



PLANNING & BUILDING ELECTRONIC PLAN CHECK UPLOAD AND SUBMITTAL GUIDE

PROJECT PLANS

All project drawings shall be uploaded to the DRAWINGS folder. Project plans submitted for E-Plan Check shall be uploaded as separate, single-page electronic files for each plan sheet in landscape orientation only with a maximum file size of 1GB. PDF versions is the only file format allowed. Uploads are 100 pages maximum per upload. **Please be sure to leave a blank space on the Title/Cover page to allow for City approval stamps.**

FILE NAMING AND SIZE STANDARDS

File names of electronic plan sheets shall include the City of Santa Ana two-digit category number and hyphen per page type followed by your sheet number and description, as shown in the following examples (please see [ProjectDox Plan File Naming Convention](#)):

PLANS folder – (minimum size 18”x 24”, for solar 11” x 17”) must be single PDF sheets.

| | |
|---|-----------------------------------|
| 00- Cover Sheet/Conditions of Approval | 00-G-000 Cover Sheet |
| 01- Architectural Sheets /Title sheet | 01-A-050 Demolition Floor Plan |
| 02- Structural Sheets | 02-S0.1 General Notes & Schedules |
| 03- Title 24 & Green Building Code | 03-T-008 Title 24 Energy Report |
| 04- Civil Sheets | 04-C-001.1 Alta Survey |
| 05- Electrical Sheets | 05-E-101 Schedule and Details |
| 06- Mechanical Sheets | 06-M-200 Mechanical Demo Plan |
| 07- Plumbing Sheets | 07-P-100 Plumbing Demolition Plan |
| 08- Landscaping Sheets | 08-L-101 Landscape Plan |
| 09- Specialty Specifications (Manufacture specs) | 09-K-002 Equipment Floor Plan |

If the instructions above are not followed, you will receive an error report, please see example below:

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**

DOCUMENTS folder – (minimum size 8.5”x 11”) may be multipage PDFs.

SUPPORTING DOCUMENTS

All non-drawing files shall be uploaded in the original document orientation format of landscape or portrait in the **Documents folder**, and shall include at a minimum:

1. Completed Permit application and Forms (i.e., building, electrical, mechanical, plumbing)
2. All associated supporting documents (e.g. soils report, Title 24/Zero Net Energy Report, structural calculations, etc.)

❖ **For resubmittal files, see [Resubmittal Guide](#) for further instructions. If the instructions above are not followed your resubmittal will be rejected.**