



Planning and Building Agency E-Plan Review Processing Guide

Below is a systematic process to our Electronic plan check projectdox workflow:

Step 1: Submit a Project Request

To submit a request for Planning or Building Safety click on the link below.

<https://www.santa-ana.org/pba-e-plan/>

Please make sure you have all your required applications completed per agency. Planning Division applications are accessible by [clicking here](#) or Building Safety Division applications by [clicking here](#).

Step 2: Create a ProjectDox account

Once your request has been received, applicant will receive an email request to create an account in our ProjectDox system.

Step 3: Upload Task

An email with an upload task is sent to the applicant to upload the plans and supporting documents. Please follow the E-plan Review [Upload and Submittal Guidelines](#) for File Naming, size requirements and uploading instructions.

Step 4: Planning & Building Pre-screen

Staff pre-screens the uploaded material and advises whether the submittal is incomplete, requires additional information, or accepted into the review process.

Step 5: Plan check fee payment

If a review fee is required, the applicant receives a link via email requesting payment of the application fee.

Step 6: Department Review

Once plan check fees are received, the required department reviews shall begin. Staff will review the project and notify the applicant of an approval decision or with direction to resolve comments by uploading revised plans and documents to the system. Please reference the [Resubmittal Guide](#) for instructions. Subsequent rounds of plan check will occur until the project is approved.

Step 7: Permit Ready & Final payment

Once the project has been approved by all required departments staff will review for permit ready items such as School District receipts, Contractor's information, and OCFA / Health approvals, along with finalizing all permit fees. Once cleared, the applicant receives a link via email to submit final payments.

Step 8: Batch Stamp and Release of approved plans

Staff will stamp the approved plans with the city of Santa Ana approval stamps. ProjectDox sends a notification email providing approval and notice of digitally stamped documents available to download.

Step 9: Download and Print plans for job site

Applicant will download plans and provide a printed set for inspection.