



PLANNING & BUILDING ELECTRONIC PLAN CHECK UPLOAD AND SUBMITTAL GUIDE

This handout provides instructions for uploading project plans and documents for Electronic Plan Check. Follow these steps carefully to avoid errors, delays, or rejections.

Project Plans (Drawings)

- Upload all drawings to the DRAWINGS folder.
- Use multi-page PDF files (one per discipline, landscape orientation)
- Maximum file size: 50MB per PDF.
- PDFs must be flattened before uploading.
- Leave blank space on the Title/Cover page to allow for City approval stamps.

File Naming Standards

- File name must include the discipline name:
 - Architectural
 - Structural
 - Mechanical
 - Electrical
 - Plumbing
 - Energy
 - Green Building Code
 - Civil
 - Landscaping
 - (Others)
- If a file is larger than 50MB, split it into parts and label them "1 of 2", "2 of 2," etc.
- All sheets must be the same paper size:
 - Standard minimum: 18" x 24"
 - Solar and Signs: 11" x 17" minimum

Supporting Documents (Documents Folder)

- Upload all non-drawing files to the DOCUMENTS folders in their original orientation and by type of document.
- Minimum size 8.5" x 11"
- Include completed permit applications and forms:
 - File names must clearly identify the application type (e.g., Building, Electrical, Mechanical, Plumbing).
- Include supporting reports and calculations:
 - File names must clearly identify the document type (e.g., Soils Report, Title 24/Zero Net Energy Report, Structural Calculations, etc.).

Resubmittal

For resubmittal files, see [Resubmittal Guide](#) for further instructions.

Incorrect file names, formats, or sizes may cause system errors, delays, or rejection. See Examples on page 2

Step 1 of 2: Correct the issues

Please review the file list below with submission policy issues that were NOT successfully uploaded. Correct the issues denoted which may be any of the following:

invalid file file cannot be read or the file may not be a PDF file
password file appears to be password protect, please resave the file without password protection
file naming file naming is incorrect, check submission policy for acceptable file naming convention
sheet rotated recreate this PDF file in landscape orientation (sheet height less than sheet width)
sheet size recreate this PDF file to meet the minimum or maximum sheet/page size requirements
multi-page only single page PDF files allowed, split this multi-page PDF file into one page/sheet per PDF file
not signed file is required to be digitally signed, check submission policy for accepted digital signing methods

Files to be corrected - issues as submitted to folder: 12369 Violet Testing\Drawings (4 total)

20220215_140934.jpg

Please fix: **invalid file**

1901 N Fairview St B_new family unit.docx

Please fix: **invalid file**

ADU Conversion and Addition.pdf

Please fix: **sheet size, file naming**

14-908Residence_TITLE 24 8X11 SHEETS.pdf

Please fix: **invalid file**

Example of Maximum file size error: Over 50MB

The City of
Santa Ana


Close Window

Browse For Files


 or drag files into area below.

Start Upload Button
is missing due to
file size larger than 50MB

Total: 0 / 1

 building.pdf


53 MB




Orange files are new uploads

Blue files are new version uploads

Red files appear to be same as previously uploaded (will likely be discarded)

 Ready to start upload

 Remove, fix, re-select to start upload.