



City of Long Beach
Department of Development Services
Building and Safety Bureau

**Electronic Plan (E-Plan)
Procedures and Submittal Guidelines**

Information
Bulletin

BU-048

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The purpose of this Information Bulletin is to provide a reference guide to assist Applicants with their Electronic Plan Check (E-Plan Check) submission of construction documents. The Long Beach Development Permit Center (DPC) is committed to providing our customers with exceptional service; therefore, the successful completion of your project is important to us. E-Plan Check provides a convenient way for Applicants to submit construction documents electronically for review and approval across multiple Citywide Departments.

Electronic Plan Review Document Submittal Guidelines

The DPC shall process all initial E-Plan submittals in parallel to the regular plan check process. Therefore, a complete and thorough submittal of construction documents is essential so that all respective department(s) can perform their technical review with minimal delays.

The Electronic Plan Review Document Submittal Guideline (ERDSG), attached as Exhibit A, provides the necessary details and formatting instructions to submit E-Plans. This document and all necessary E-Plan Check applications and forms can be found at <http://www.lbds/longbeacheplancheck.asp>.

In summary:

- Applicant shall name the drawings and assemble the sheets properly:
 - Single-family residential projects can be submitted as a single file containing multi-page drawings.
 - Other development projects shall be segregated per the disciplines (architectural, civil, structural, electrical, mechanical, plumbing, landscaping, and fire). Drawings associated with each discipline can be a multi-page drawing.
- Applicants shall provide a 4" x 5" clear area on the lower right hand side of the first plan sheet for final stamping by the City.
- Package all drawings and attachments into separate sub-folders (i.e, drawings & attachments) and consolidate them into a single folder named with the project address and submit as a .zip file in person on a flash drive or disk, remotely through email DV-Eplan-Submit@longbeach.gov (≤ 35m), or a pre-arranged Citrix Sharefile account.

Please refer to the EPRDSG for additional information.

E-Plan Submittal Process

The Permit Technician (PT) shall assist E-Plan Applicants with receiving and screening of the necessary documents and attachments before the project is accepted for E-plan review. The Applicant is required to have the applications filled in as completely as possible prior to starting the process.

The PT shall receive plans and verify completeness of permit applications, review and perform QA/QC of the submittal, assist with routing of plans to Planning, Fire, Building, Health, Gas & Oil, Water, and Public Works, and ensure that all individual counters approve the electronic permit application.

The information shown in Table 1 is applicable to most E-Plan submittals. Some projects may not require all of the documents listed, while others may require additional information. Almost all projects shall require a 8 ½" x 11" plot/site plan (Exhibit B). Please submit the plot/site plan as an attachment to your submittal. In addition, some hardcopy plans may be required until all reviewing Departments have migrated to the E-Plan system.

Plan Check and Inspection Fees – PT shall assist with the collection of plan check and permit payments. Applicable Plan Check and Permit fees can be viewed at:

http://www.lbds.info/home_page/fee_schedules.asp.

**TABLE-1
TYPICAL MINIMUM PLANS SUBMITTAL REQUIREMENT**

TYPES OF CO INSTRUCTION DOCUMENT AND PLAN		TYPES OF PROJECT											
		1-Story SFD/Duplex (Interior Alteration)	1-Story SFD/Duplex (New or Addition)	2-Story SFD/Duplex (Interior Alteration)	2-Story SFD/Duplex (New or Addition)	Multi-Family (New or Addition)	T.I./Change of Use (With Non-Structural Alteration)	T.I./Change of Use (Without Alteration)	Commercial/Industrial Bldg (Structural Alteration)	Commercial/Industrial Bldg (New or Addition)	Grading (Site, Precise, or Rough)	Retaining Wall / Block Wall	Misc. Non-Building Structures (Tower, Stair, Signs, Etc)
ARCHITECTURAL	Plot Plan (8 1/2" x 11")		✓		✓	✓			✓	✓	✓	✓	✓
	Landscape				✓	✓			✓				
	Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Floor Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Roof Plan		✓		✓	✓				✓			
	Exterior Elevations		✓		✓	✓			✓	✓		✓	
	Cross Sections/Details/Schedules		✓	✓	✓	✓	✓		✓	✓			
	Title-24 Accessibility ^{*3}					✓	✓	✓	✓	✓			
STRUCTURAL	Foundation Plan	✓	✓	✓	✓	✓			✓	✓		✓	✓
	Framing Plan	✓	✓	✓	✓	✓			✓	✓			✓
	Sections/Details/Schedules	✓	✓	✓	✓	✓			✓	✓			✓
	Structural Calculations ^{*1}	✓	✓	✓	✓	✓			✓	✓		✓	✓
	Soil Report ^{*2}				✓	✓			✓	✓	✓	✓	✓
	Title-24 Energy		✓		✓	✓				✓			
CIVIL	Grading ^{*4}				✓	✓				✓	✓		
	NPDES & SWPPP Program				✓	✓				✓	✓		
M/E/P	Mechanical Plan					✓	✓		✓	✓			
	Electrical Plan					✓	✓		✓	✓			
	Plumbing Plan					✓	✓		✓	✓			

* Notes:

1. Structural Calculations are exempted for maximum of 1-story SFD/Duplex per City Standard Type-V Sheet or non-structural remodeling.
2. Soils report is exempted for following projects: a). Not located in Liquefaction/Alquist Priolo area; b). Allowable soil bearing pressure is less than specified in CBC 2007 Table 1804.2; c). Not located in unfavorable soils condition (i.e. methane site, contaminated soil, etc.); d) Retaining walls design per City Standard.
3. Must provide at least one site plan to show path of travel from public right-of-way and accessible parking spaces to the area of remodeling/addition.
4. Grading plan is exempted when no site prep is required.

