

Electronic Plan Review Document Submittal Requirements

RULES

1. Electronic Plan Review is limited only to roof-mounted photovoltaic systems for single family homes and does not include projects with the following:
 - a. New or revisions to any roof, patio, carport, or any other structures
 - b. Batteries
 - c. Ground-mounted systems
2. If plans were initially submitted electronically, all corrections and construction changes need to be submitted electronically.
3. Plans must use the PV Template provided in [Information Bulletin 301](#) (IB-301).
4. PLEASE NOTE: If it exceeds any requirements within IB-301 and triggers any other review disciplines, you must **restart** your application and **submit** plans on the 3rd floor of DSD, 1222 1st Ave

PLAN REQUIREMENTS

1. PDF only
2. Plans must be in oriented in landscape
3. Files shall be limited to 100MB
4. Please review [Electronic Plan Review Document Submittal Requirements](#) for further instructions on the plan requirements.

FILE ORGANIZATION

1. General Application ([General Application – \(DS-3032\)](#))
2. Solar Photovoltaic Building Construction Plans (Building/Construction Plans)
3. Specification sheets (Uncategorized Document)

WEBSITE AND LOGIN

1. Visit website: <https://aca.accela.com/SANDIEGO/>
2. Create/Register for new User Account

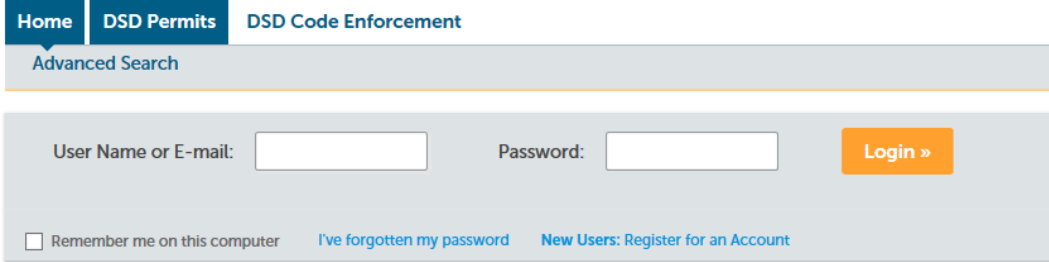


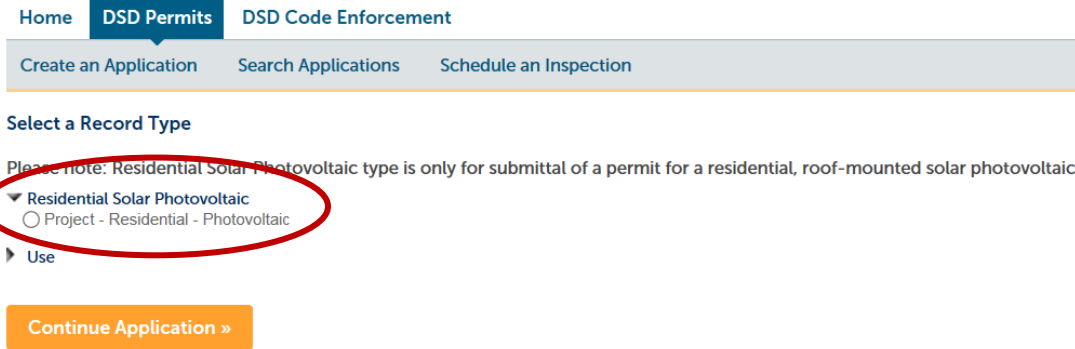
OVERVIEW

There are Three Steps to electronic submittal through ACA

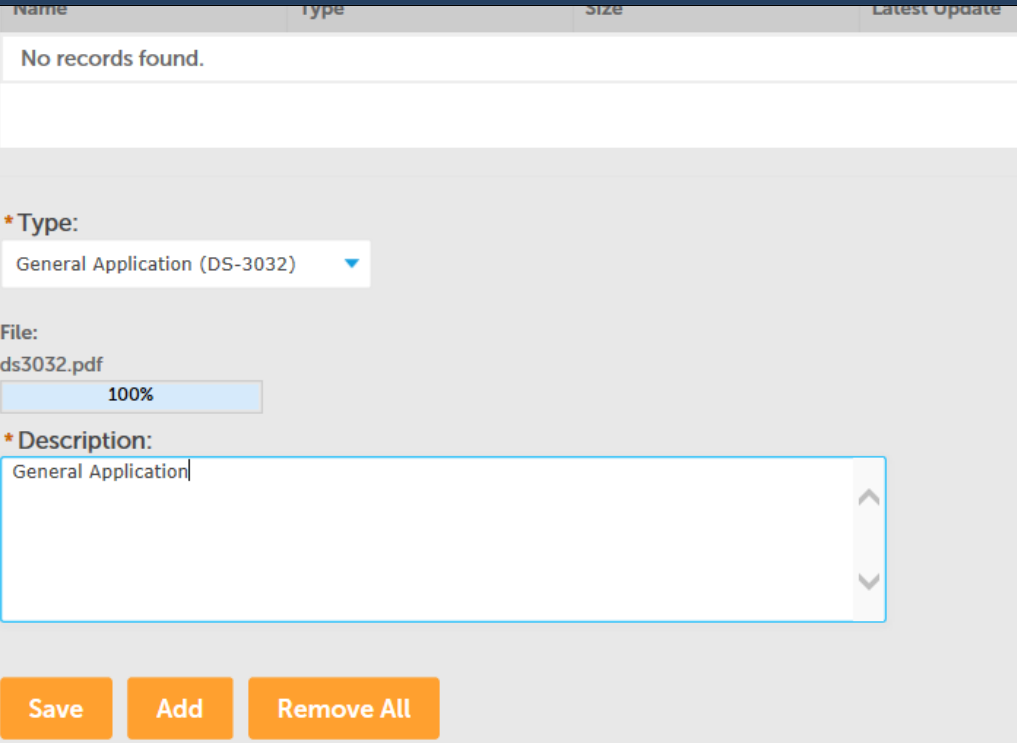
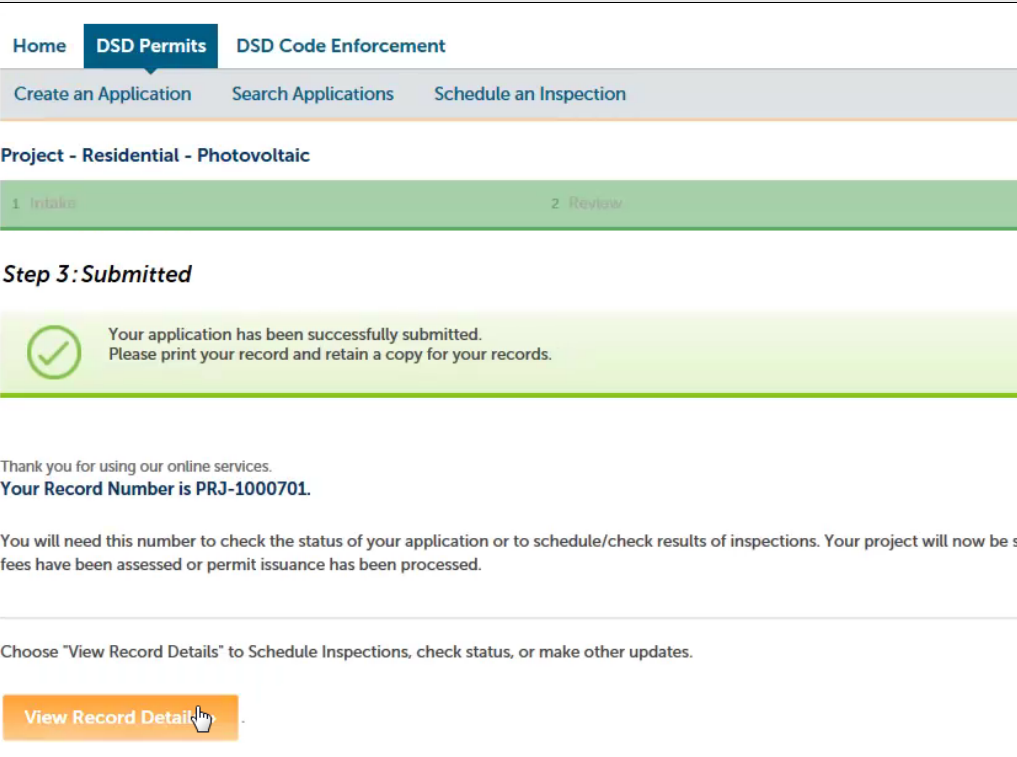
1. [Creating the Project](#)
2. [Attaching all Required Documents](#)
3. [Resubmitting Plans](#)
4. [Pay Fees](#)

