



Electronic Plan Review Document Submittal Requirements

Introduction

In an effort to streamline the plan submittal process, reduce paper waste and reduce expense and inconvenience of printing and shipping multiple copies of the construction documents, OSHPD has developed an Electronic Plan Check (EPC) program. Electronic plan check will allow concurrent reviews by OSHPD staff which should reduce review turnaround times and will support a consolidated corrections list that clients can use to track and respond to comments. It will also facilitate more complete and comprehensive plan check comments as well as providing feedback on areas where submittals are consistently in need of correction or focus.

Applicants wishing to participate in this program must coordinate and organize their submittal package into bookmarked PDF files arranged in the manner described below.

Submittal Packages

Please use the following instructions to prepare your documents for electronic plan check. Note that Plans and supplemental documents/attachments have different submittal recommendations.

A. SUBMITTING PLANS AND PLAN SETS

Each 'Plan' (or 'Plan set') must be saved in **PDF format** and each file should ideally be **under 100MB in size**. **Please flatten the drawing layers** in your CAD program before creating the PDF. Pages must be straight, clear with no streaks; sheets must be contrasting with background and not too light or dark. **PDF bookmarks of each sheet are required**; bookmark names must include the plan sheet number and sheet title. See below for additional information and requirements.

1. For small plan review projects or ACD, DSI or AMC submittals where the page count is under 50 sheets, creating a single PDF/A document is acceptable and the file name must be a describing prefix "Plan" followed by the OSHPD project number separated by an underscore:

<i>Small Project Filename Recommendations</i>
Plan_S151234-19-00.pdf
Plan_SS114321-0-ACD0001.pdf
Plan_HL101234-0-AMC0002.pdf
Plan_H140001-35-00-DSI0001.pdf



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A. SUBMITTING PLANS AND PLAN SETS cont.

- For projects with more than 50 sheets, construction plans must be divided into smaller PDF file sets that facilitate Electronic Plan Check. The chart below illustrates some examples for the file naming conventions of plan sets for submittal to OSHPD, where the plans are grouped into logical 'sets'. Choose the appropriate discipline code and insert an underscore character (_) between this code and the filename, as shown in these examples:

Discipline Code	Separator	Plan Filename	Submitted Filenames w/ Discipline Code
S	_	S151234-19-00 Structural Plans	S_S151234-19-00 Structural Plans.pdf
A	_	S151234-19-00 Architectural Plans	A_S151234-19-00 Architectural Plans.pdf
M	_	S151234-19-00 Mechanical Plans	M_S151234-19-00 Mechanical Plans.pdf

Use the chart provided below for naming your plan sets.

DISCIPLINE CODE CHART

A – Architectural
B – Geotechnical
C – Civil
D – Process
E – Electrical
F – Fire Protection
G – General
H – Hazardous Material
I – Interiors
J – Justice / Detention
K – Food Service
L – Landscape

M – Mechanical
O – Operations
P – Plumbing
Q – Equipment
S – Structural
T – Telecommunication
U – Railway
V – Survey / Mapping
W – Civil Works
X – TITLE 24 / Other Disciplines
Y – Security
Z – Contractors / Shop Drawings

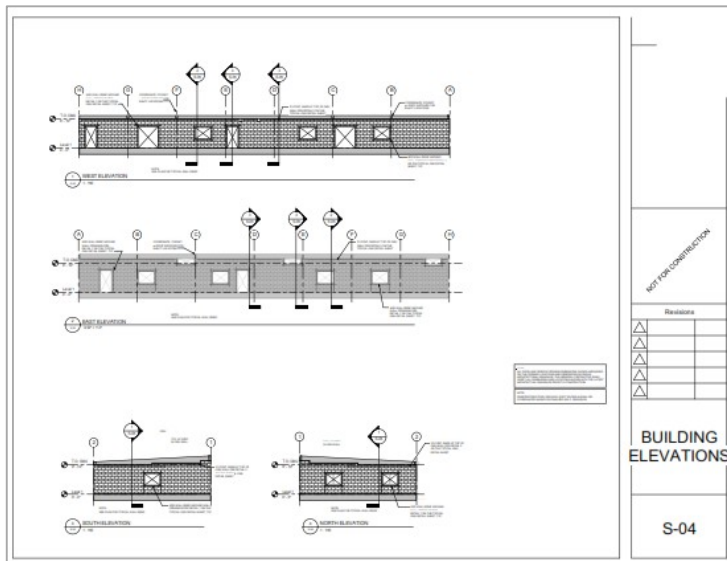
File names must follow the [File Naming Convention Spreadsheet in Appendix A](#). Only the designated file naming convention will be accepted – not your own. **Do not change the file names when resubmitting new or corrected plans.** Maintaining consistent filenames will help to avoid returns and will expedite the review process.



