



DEPARTMENT OF PUBLIC WORKS, ENGINEERING
 ONLINE CUSTOMER SITE FOR
 ELECTRONIC-PLAN REVIEW (EPC)
SUBMITTAL STEPS & ACTIONS

June 8, 2020

INITIAL SUBMITTAL & RE-SUBMITTALS:

The applicant needs to request a user account online before uploading of plans/files can be done; one account per applicant at <https://eplanrcv.anaheim.net/Account/Login?ReturnUrl=%2F>.

All new applications and plans are to be submitted via the online submittal page. A project must be created before the documents can be uploaded. **The files must be zipped into a compressed folder before uploading. One zipped file/folder (.zip) per project.** The zipped file should contain all necessary documents for the submittal.

Resubmittals of plans/documents should be zipped and uploaded to an existing project. Do not create a new project for resubmittals that have an existing project.

All submittals of projects are accepted Monday through Thursday during business hours **until 2pm. Submittals received after 2pm will be considered submittals for the next business day.** Note that due to the volume of electronic submittals, there is a limit of **3 submittals per applicant per day.**

APPLICATIONS:

Permit applications and DTF forms normally submitted with a project should accompany the e-plans. Construction Plans are required to be sized/scaled 24" x 36". Minimum size of documents with images such as (google map etc.) is 11x17. Submittal requirements and applications can be found at: <http://www.anaheim.net/506/Subdivisions-Development-Services>

PAYMENTS:

New projects require a DTF form and payment of funds **before projects can be processed.** Upon submittal of your project including the Signed DTF form (if required) via the online submittal page (above) and acceptance of your plans; you will be directed to an internal payment link. Upon payment, your project will be processed and you will receive a receipt.

DUE DATES FOR PLAN REVIEW:

**Plan Review turnaround times remain the same, except for permits that would be considered "over the counter" reviews, which have a 5-6 business day turnaround.

REDLINES/COMMENTS AFTER PLAN REVIEW:

Customers will receive the redlines/corrections package online via the customer portal. Customers should login to review any comments/information provided and/or required for submittal.

TRACKING OF YOUR PROJECT:

Status of your project can be reviewed via the online portal or the Public Works Permit and Plan Check status site: <http://www.anaheim.net/1929/Online-Service-Requests-Payments>. Customers will receive information regarding their submittal and next steps required for plan review, resubmittal, payments and receive receipts via the customer portal.

PERMITS AFTER PLAN REVIEW AND APPROVAL OF PROJECT:

Customers and contractors will receive an email from pwpermits@anaheim.net upon completion and approval of the plan review. Issuance of permit processing is processed via email outside of the online portal.



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E-PLANS SUBMITTAL REQUIREMENTS
June 15, 2020

The plans should be black and white drawings with landscape orientation in **PDF format 1.4 or greater** (PDF 1.3 is not compliant.). Plans that include any embedded photo/image should be in color. Note that plans have different submittal recommendations than supporting documents / attachments. **All PDF files must be under 195 MB in size.** Pages in the set should be the same sheet size. **Resubmittals will be rejected if not submitted with a filename that exactly matches the original submittal filename.**

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Preparing Plans for Submittal/Requirements

Public Works, Development Services only accepts PDF files for plan review. PDF files must be properly formatted as described below.

PDF Requirements:

Multiple Layers: Layers must be merged or flattened
Format: Raster
Resolution: 300 pixels per inch (ppi)
Color Depth: Monochrome (1 bit)
Grouping: Single PDF with multiple sheets
Embedded photo: To be in color

Each Plan (or Plan Set) must be saved as a **flattened optimized PDF**. Flatten the drawing layers in your CAD program prior to creating the PDF, or use the ‘Save As/ Flattened’ and/or **optimized** PDF option available in your PDF tools. Plans that have ‘layers’ are not acceptable.