Electronic Plan Review Document Submittal Requirements

1. Creating a Project

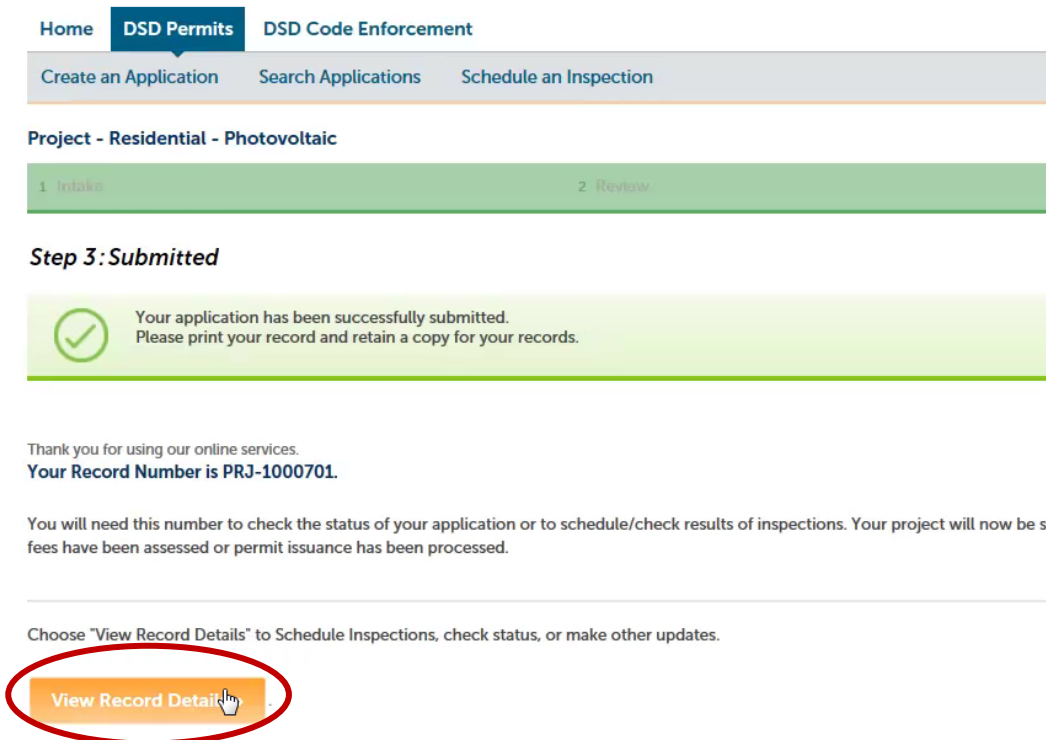
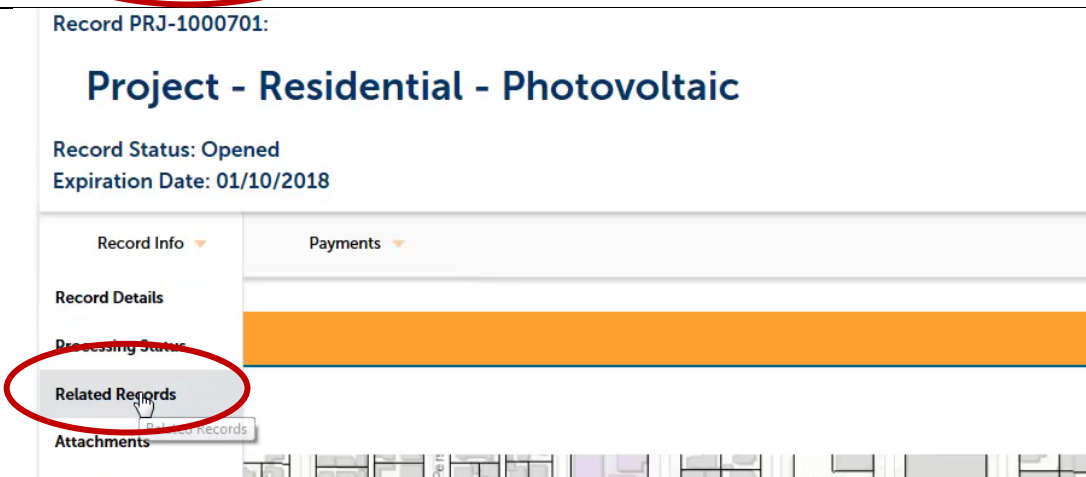
Step	Direction	Picture Reference
1.	Login	
2.	Click on "DSD Permits"	
3.	Click on "Create An Application"	
4.	Select "Residential Solar Photovoltaic"	

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5.	Attach a Copy of the General Application and Provide Description	
6.	Follow instructions as required. Once Project has been created, you will see the following screen.	

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2. Attaching All Required Documents

Step	Direction	Picture Reference
1.	<p>Once the Project has been created, click on "View Record Detail"</p> <p>Note: You can also search for the project number/address in the search bar</p>	 <p>The screenshot shows the ePC portal navigation menu with 'DSD Permits' selected. Below the menu, there's a progress bar for 'Project - Residential - Photovoltaic' with steps 1 (Intake) and 2 (Review). The main content area shows 'Step 3: Submitted' with a green checkmark and the message: 'Your application has been successfully submitted. Please print your record and retain a copy for your records.' Below this, it says 'Thank you for using our online services. Your Record Number is PRJ-1000701.' and 'You will need this number to check the status of your application or to schedule/check results of inspections. Your project will now be s fees have been assessed or permit issuance has been processed.' At the bottom, there's a link to 'Choose "View Record Details" to Schedule Inspections, check status, or make other updates.' The 'View Record Details' button is circled in red.</p>
2.	<p>1. Click on "Records Info"</p> <p>2. Click on "Related Records"</p>	 <p>The screenshot shows the 'Record PRJ-1000701: Project - Residential - Photovoltaic' page. It displays 'Record Status: Opened' and 'Expiration Date: 01/10/2018'. Below this, there's a navigation menu with 'Record Info' and 'Payments' tabs. Under 'Record Info', there are links for 'Record Details', 'Processing Status', 'Related Records', and 'Attachments'. The 'Related Records' link is circled in red.</p>