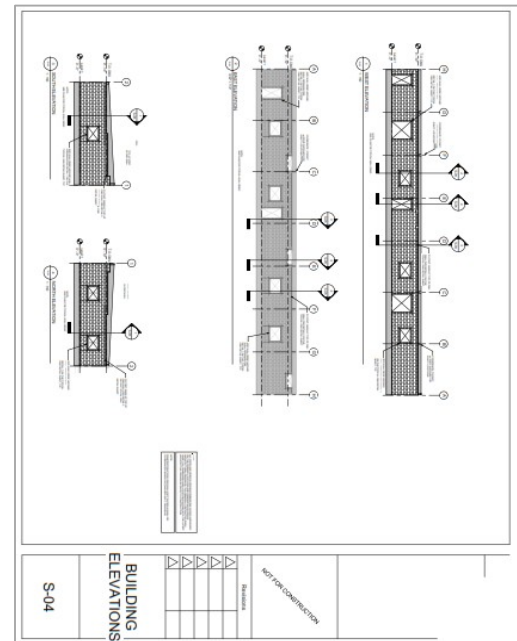
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A. SUBMITTING PLANS AND PLAN SETS cont.

3. Submitted plans must all be properly 'oriented', meaning face up, not sideways or upside down, so that the document can be viewed without rotating it. PDF documents should not be rotated after they are created by your CAD program unless the file metadata start coordinates 0,0 have been reset to bottom-left. Failure to submit correctly oriented plans may result in the submittal being returned, which will delay review.



CORRECT



NOT CORRECT

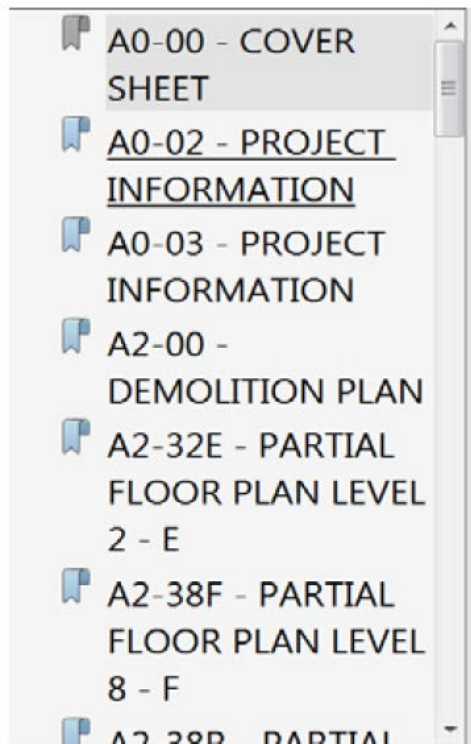
4. Alignment: Plan drawings must be created in your CAD program so that **drawing perimeters 'line up' exactly** when overlaid electronically. Overlays are used to compare the differences between plans.
 1. Revised/corrected plans must 'line up' with the original submittal to facilitate comparing versions electronically.
5. Plans must be saved at 'full size' and "to-scale" (100%) to ensure proper measuring of lines and areas electronically.



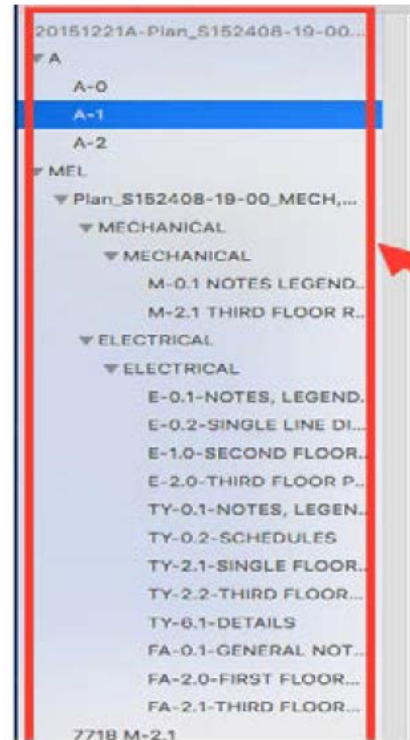
Electronic Plan Review Document Submittal Requirements

A. SUBMITTING PLANS AND PLAN SETS cont.

- Please do not submit 'password protected' or 'locked' documents.
- Paper plans scanned from a photocopy to PDF format *are acceptable*, but should be clearly legible and follow the same rules above. PDF-compliant with the origin point for the coordinate system located at the bottom-left corner of the document is required.
- Bookmarks: Each sheet must be provided with 'bookmarks' that list the sheet number and sheet title. Bookmarks must not be created in folders and subfolders:



CORRECT



NOT CORRECT



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A. SUBMITTING PLANS AND PLAN SETS cont.

