVEWAY DEPTH</td> <td>_____</td> </tr> <tr> <td>6. EXISTING DRIVEWAY AREA</td> <td>_____</td> </tr> </table> <p>DEFERRED APPROVALS</p> <p>DATE: _____</p>	1. TYPE OF EXISTING CONSTRUCTION	_____	2. NUMBER OF STORIES	_____	3. NUMBER OF UNITS	_____	4. EXISTING DRIVEWAY WIDTH	_____	5. EXISTING DRIVEWAY DEPTH	_____	6. EXISTING DRIVEWAY AREA	_____	<p>STRUCTURAL</p> <p>1. ALL STRUCTURAL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF ELK GROVE SPECIFICATIONS AND STANDARDS.</p> <p>2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.</p> <p>3. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY ENGINEER.</p> <p>4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.</p> <p>5. ALL UTILITIES SHALL BE PROTECTED AND MARKED PRIOR TO CONSTRUCTION.</p> <p>6. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES UNLESS OTHERWISE NOTED.</p> <p>Mechanical</p> <p>1. ALL MECHANICAL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF ELK GROVE SPECIFICATIONS AND STANDARDS.</p> <p>2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.</p> <p>3. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY ENGINEER.</p> <p>4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.</p> <p>5. ALL UTILITIES SHALL BE PROTECTED AND MARKED PRIOR TO CONSTRUCTION.</p> <p>6. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES UNLESS OTHERWISE NOTED.</p> <p>Electrical</p> <p>1. ALL ELECTRICAL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF ELK GROVE SPECIFICATIONS AND STANDARDS.</p> <p>2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.</p> <p>3. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY ENGINEER.</p> <p>4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.</p> <p>5. ALL UTILITIES SHALL BE PROTECTED AND MARKED PRIOR TO CONSTRUCTION.</p> <p>6. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES UNLESS OTHERWISE NOTED.</p> <p>Fire Sprinkler</p> <p>1. ALL FIRE SPRINKLER WORK SHALL BE IN ACCORDANCE WITH THE CITY OF ELK GROVE SPECIFICATIONS AND STANDARDS.</p> <p>2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.</p> <p>3. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY ENGINEER.</p> <p>4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.</p> <p>5. ALL UTILITIES SHALL BE PROTECTED AND MARKED PRIOR TO CONSTRUCTION.</p> <p>6. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES UNLESS OTHERWISE NOTED.</p>	<p>PERMIT & BID SET DOCUMENTS</p>
1. TYPE OF EXISTING CONSTRUCTION	_____														
2. NUMBER OF STORIES	_____														
3. NUMBER OF UNITS	_____														
4. EXISTING DRIVEWAY WIDTH	_____														
5. EXISTING DRIVEWAY DEPTH	_____														
6. EXISTING DRIVEWAY AREA	_____														
<p>SYMBOLS</p> <p>1. ALL SYMBOLS SHALL BE IN ACCORDANCE WITH THE CITY OF ELK GROVE SPECIFICATIONS AND STANDARDS.</p> <p>2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.</p> <p>3. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY ENGINEER.</p> <p>4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.</p> <p>5. ALL UTILITIES SHALL BE PROTECTED AND MARKED PRIOR TO CONSTRUCTION.</p> <p>6. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES UNLESS OTHERWISE NOTED.</p>	<p>PROJECT DESCRIPTION</p> <p>_____</p>	<p>VICINITY MAP</p> 	<p>PLAN REVIEW APPROVAL</p> <p>_____</p>												
<p>PASS CERTIFICATION</p> <p>DACS</p> <p>PREQUALIFIED ARCHITECTURAL SUBMITTAL SYSTEM</p> <p>_____</p>	<p>PROJECT DESCRIPTION</p> <p>_____</p>	<p>SITE PLAN</p> 	<p>PERMIT & BID SET DOCUMENTS</p>												

Provide a 2" x 3" square located on each page in the same area for Elk Grove stamps