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3.	Click on "View Entire Tree"	<div>Related Records</div> <div>View Entire Tree »</div> <div><div>Record Number</div><div>PRJ-1000701</div><div>PMT-3001279</div><div>PRJ-1000701-CYCLE-EPC</div></div> <div><div>Record Type</div><div>Project - Residential - Photovoltaic</div><div>Approval - Construction - Electrical Pmt-PV Combo</div><div>Administrative - Submittals - Cycle</div></div>																																			
4.	Highlight in blue is the "Plans Version 1 for EPC Review". It is very important to click on the correct View. Click on "View"	<div>« Back to Directly Related Records</div> <div><table><thead><tr><th>Record Number</th><th>Record Type</th><th>Application Name</th><th>Date</th><th>View</th></tr></thead><tbody><tr><td>PRJ-1000701</td><td>Project - Residential - Photovoltaic</td><td>Project - Residential - Photovoltaic:2109/Fieger</td><td>01/10/2018</td><td></td></tr><tr><td>PMT-3001279</td><td>Approval - Construction - Electrical Pmt-PV Combo</td><td>Approval - Construction - Electrical Pmt-PV Combo:2109/Fieger</td><td>01/10/2018</td><td>View</td></tr><tr><td>PRJ-1000701-CYCLE-EPC</td><td>Administrative - Submittals - Cycle</td><td>Cycle</td><td>01/10/2018</td><td></td></tr><tr><td>PRJ-1000701-01-001</td><td>Administrative - Submittals - Document Tracker</td><td>Document Tracking for Building/Construction Plans Version 1 for EPC Review</td><td>01/10/2018</td><td>View</td></tr><tr><td>PRJ-1000701-01-002</td><td>Administrative - Submittals - Document Tracker</td><td>Document Tracking for Project File</td><td>01/10/2018</td><td></td></tr><tr><td>PRJ-1000701-01-002-01</td><td>Administrative - Submittals - Package</td><td>Project File Version 1 for EPC Review</td><td>01/10/2018</td><td>View</td></tr></tbody></table></div>	Record Number	Record Type	Application Name	Date	View	PRJ-1000701	Project - Residential - Photovoltaic	Project - Residential - Photovoltaic:2109/Fieger	01/10/2018		PMT-3001279	Approval - Construction - Electrical Pmt-PV Combo	Approval - Construction - Electrical Pmt-PV Combo:2109/Fieger	01/10/2018	View	PRJ-1000701-CYCLE-EPC	Administrative - Submittals - Cycle	Cycle	01/10/2018		PRJ-1000701-01-001	Administrative - Submittals - Document Tracker	Document Tracking for Building/Construction Plans Version 1 for EPC Review	01/10/2018	View	PRJ-1000701-01-002	Administrative - Submittals - Document Tracker	Document Tracking for Project File	01/10/2018		PRJ-1000701-01-002-01	Administrative - Submittals - Package	Project File Version 1 for EPC Review	01/10/2018	View
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5.	Once you click on "View", the title page shall say "Package".	<div>Record PRJ-1000701-01-001-01:</div> <div>Administrative - Submittals - Package</div> <div>Record Status: Ready for Submission</div>																																			
6.	1. Click on "Record Info" 2. Click on Attachments	<div>Record PRJ-1000701-01-001-01:</div> <div>Administrative - Submittals - Package</div> <div>Record Status: Ready for Submission</div> <div><div>Record Info</div><div>Payments</div><div>Record Details</div><div>Processing Status</div><div>Related Records</div><div>Attachments</div></div>																																			

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7.	1. Click "Add" 2. Add Plans 3. Add Specification Sheets	<div><h3>Attachments</h3><p>To upload attachments:</p><ol style="list-style-type: none">1. Click Add to start the process2. Click Add for each file to upload3. Click Continue when done4. Click Save after entering any additional information<p>The Last Update columns will say Pending until all attachments have been uploaded.</p><p>The maximum file size allowed is 100 MB. html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb are disallowed file types to upload.</p><div><div>Add</div></div></div>										
8.	1. For attaching PV plans, choose Building/ Construction Plans and under Description input "PV Plans". 2. For attaching Specifications, choose Uncategorized Document and under Description input "Specifications"	<div><table><tr><th>Name</th><th>Record ID</th><th>Record Type</th><th>Entity Type</th><th>Type</th></tr><tr><td colspan="5">No records found.</td></tr></table><div><div>*Type:</div><div><div>--Select--</div><div>Building/Construction Plans</div><div>Uncategorized Document</div></div></div><div><div>File:</div><div>PV plans - Test Deerrun.pdf</div><div>100%</div></div><div><div>*Description:</div><div></div></div><div><div>Save</div><div>Add</div><div>Remove All</div></div></div>	Name	Record ID	Record Type	Entity Type	Type	No records found.				
Name	Record ID	Record Type	Entity Type	Type								
No records found.												

Electronic Plan Review Document Submittal Requirements

8.

After the upload is complete, the following screen will confirm that the upload was successful.

Attachments

To upload attachments:

1. Click Add to start the process
2. Click Add for each file to upload
3. Click Continue when done
4. Click Save after entering any additional information

The Last Update columns will say Pending until all attachments have been uploaded.

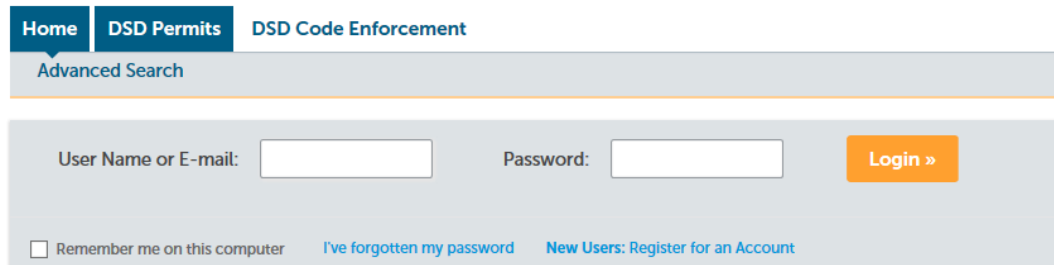

The maximum file size allowed is 100 MB.

html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type
Building/Construction Plans PRJ-1000701-01-001-01.pdf	PRJ-1000701-01-001-01	Administrative - Submittals - Package	Record	Building/Construction Plans

Add

3. Resubmitting Plans

Step	Direction	Picture Reference
1.	Login Note: In order to resubmit, the original account must be used	
2.	Search for Project number or Address	

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3.