Electronic Plan Review Document Submittal Guidelines

Please use the following instructions to prepare your documents for electronic plan check. Note that *Plans* have different submittal recommendations than supporting documents/attachments. All PDF files must be under **195MB** in size. *Filenames should not exceed 100 characters in length and paper sizes should not exceed 36x48 inches. Resolution should not exceed 200 DPI.*

CHECKLIST	
<input type="checkbox"/>	Plans named correctly
<input type="checkbox"/>	Pages upright not sideways
<input type="checkbox"/>	Flattened/Optimized
<input type="checkbox"/>	4"x5" square for stamp

- Package all drawings and attachments into separate sub-folders (i.e, Drawings & Attachments) and consolidate them into a single folder named with the project address and submit as a .ZIP file in person on a flash drive or disk, remotely through email DV-Eplan-Submit@longbeach.gov (≤ 35M), or a pre-arranged Citrix ShareFile account.
- Retain a copy of the submitted file to later verify the filename and sheet order should resubmittal be required.
- **Resubmittals files shall have a filename that exactly matches the original submittal filename. For Revisions, see instructions in Section 'C.'**

A. PREPARING PLANS FOR SUBMITTAL

Creating PDF's: 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 tool. Plans that have 'layers' are not acceptable.

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 officially supported. Ideally, a bookmark consists of the Sheet number and a short description (*example: G1.0 General Notes*)

Leave a 4" x 5" square in the lower right hand corner of page 1 for the City of Long Beach Approval Stamp and Plan Checker name(s).

Naming Plan Sets:

We recommend grouping and submitting plans in smaller, logical sets to facilitate the electronic plan review. One way to accomplish this is to prefix each filename with an industry 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 Filenames w/ Discipline Code
S	_	S_Floor Plans.pdf
P	_	P_HVAC Plans.pdf
F	_	F_Sprinkler Diagram Plans.pdf

DISCIPLINE CODE CHART

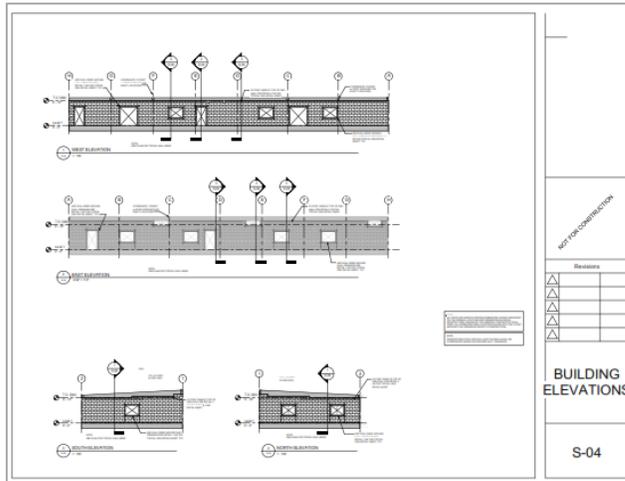
A – Architectural	P – Plumbing
C – Civil	S – Structural
E – Electrical	T – Fire Tanks
F – Fire	U – Gas/Oil
G – Grading	W – Water
H – Health	X – Public Works
L – Landscape	Z – Other
M – Mechanical	

Please ensure that the filenames are *descriptive* and *unique*. This will assist the plan review staff with distributing the documents. Only use the underscore character after the discipline code and not in the remainder of the file name.

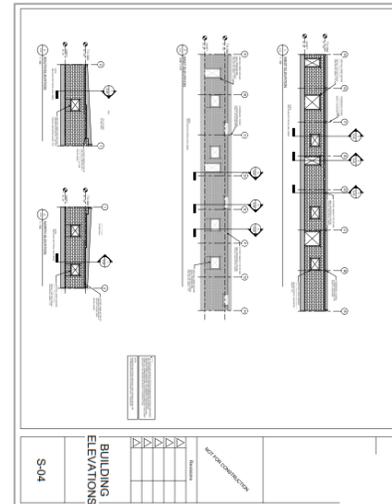
Page Orientation and Alignment

1. Pages must all be properly oriented, meaning upright, **not** sideways or upside down, so that the document can be viewed without rotation. Failure to submit correctly oriented plans may result in a 'Hold' being placed on a submittal, which will delay review.