Engineer stamps (renewal date, license & signature) should be on each appropriate plan sheet as required. Signatures need to be embedded as part of the document. **Do not use electronic or digital signatures.**

Saving PDF’s with Consistently formatted, sequential bookmarks is helpful and encouraged. If multiple PDF’s are merged, verify that bookmarks are consistent. Nested bookmarks are not supported. Ideally, a bookmark consists of the Sheet number

Page Orientation and Alignment

1. Pages must all be in the same orientation, meaning upright (for reports and letter) or landscape (plans and schematics), not sideways or upside down, so that the document can be viewed without rotation.
 - a. To check that pages are properly oriented, open the document in your PDF application and select ‘print preview’. Scroll through each page in the preview window to make sure the pages are properly oriented and verify that the correct paper size is selected.
2. Alignment: Plan drawings must be created in your CAD program so that drawing perimeters ‘line up’ exactly when overlaid electronically.
3. Revised/corrected plans must ‘line up’ with the original submittal to facilitate comparing versions electronically.
4. Plans must be saved ‘to-scale’ to ensure proper measuring of lines and areas electronically. Include a scale on each sheet or include the measurements for each object.
5. Plans should be plotted/drawing using a black and white plot style. Grayscale, monochrome and colored pens are not acceptable.
6. **Do not submit password protected or locked PDF documents.** Plan review will be conducted on copies of the original files provided. The original PDF’s will not be changed in any manner.
7. Paper plans scanned from photocopy to PDF format are acceptable, but should be clearly legible and follows the same rules noted above.
8. After scanning a document, open it in adobe reader/pro and select file/save as.
 - a. Adobe is the best tool for resolving corrupted or malformed files.

9. Ensure the file name meets the naming recommendation noted above.

Naming Convention

We recommend grouping and submitting plans in sets to facilitate the electronic plan review. One way to accomplish this is to prefix each filename with a standard discipline code (see the discipline code chart below. Choose the appropriate discipline code and insert an underscore character (_) between this code and the filename, as shown in these examples:

Discipline Code	Separator	Submitted Filename W/ Discipline Code
RCP	_	RCP_ Address/streets-Plan.pdf
RCP_Plans 200 S. Anaheim Blvd-plan.pdf		

EXAMPLE: If you are submitting a Right of Way Construction (RCP) project and need to load additional reports along with the plans; upload the plans, report, reference document, all at the same time with the previous mentioned naming conventions.

Naming Supplemental Documents

Supplemental documents or attachments are any files that are not plan sets. These may include Permit Applications, Calculations, Images, etc. These must also **be submitted in PDF format with a unique, descriptive filename, as shown above.**

RCP-Wind Load Calculation-200 S Anaheim Blvd.pdf
RCP-Pictures-200 S. Anaheim Blvd.pdf

PDF SCOUT WEBSITE

Load electronic plans to the e-plan soft review SCOUT site before submitting at <https://scout.eplansoftreview.com/#!/scout> to check for:

- ✓ Accessibility
- ✓ pdf version
- ✓ Optimization
- ✓ File size
- ✓ Page orientation
- ✓ Page readability
- ✓ Unexpected annotations
- ✓ File resolution

CORRECTIONS

When plan check is complete and corrections are ready to be sent to the applicant; an email with a link to download the files will be sent within **2 business** days of plan check completion.

APPROVED PLANS

The applicant will be notified when the plans have been approved and the permit is ready for issuance. The applicant or contractor will print one full-size set of the approved plan to have on site during the project for inspection purpose.

PERMIT ISSUANCE

Permits will be issued via email. The contractor must submit their state license, business license and attach a copy of their current insurance(s). The Certificate of Insurance needs the following stated in the "Description of Operations:" *"The City of Anaheim, its officers, agents, employees, representatives and volunteers are included as additional insured as respects operations or activities of, or on behalf of the name insured, performed under contract with the City of Anaheim. Coverage is primary and non-contributory."*

The signature page will be emailed to the contractor to be signed. The contractor will need to email the signed page to PWEPC@anaheim.net. Upon completion of this process, the permit and a pdf copy of the approved plans will be emailed to the contractor.