Click on the project number that relates with "Plans Version 1 for EPC Review"

Search Results

Your search for '1000701' returned the following results.

Explore by Category: [Records\(3\)](#)

Records All Records					
Showing 1-3 of 3 Download results					
Date	Record Number	Record Type	Project Name	Address	Status
01/10/2018	PRJ-1000701	Project - Residential - Photovoltaic	Project - Residential - Photovoltaic:2109/Fieger	2109 Fieger St, San Diego, CA 92105	In Review
01/10/2018	PRJ-1000701-01-002-01	Administrative - Submittals - Package	Project File Version 1 for EPC Review	2109 Fieger St, San Diego, CA 92105	Ready for Submission
01/10/2018	PRJ-1000701-01-001-01	Administrative - Submittals - Package	Building/Construction Plans Version 1 for EPC Review	2109 Fieger St, San Diego, CA 92105	Ready for Submission

4.

Double Check that the title states "Package"

Record PRJ-1000701-01-001-01:

Administrative - Submittals - Package

Record Status: Ready for Submission

5.

1. Click on "Records Info"
2. Click on "Attachments"

Record PRJ-1000701-01-001-01:

Administrative - Submittals - Package

Record Status: Ready for Submission

Record Info

Payments

Record Details

Processing Status


Related Records

Attachments

Inspections

Valuation Calculator

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6.	<p>Let the page load. The following documents shows.</p> <p>Click on the “Resubmit” button and upload corrected plans.</p>	<div>Attachments</div> <p>To upload attachments:</p> <ol style="list-style-type: none">1. Click Add to start the process2. Click Add for each file to upload3. Click Continue when done4. Click Save after entering any additional information <p>The Last Update columns will say Pending until all attachments have been uploaded.</p> <p>The maximum file size allowed is 100 MB. htm,html,mht,mhtml,exe,doc,docx,xls,xlsx,mdb,accdb are disallowed file types to upload.</p> <table><thead><tr><th>Name</th><th>Record ID</th><th>Record Type</th><th>Entity Type</th><th>Type</th><th>Size</th><th>Latest Update</th><th>Action</th><th>Entity</th></tr></thead><tbody><tr><td>Corrections Report PRJ-1000701-01-001-01.pdf</td><td>PRJ-1000701-01-001-01</td><td>Administrative - Submittals - Package</td><td>Record</td><td>PRJ-1000701-01-001-01</td><td>22.48 KB</td><td></td><td>Actions ▾</td><td>Administrative - Submittals - Package - PRJ-1000701-01-001-01</td></tr><tr><td>Building/Construction Plans PRJ-1000701-01-001-01.pdf</td><td>PRJ-1000701-01-001-01</td><td>Administrative - Submittals - Package</td><td>Record</td><td>Building/Construction Plans</td><td>58.13 KB</td><td></td><td>Resubmit Actions ▾</td><td>Administrative - Submittals - Package - PRJ-1000701-01-001-01</td></tr></tbody></table>	Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity	Corrections Report PRJ-1000701-01-001-01.pdf	PRJ-1000701-01-001-01	Administrative - Submittals - Package	Record	PRJ-1000701-01-001-01	22.48 KB		Actions ▾	Administrative - Submittals - Package - PRJ-1000701-01-001-01	Building/Construction Plans PRJ-1000701-01-001-01.pdf	PRJ-1000701-01-001-01	Administrative - Submittals - Package	Record	Building/Construction Plans	58.13 KB		Resubmit Actions ▾	Administrative - Submittals - Package - PRJ-1000701-01-001-01
Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity																					
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7.	<p>1. Fill in Required fields.</p> <p>2. Click Save</p>	<p>The maximum file size allowed is 100 MB. htm,html,mht,mhtml,exe,doc,docx,xls,xlsx,mdb,accdb are disallowed file types to upload.</p> <table><thead><tr><th>Name</th><th>Record ID</th><th>Record Type</th><th>Entity Type</th><th>Type</th><th>Size</th><th>Latest Update</th><th>Action</th><th>Entity</th></tr></thead><tbody><tr><td>Corrections Report PRJ-1000701-01-001-01.pdf</td><td>PRJ-1000701-01-001-01</td><td>Administrative - Submittals - Package</td><td>Record</td><td>PRJ-1000701-01-001-01</td><td>22.48 KB</td><td></td><td>Actions ▾</td><td>Administrative - Submittals - Package - PRJ-1000701-01-001-01</td></tr><tr><td>Building/Construction Plans PRJ-1000701-01-001-01.pdf</td><td>PRJ-1000701-01-001-01</td><td>Administrative - Submittals - Package</td><td>Record</td><td>Building/Construction Plans</td><td>58.13 KB</td><td></td><td>Resubmit Actions ▾</td><td>Administrative - Submittals - Package - PRJ-1000701-01-001-01</td></tr></tbody></table> <div><div>*Type:</div><div>Building/Construction Plans ▾</div><div>Remove</div></div> <div><div>File:</div><div>2109 Fieger St - Plans.pdf</div><div>100%</div></div> <div><div>*Description:</div><div>Plans Updated</div><div>Required</div></div> <div><div>Save</div><div>Add</div><div>Remove All</div></div>	Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity	Corrections Report PRJ-1000701-01-001-01.pdf	PRJ-1000701-01-001-01	Administrative - Submittals - Package	Record	PRJ-1000701-01-001-01	22.48 KB		Actions ▾	Administrative - Submittals - Package - PRJ-1000701-01-001-01	Building/Construction Plans PRJ-1000701-01-001-01.pdf	PRJ-1000701-01-001-01	Administrative - Submittals - Package	Record	Building/Construction Plans	58.13 KB		Resubmit Actions ▾	Administrative - Submittals - Package - PRJ-1000701-01-001-01
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8.	<p>The following green icon should appear.</p>	<div><div></div><div><div>The attachment(s) has/have been successfully uploaded.</div><div>It may take a few minutes before changes are reflected.</div></div></div>																											

