



DEPARTMENT OF PLANNING & BUILDING
PLANNING SERVICES DIVISION
ONLINE CUSTOMER SITE FOR
ELECTRONIC-PLAN REVIEW (EPR)

SUBMITTAL OVERVIEW

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://anaheim.eplansoftreview.com/#/login?portal=AnaheimPlanning>

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. Plans should be all contained within one PDF and uploaded as a Document. Any other submittal items such as the application and other supporting documentation should be combined in a separate file and uploaded as an Attachment (can be PDF or Microsoft Word file type).

Resubmittals of plans/documents should be uploaded to an existing project. Do not create a new project for resubmittals that have an existing project. When uploading a resubmitted plan, click on the green **Upload New Version** button next to the prior version of the submitted plan. (File names do not need to match.)

All submittals of projects are accepted Monday through Friday. Submittals received after 4 p.m. will be considered submittals for the next business day.

APPLICATIONS:

Construction Plans are required to be sized/scaled 24" x 36". Minimum size of attachments with images such as (google map etc.) is 11x17. Submittal requirements and applications can be found at: <http://www.anaheim.net/879/Forms-Applications>. Plans must meet the sheet numbering criteria as identified in the Sheeting Numbering document.

PAYMENTS:

New projects will require submittal of the required application fee. Once the submittal package has been preliminarily reviewed for completeness, staff will reach out to you for payment of application fees. You may submit a check or pay online through a 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 business day turnaround.

REDLINES/COMMENTS AFTER PLAN REVIEW:

Customers will receive the redlines/corrections package as Deliverables 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. 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 staff upon completion and approval of the plan review.



DEPARTMENT OF PLANNING AND BUILDING ELECTRONIC-
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E-PLANS SUBMITTAL REQUIREMENTS

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 400 MB in size.** Pages in the set should be the same sheet size.

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 business day turnaround.

Preparing Plans for Submittal/Requirements

Planning 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 and not password protected. **Do not use electronic or digital signatures.**

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 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 below.

Naming Convention

We recommend compiling all plan sheets into one PDF file to facilitate electronic plan review. Start with the title sheet, site plan, floor plans then elevations. Name each file with the following information with no space before or after separator:

Address	Separator	Description
300 W Ball	-	plans.pdf

Example: 300 W Ball-plans.pdf

Naming Supplemental Documents

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

Examples:

300 W Ball - application.pdf

300 W Ball - parking study.pdf

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.

PERMIT ISSUANCE

Permits will be issued via email.