



# Electronic Plan Review

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

January 2023

## 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 and unprotected to ensure proper building department stamping.
- 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	PC1_Plans.pdf
Structural Calculations	PC1_Structural_Calcs.pdf
Truss Calculations	PC1_Truss_Calcs.pdf
Energy Calculations	PC1_Energy_Calcs.pdf
Construction Plans 2 <sup>nd</sup> submittal	PC2_Plans.pdf
Response Letter 2 <sup>nd</sup> submittal	PC2_ResponseLtr.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](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.

Once the application, plans, and required documents have been deemed complete by a permit technician, an invoice and payment options will be provided. The plan review fees must be paid to avoid delays in the plan review process.

## 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. We also ask that the submitted documents be unprotected so that there are no delays in review and stamping.

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.

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(s) and supporting documents are required to be printed out and on site 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*

Email: [Bldonline@elkgrovecity.org](mailto:Bldonline@elkgrovecity.org)

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 header with the Liquid Files logo and the title 'Building FileDrop'. Below the title is a subtitle 'File Drop for Building at City of Elk Grove'. The form has 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.

Input your email address

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.

Provide a brief message with contact information

This section of the form shows a 'Drop Files Here' button, a 'Limitations' box (Max size: 250 MB, Accepted Filetypes), a '+ Add Files...' button, a 'Send' button, and a table of 'Attached files'. The table lists 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.