4. Pay Fees

Step	Direction	Picture Reference
1.	Login	<p>Home DSD Permits DSD Code Enforcement</p> <p>Advanced Search</p> <p>User Name or E-mail: <input type="text"/> Password: <input type="password"/> Login »</p> <p><input type="checkbox"/> Remember me on this computer I've forgotten my password New Users: Register for an Account</p>

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2.	Search for Project Number	<div><div>Accounting SupportRegister for an AccountLogin</div><div><div>1000731</div><div>Q</div></div></div>																				
3.	Click on the PRJ-XXXXXXX. Note: Do not click on the PRJ with any -01-001-01	<div><div>Search Results</div><div>Your search for '1000731' returned the following results. Explore by Category: Records(2)</div><div><div>Records</div><div>All Records</div></div><div>Showing 1-2 of 2 Download results</div><div><table><tr><th>Date</th><th>Record Number</th><th>Record Type</th><th>Project Name</th><th>Address</th><th>Status</th></tr><tr><td>01/12/2018</td><td>PRJ-1000731-01-002-01</td><td>Administrative - Submittals - Package</td><td>Project File Version 1 for EPC Review</td><td>1222 01st Av, San Diego, CA</td><td>Ready for Submission</td></tr><tr><td>01/12/2018</td><td>PRJ-1000731</td><td>Project - Residential - Photovoltaic</td><td>Project - Residential - Photovoltaic:1222/01st</td><td>1222 01st Av, San Diego, CA</td><td>Opened</td></tr></table></div></div>	Date	Record Number	Record Type	Project Name	Address	Status	01/12/2018	PRJ-1000731-01-002-01	Administrative - Submittals - Package	Project File Version 1 for EPC Review	1222 01st Av, San Diego, CA	Ready for Submission	01/12/2018	PRJ-1000731	Project - Residential - Photovoltaic	Project - Residential - Photovoltaic:1222/01st	1222 01st Av, San Diego, CA	Opened		
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01/12/2018	PRJ-1000731	Project - Residential - Photovoltaic	Project - Residential - Photovoltaic:1222/01st	1222 01st Av, San Diego, CA	Opened																	
4.	Click on Record Info → Related Records	<div><div>Project - Residential - Photovoltaic</div><div>Record Status: Opened Expiration Date: 01/12/2018</div><div><div><div>Record Info</div><div>Record Details</div><div>Processing Status</div><div>Related Records</div><div>Inspections</div><div>Valuation Calculator</div></div><div><div>Payments</div></div></div><div></div></div>																				
5.	Click on “View” at the PMT Level	<div><div>Related Records</div><div><div>View Entire Tree »</div><div><table><tr><th>Record Number</th><th>Record Type</th><th>Application Name</th><th>Date</th><th>View</th></tr><tr><td>PRJ-1000731</td><td>Project - Residential - Photovoltaic</td><td>Project - Residential - Photovoltaic:1222/01st</td><td>01/12/2018</td><td></td></tr><tr><td>PMT-3001346</td><td>Approval - Construction - Electrical PMT-PV Combo</td><td>Approval - Construction - Electrical PMT-PV Combo:1222/01st</td><td>01/12/2018</td><td>View</td></tr><tr><td>PRJ-1000731-CYCLE-EPC</td><td>Administrative - Submittals - Cycle</td><td>Cycle</td><td>01/12/2018</td><td></td></tr></table></div></div></div>	Record Number	Record Type	Application Name	Date	View	PRJ-1000731	Project - Residential - Photovoltaic	Project - Residential - Photovoltaic:1222/01st	01/12/2018		PMT-3001346	Approval - Construction - Electrical PMT-PV Combo	Approval - Construction - Electrical PMT-PV Combo:1222/01st	01/12/2018	View	PRJ-1000731-CYCLE-EPC	Administrative - Submittals - Cycle	Cycle	01/12/2018	
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PRJ-1000731	Project - Residential - Photovoltaic	Project - Residential - Photovoltaic:1222/01st	01/12/2018																			
PMT-3001346	Approval - Construction - Electrical PMT-PV Combo	Approval - Construction - Electrical PMT-PV Combo:1222/01st	01/12/2018	View																		
PRJ-1000731-CYCLE-EPC	Administrative - Submittals - Cycle	Cycle	01/12/2018																			

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6.

Click on Payment
→ Fees

Record PMT-3001346:

Approval - Construction

Record Status: Opened

Expiration Date: 01/12/2018

Record Info ▼

Payments ▼

Fees

Fees

Fees

7.

Click on Pay Fees

Outstanding:

Date	Invoice Number	Amount
01/12/2018	617932	\$20.00
01/12/2018	617932	\$242.00
01/12/2018	617932	\$179.00
Total outstanding fees: \$441.00		

[Pay Fees](#)

8.

The following
screen will load.
Follow
instructions to
pay.

