



DIGITAL PLAN CHECK HANDOUT

1. Submittal Process:

The City of Los Banos accepts digital (electronic) plans and documents for the building permitting process. Instead of submitting 3 copies of paper plans and documents, please follow the instructions below:

1. Contact the Building Department via email, at: losbanosbldg@csgengr.com requesting electronic submittal.
2. Include a copy of the completed permit application in the email.
<http://www.losbanos.org/city-government/departments/building/>
3. Upon verification of a completed application, you will be contacted via email with a web link to upload electronic plans and documents. Additional information will be included in the email for plan review fees, turnaround times and other logistics for the plan review process.

2. Plans and Document Formats:

➤ **ELECTRONIC PLAN & APPLICATION REQUIREMENTS:**

- All digital files shall be Microsoft Windows compatible.
- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 9.0 or earlier.
- Security settings shall allow reviewers to mark up digital documents, create notes, and to insert/remove sheets.

➤ **DRAWING REQUIREMENTS FOR ELECTRONIC SUBMISSIONS:**

- All sheets shall be combined into one of the following:
 - One complete package; or
 - Two packages (one for plans and one for documents - preferred)
- All sheets shall be ***oriented, so the top of the page is always at the top of the computer monitor*** and set to landscape.
- ***Pages shall be Indexed/Bookmarked on every submission.*** The index should note the sheet number as well as the title/description of each sheet.



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- The title block of *each sheet shall include a 3" x 3" space* for the placement of the City's acceptance stamps. This space must be provided at the *same location on each plan sheet*.
- Building plans shall be fully dimensioned. This shall include, but not be limited to, foundation, floor plans, roof framing plans, etc.
- All text shall be easily readable when set to print. Clarity must be equivalent or better than Arial, Gill Sans or Tahoma with a font size of 10pt.
- After PDF documents have been compiled, please compress the file to reduce the file size. This will help by taking less time to upload the document to the City system and will also require less storage.

3. Resubmittal:

- When ready to **resubmit electronic** plans and documents for review, follow the instructions below:
 - Use the same web link provided by the Building department to upload files.
 - Create new folder within website with the following names:
 - "PC2" = Response to 1st review comments.
 - "PC3" = Response to 2nd review comments.
 - "PC?" = Subsequent response to comments.
 - Format of the files shall conform to Item #2 above.
 - Resubmittal must be accompanied by response to comments letters for each department.
- **You may re-submit directly to the plan review consultant – please include your Building Division contact with the resubmittal**

4. Approval:

- When the plans are approved, you will be contacted by the city to collect the balance of fees.
- After payment has been confirmed, the Approved Plans will be electronically sent to the applicant.
- The applicant is responsible to print the Approved Plans and supporting documents to have on the jobsite for inspections.