- Digital Stamps: To facilitate digital stamping a 3" x 4" OSHPD Approval Stamp Space is required on each sheet. This space must be located in the proximity of the right edge of the sheet or within or immediately adjacent to the overall title block area. **The OSHPD Approval Stamp Space must be located in the same exact location on each sheet.**

B. Submitting SUPPLEMENTAL DOCUMENTS

Supplemental documents or attachments consist of any files that are not CAD plans. These may include Soils Reports, Specifications, Structural Calculations, Hydraulic Calculations, Testing, Inspection & Observation Programs, Reference Plans, images, etc. These must also be submitted in **PDF format with a specific prefix, a space between this prefix and the filename and the OSHPD Project Number** as the filename.

Document Type	Separator	Plan Filename	Submitted Filenames w/ Document Code
Specifications	Space	S151234-19-00	Spec S151234-19-00.pdf
Calculations	Space	S151234-19-00	Calc S151234-19-00.pdf
TIO	Space	S151234-19-00	TIO S151234-19-00.pdf
Reference Plans	Space	S151234-19-00	Ref S151234-19-00.pdf
Soils Reports	Space	S151234-19-00	Geo S151234-19-00.pdf
Images	Space	S151234-19-00	Img S151234-19-00.pdf
Product Data Sheets	Space	S151234-19-00	Prod S151234-19-00.pdf
Other Documents	Space	S151234-19-00	Docs S151234-19-00.pdf



Electronic Plan Review Document Submittal Requirements

C. Submitting BACKCHECK REVISIONS/CORRECTED/UPDATED DOCUMENTS

1. Corrected Plans – The entire set of corrected plans must be submitted for backcheck review and approval. Do not resubmit only the corrected sheets. Please maintain and update bookmarks on each sheet. In accordance with 7-125(c), CAC, changes in construction documents by submission of revised construction documents shall identify those changes by "clouding". The architect or engineer in responsible charge must also provide a written response to all comments; the written response must include a description and a location of the corrections made to the construction documents. The OSHPD Plan Review Comments document is provided with a location for written responses to plans; this document must be resubmitted with corrected plans.
2. **Use the EXACT same filename as the original submittal.** DO NOT change the file names when submitting new 'versions'. Maintaining consistent filenames will expedite the review process. (File names must follow the File Naming Convention Spreadsheet in Appendix A.)
3. DO NOT reorder, extract or insert pages in your corrected plans. For example, if a 4-page set of construction plans was returned to you for corrections, resubmit a 4-page set of corrected construction plans in the same page order. If, in response to comments additional plan sheets are required, see section 5 below.
4. **Rearranging, extracting or inserting pages out of order will cause delays in completing your plan review; plans that have been rearranged, had sheets extracted or had sheets inserted will be returned.**
5. If *new* plan sheets or plan sets are being submitted:
 - A. Revised/corrected plans **must** be submitted in the same page order as the previous submittal.
 - B. Place new plan sheets at the end of the corrected plan set document. DO NOT place new pages in the middle or beginning of the submittal.
 - C. Additional pages added to supplemental documents may be added in order and do not need to be added at the end of the document.
6. If a plan sheet is *deleted*, revised/corrected plans must include a blank page placeholder in place of the deleted sheet with the words "DELETED SHEET" included on the page.



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C. Submitting BACKCHECK REVISIONS/CORRECTED/UPDATED DOCUMENTS cont.

Below are examples of how the 1st Submittal files should be named and how subsequent backcheck submittal should be named. If additional pages are added (as is the case with the Plans and the TIO below), additional PLANS pages MUST be added at the end of the submittal document; supplemental documents such as Specs, Calcs, TIO, etc. may be added in the middle to keep the pages in order.

1 st Submittal Filename (Original)	Pages	2 nd , 3 rd , ... Submittal Filenames (Revisions)	Pages
Plan_S151234-19-00.pdf	14	Plan_S151234-19-00.pdf	15
Spec S151234-19-00.pdf	25	Spec S151234-19-00.pdf	25
Calc S151234-19-00.pdf	3	Calc S151234-19-00.pdf	3
TIO S151234-19-00.pdf	3	TIO S151234-19-00.pdf	5

1. Corrected TIO. The corrected TIO must be resubmitted as a single PDF file
2. Corrected specifications. Corrected specifications must be a complete set of specification – not just the pages that were corrected. The specifications must be a single PDF file. Required professional stamps and signatures must appear on the 1st or 2nd page. Please include space for the OSHPD digital approval stamp. When additional specification sections are added after originals are reviewed by OSHPD, the new specifications must be identified in the written responses to comments.
3. Corrected calculations. Structural calculations, fire sprinkler hydraulic calculations, anchorage and bracing calculations, etc. must all be included in a single PDF file and must be bookmarked when more than one calculation is included in the file. When additional calculations are added after originals are reviewed by OSHPD, the new calculations must be identified in the written responses to comments.

Why is this important?

Resubmitting the pages in the original page order with the proper filenames ensures that the Plan Checkers review comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate document reviews and allows the entire review process to be expedited.



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