[Home](#) [DSD Permits](#) [DSD Code Enforcement](#)

[Create an Application](#) [Search Applications](#) [Schedule an Inspection](#)

Listed below are the fees based upon the information you've entered. The following screen will display your total fees.

Fees

Fees	Qty.	Amount
Records-No Plan Permits/Other	1	\$20.00
PVS-Template SDU/DUP/TH (I)	1	\$242.00
PVS-Template SDU/DUP/TH (P)	1	\$179.00

TOTAL FEES: \$441.00

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

Electronic Plan Review Document Submittal Requirements

5. Introduction on How to Prepare Plans for Electronic Submittal

In an effort to streamline the plan submittal process, reduce paper waste and reduce expense and inconvenience of printing and shipping multiple copies of the construction documents, Development Services Department has developed an Electronic Plan Check (EPC) program. Electronic plan check will allow concurrent reviews by Development Services Department staff which should reduce review turnaround times and will support a consolidated corrections list that clients can use to track and respond to comments. It will also facilitate more complete and comprehensive plan check comments as well as providing feedback on areas where submittals are consistently in need of correction or focus.

Applicants wishing to participate in this program must coordinate and organize their submittal package into bookmarked PDF files arranged in the manner described below.

Submittal Packages

Please use the following instructions to prepare your documents for electronic plan check. Note that Plans and supplemental documents/attachments have different submittal recommendations.

A. OPENDSD

Citizen Access Portal allows applicants (“public users”) to submit documents. First step is to setup a Customer Profile. “XXXXXX website”

Follow the step by step directions follow link below.

<https://www.youtube.com/watch?v=KGbV7dxuaxc>

1. The profile will allow Public User to:

- **Register** for an online account, create a *user login name, password, provide a mailing address, phone number and email address.*
- **Apply** for a permit by choosing a permit type, providing the required permit information (site address, contact information, valuation, scope of work instructions, etc.)
- **Upload** plans and supporting documents, properly named/rotated/organized per submittal recommendations, in PDF format for the project.
- **Pay** initial submittal fees online.

Electronic Plan Review Document Submittal Requirements

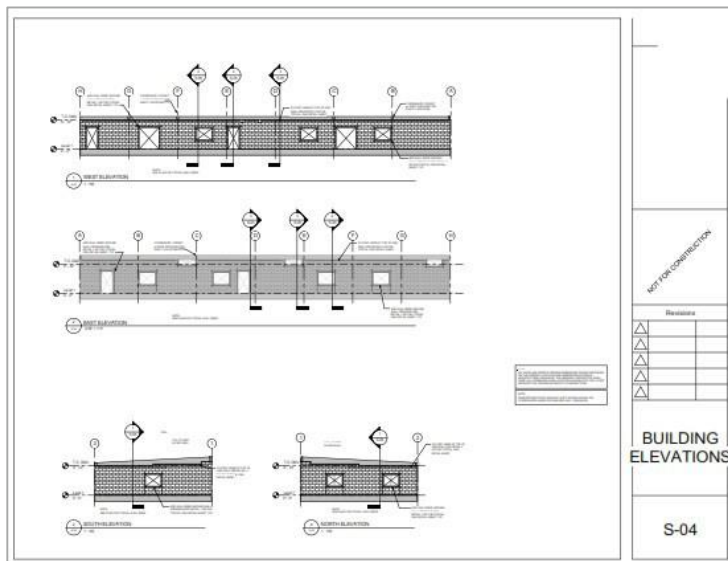
Applying for a Permit Application

The OPENDSD provides written step by step instructions on each page to instruct applicants on how to open an application, download a submittal checklist and upload documents for review.

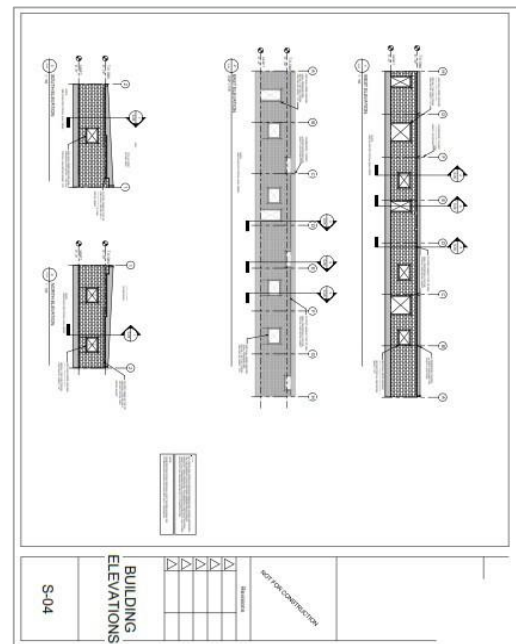
B. SUBMITTING PLANS AND PLAN SETS

Each 'Plan' (or 'Plan set') must be saved in **PDF format** and each file should ideally be **under 100MB in size**. **Please flatten the drawing layers** in your CAD program before creating the PDF. Pages must be straight, clear with no streaks; sheets must be contrasting with background and not too light or dark. **PDF bookmarks of each sheet are required**; bookmark names must include the plan sheet number and sheet title.

1. Submitted plans must all be properly 'oriented', meaning face up, not sideways or upside down, so that the document can be viewed without rotating it. PDF documents should not be rotated after they are created by your CAD program unless the file metadata start coordinates 0,0 have been reset to bottom-left. Failure to submit correctly oriented plans may result in the submittal being returned, which will delay review.



