

ANAHEIM



BUILDING DIVISION

## Plan Resubmittal Drop Box

We have implemented a convenient option for customers resubmitting plans: a self-serve resubmittal drop box. Please follow the instructions below to use the drop box to resubmit your plans.

1. Ensure your plans are a resubmittal. For first time plan submittal, go to Counter 1 for assistance.
2. Complete all fields on the [“Plan Resubmittal Transmittal Sheet”](#).
3. Bundle the completed transmittal sheet to your plans with a rubber band.
4. If your plans are oversized and do not fit in the drop box, proceed to counter 1 for assistance.

We are unable to process plans that are incomplete or have an incomplete transmittal sheet. If either your plans or the transmittal sheet are incomplete, we will contact you and ask you to resubmit your plans at the Building counter. This will cause a delay in the review of your plans.

Please note that plans will be routed for review the following workday. If you have any questions, contact our Building Plan Check Coordinator at (714) 765-5153 x-5363.