COMMUNITY DEVELOPMENT
Building and Safety

E-PLAN SUBMITTAL REQUIREMENTS

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

SUBMITTAL REQUIREMENTS

ONLINE PORTAL

First time users, please set up an online account in Online Plan Submission Portal (OPS) to manage your project.

CITY FORMS

All City required forms must be uploaded in PDF format and submitted along with E-Plans via the OPS portal. Please visit our Irvine Ready page, click on Application Packages & News, and download the Submittal Checklist for your project type which will list all required forms for the submittal.

E-PLANS ("PLANS")

E-Plans should utilize the following format:

- **File Drawing Style:** Plans should be plotted/drawn using a black and white plot style. Colored pens are not encouraged because plan review markups will be drawn using colored sketches (this will reduce the file size).

- **Paper Size:** Drawing size must be between 18 x 24 and 48 x 36 inches.

- **File Scale:** Plans must be drawn and saved "To Scale" to ensure proper measuring of lines and areas electronically. Include a graphic scale on each sheet or include the measurements for each object.

- **File Type:** Files intended for plan review must be saved in PDF 1.4 format or greater.

- **File Sizes:** The maximum file size is 400 MB at a time. Our system will not allow review of files larger than 400MB.

- **File Orientation:** All pages must be properly oriented, meaning upright, not sideways or upside down, so that the document can be viewed without rotation. Failure to submit correctly oriented plans may result in a 'Hold' being placed on a submittal, which will delay plan review.

- **File Page Numbering:** Page numbering must be positioned at the lower right hand corner of the sheet.

- **File Content:** Files should be flattened and/or optimized PDFs.

  - Either flatten drawing layers when creating PDFs from CAD; or

  - Flatten them after-the-fact by using the "Save As/Flattened" option; or

  - "Optimize PDF" option within a PDF editor (Adobe Pro is recommended).

  - After saving files to PDF format, view them in Adobe to ensure that no **comments, stamps,** or other 'editable content' appear in the 'Comment' panel of your PDF tool. Files with editable content will be rejected.

  - Do not submit files that Adobe reports as damaged or that Adobe cannot open.

- **File Encryption:** Do not submit password protected or encrypted (locked) documents, they will be rejected.

- **File Scanning:** Scanned files are acceptable, but must meet all other submittal requirements listed above. When scanning, be sure to properly align page edges on scanning bed so the pages are not skewed.

- **Preparing File Sets:** Grouping and submitting plans in logical sub-sets, such as separating plans by discipline, is mandatory because plans are typically distributed to reviewers by discipline. e.g. (arch,struct,elec,mech,plumb)

- **File Naming:** Filenames should not exceed 140 characters in length. Do not include any of the following characters in the filename (! * \ ; : @ & = + $, / ? % # [ ] " < > |). Name each PDF using the appropriate filename prefix from the table below, followed by an underscore (_) and a description. Incorrect file names may cause delays in processing.

  - Ex.   ELEC_Wiring Diagrams.pdf

Label	File Name Prefix
Architectural	ARCH
Electrical	ELEC
Civil	CIV
Fire	FIRE
Landscape	LAND
Mechanical	MECH
Plumbing	PLMB
Structural	STRC

SUPPORTING DOCUMENTS ("ATTACHMENTS")

Supporting documents ("attachments") include application documents, structural calculations, soils reports, etc.

- **File Types:** PDF
- **File Sizes:** The maximum upload size is 400 MB at a time.
- **Page Count:** Maximum 2,500 pages
- **File Orientation:** <u>All pages must be properly oriented</u>, meaning upright, not sideways or upside down, so that the document can be viewed without rotation.
- **File Content:** Do not submit PDFs that Adobe reports as damaged or that Adobe cannot open.
- **File Encryption:** Do not submit password protected or encrypted (locked) documents.
- **File Scanning:** Scanned files are acceptable but must meet all other submittal requirements. When scanning, be sure to properly align page edges on scanning bed.
- **File Naming**: Filenames should not exceed 140 characters in length. Do not include any of the following characters in the filename (! * \ ; : @ & = + $, / ? % # [ ] " < > |). Incorrect file names may cause delays in processing.

ADVANCE PLAN CHECK FEE REQUEST

All application documents (ATTACHMENTS) and minimum one file (PLANS) must be uploaded for advance plan check fee request.

CORRECTIONS

When plan check corrections are ready, the project applicant registered in the OPS portal will receive an email that directs them to OPS portal where they can sign-in and download their plan check corrections. This will allow the applicant to receive their corrections and share them with others who may need to see them. Corrections may also include any additional reference documents from City staff.

RESUBMITTALS

- Resubmittals will be uploaded via the OPS portal.

- **ALL RESUBMITTALS MUST INCLUDE A RESPONSE LETTER. Resubmittals submitted without a narrative will be placed on hold until one is uploaded.**

- Resubmit only PLANS that have changed. If plans are marked for corrections but changes were not made, upload the most recent version of those plans by using the green Upload New Version button.

- Do not reorder, extract, or insert pages in the middle of your corrected plan sets.

    - Place **new** pages at the end of the corrected plan set document.

    - Do not insert new pages in the middle or beginning of the document.

    - Do not reorder pages within the document.

    - When removing a page, replace it with a blank page and indicate that the page was 'deleted' or moved.

    - Rearranging, extracting, or inserting pages out of order will result in delays for completing your plan review.

REVISIONS/DEFERRED SUBMITTALS

- Revisions/Deferred Submittals are **modifications to existing permit(s)**.

    - Ex.   Field Changes, Stair Submittals, Handrails, Guardrails, MEP revisions, Truss Calculations, etc.

- **Submit only the sheet(s) showing the proposed revisions.**

- **E-Plan revisions should be submitted as follows:**

    - The PDF (PLANS) should contain only the revised plan sheets
        - **ALL PLAN SHEETS MUST BE SEPARATED BY TRADE, eg. Arch,Mech,Struc,etc**
        - All sheets should be the same size.
        - On first submittal of a revision, include a short description of the revision after the file name prefix.
            - Ex. ARCH_new windows.pdf *or* STRC_spec sheet.pdf
    - The (ATTACHMENT) section should include all other documents, eg. application, narrative, calculations, reference, etc. in PDF format.
        - **ALL REVISIONS MUST INCLUDE A NARRATIVE. Revisions submitted without a narrative will be placed on hold until one is uploaded.**

- When you are resubmitting a revision that has corrections, use the same file name for the subsequent resubmittal.

- Each revision must be submitted as a separate project in the portal. Each project will maintain their own individual sets of comments, responses and resubmittals specific to that revision.

APPROVAL

The applicant or contractor will download the approved plans in PDF format after all approvals are complete. The applicant or contractor will be required to produce one or more full size sets of plans from the approved PDF file for inspection field use.

The following permits will require additional print out for the City Inspector to keep:

- **RBP, RBPF, RBPD, SBP, SBPF, SBPD** - One (1) half size set to be given to the City Inspector at pre-construction meeting.

- **GP, RG** - One (1) full size set to be given to the City Inspector at the pre-grade meeting.

- **PLI** - Two (2) full size sets of Parking Lot Mod sheets ONLY, to be given to the City Inspector at the pre-construction meeting.