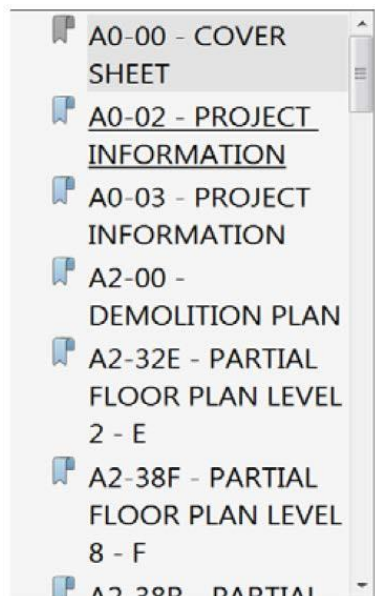
CORRECT



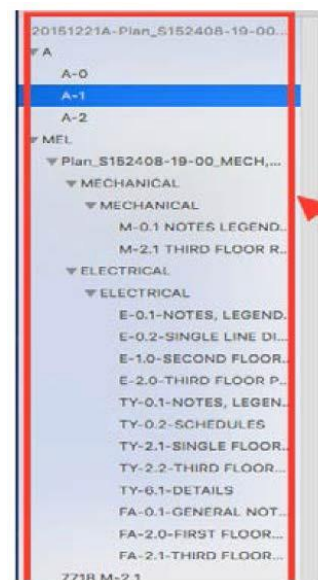
NOT CORRECT

Electronic Plan Review Document Submittal Requirements

2. Alignment: Plan drawings must be created in your CAD program so that drawing perimeters **'line up'** **exactly** when overlaid electronically. Overlays are used to compare the differences between plans.
 - Revised/corrected plans must 'line up' with the original submittal to facilitate comparing versions electronically.
3. Plans must be saved at 'full size' and "to-scale" (100%) to ensure proper measuring of lines and areas electronically.
4. Please do not submit 'password protected' or 'locked' documents.
5. Paper plans scanned from a photocopy to PDF format *are acceptable*, but should be clearly legible and follow the same rules above. PDF-compliant with the origin point for the coordinate system located at the bottom-left corner of the document is required.
6. Bookmarks: Each sheet must be provided with 'bookmarks' that list the sheet number and sheet title. Bookmarks must not be created in folders and subfolders:



CORRECT



NOT CORRECT

Electronic Plan Review Document Submittal Requirements

B. Submitting Rechecks

1. Rechecks – The entire set of corrected plans must be submitted for rechecks. Do not resubmit only the corrected sheets. The architect or engineer in responsible charge must also provide a written response to all comments; the written response must include a description and a location of the corrections made to the construction documents. The Development Services Department Review Comments document is provided with a location for written responses to plans; this document must be resubmitted with corrected plans.
2. **Use the EXACT same filename as the original submittal.** DO NOT change the filenames when submitting new ‘versions’. Maintaining consistent filenames will expedite the review process.
3. DO NOT reorder, extract or insert pages in your corrected plans. For example, if a 4-page set of construction plans was returned to you for corrections, resubmit a 4-page set of corrected construction plans in the same page order. If, in response to comments additional plan sheets are required, see section 5 below.
4. Rearranging, extracting or inserting pages out of order will cause plan review delays; plans that have been rearranged, had sheets extracted or had sheets inserted will be returned.
5. If new plan sheets or plan sets are being submitted:
 - A. Revised/corrected plans must be submitted in the same page order as the previous submittal.
 - B. Place new plan sheets at the end of the corrected plan set document. DO NOT place new pages in the middle or beginning of the submittal.
 - C. Additional pages added to supplemental documents may be added in order and do not need to be added at the end of the document.
6. If a plan sheet is deleted, revised/corrected plans must include a blank page placeholder in place of the deleted sheet with the words “DELETED SHEET” included on the page.

How to Submit/Create Projects Online – OpenDSD 2.0

C. Submitting BACKCHECK REVISIONS/CORRECTED/UPDATED DOCUMENTS cont.

Below are examples of how the 1st Submittal files should be named and how subsequent backcheck submittal should be named. If additional pages are added (as is the case with the Plans and the TIO below), additional PLANS pages **MUST** be added at the end of the submittal document; supplemental documents such as Specs, Calcs, TIO, etc. may be added in the middle to keep the pages in order.

1 st Submittal Filename (Original)	Pages	2 nd , 3 rd , ... Submittal Filenames (Revisions)	Pages
Plan_S151234-19-00.pdf	14	Plan_S151234-19-00.pdf	15
Spec S151234-19-00.pdf	25	Spec S151234-19-00.pdf	25
Calc S151234-19-00.pdf	3	Calc S151234-19-00.pdf	3
TIO S151234-19-00.pdf	3	TIO S151234-19-00.pdf	5

1. Corrected TIO. The corrected TIO must be resubmitted as a single PDF file
2. Corrected specifications. Corrected specifications must be a complete set of specification – not just the pages that were corrected. The specifications must be a single PDF file. Required professional stamps and signatures must appear on the 1st or 2nd page.
3. Corrected calculations. When additional calculations are added after originals are reviewed by Development Services Department, the new calculations must be identified in the written responses to comments.

Why is this important?

Resubmitting the pages in the original page order with the proper filenames ensures that the PlanCheckers review comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate document reviews and allows the entire review process to be expedited.



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