To check that pages are properly oriented, open the document in your PDF application and do a '**print preview**'. Scroll through each page in the preview window to make sure the pages are properly oriented. Make sure the correct paper size is selected. This is the best way to check for rotated pages.



CORRECT



NOT CORRECT

2. Alignment: Plan drawings must be created in your CAD program so that drawing perimeters 'line up' exactly when overlaid electronically.
 - Revised/corrected plans must 'line up' with the original submittal to facilitate comparing versions electronically.
3. 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.
4. Plans should be plotted/drawn using a black and white plot style. Grayscale, monochrome and colored pens are not acceptable.
5. Do not submit password protected or locked PDF documents. Plan reviews are conducted on copies of the original files provided. The original PDF's are not changed in any manner.
6. Paper plans scanned from a photocopy to PDF format are acceptable, but should be clearly legible and follow the same rules noted above.
 - After scanning a document, open it in Adobe Reader/Adobe Pro and select *File/Save As*. Adobe is the best tool for resolving corrupted or malformed files.
 - Ensure the file name meets the naming recommendations noted above.

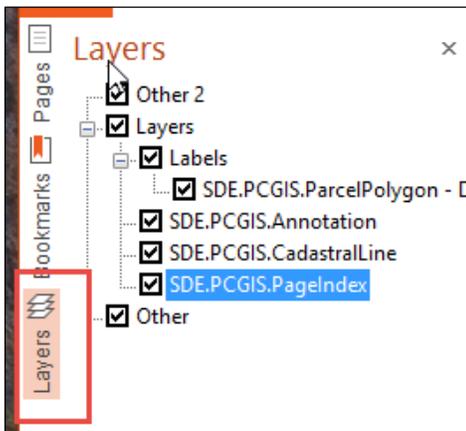
PREPARING PLANS FOR SUBMITTAL cont.

Electronic plan review software relies on correct (PDF/A compliant) information that is embedded in every PDF document (the *metadata*). For intellectual property and security reasons, plan review software does not and should not change incoming files. Here are some guidelines for *resolving potential issues* before you submit your plans.

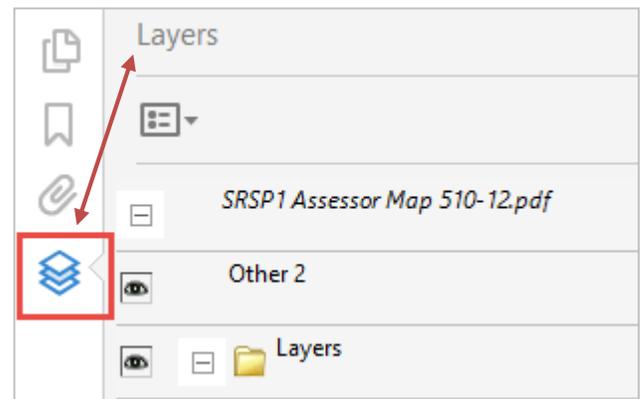
How can I tell if my PDF has 'Layers' or other 'Editable Content'?

Most *PDF compliant* software (like Adobe Reader, Adobe Pro, Nitro, etc.) display a *Layers icon* in their viewing window on the left when a document contains layers, as shown below.

The Layers icon is not displayed if the file contains no layers recognized by the PDF tool.



Nitro Pro PDF – with 'Layers'



Adobe Reader PDF – with 'Layers'

Other 'Editable content' includes active form fields, stamps, comment or text boxes, signatures, or markups that can be potentially deleted from the PDF. If signatures exist, they will cause the PDF to display a message when opened; editable fields will have a blue background within the PDF; and most other forms of editable content will show up in a list if the 'Comment' section of the PDF viewer is clicked open. If any of these are found, please flatten the PDF or otherwise remove them before submitting.

Why do 'Layers' and 'Editable Content' need to be removed from the PDF?

Many tools on the market convert CAD drawings/plans to a PDF format. Unfortunately, some of these tools do not properly handle CAD layers or content. Conversion irregularities may introduce errors into the PDF document itself. It is also not advisable to pass along editable content for security reasons.

Why is page rotation so important?

PDF tools that allow users to 'rotate' pages are supposed to record that rotation within the PDF document so that other applications can properly orient the page view. Often, that 'rotation' information is not recorded in the PDF metadata, making it impossible for other applications to properly orient the page. Electronic plan review software relies on the information properly recorded metadata.

What does PDF optimization do?

PDF Optimization helps for reduce the size of PDF files. Saving space by removing embedded fonts, compressing images, and removing items from the file that are no longer needed also helps remove improper metadata and reduce the likelihood of malformed PDF's.

B. NAMING SUPPLEMENTAL DOCUMENTS

Supplemental documents or attachments consist of any files that are not plan sets. These may include Permit Applications, Soils Reports, Calculations, images, etc. These must also be submitted in **PDF format with a unique, descriptive filename**.

C. SUBMITTING REVISIONS/CORRECTED/UPDATED DOCUMENTS

1. Revised files are typically one of two types: (1) required resubmittals, or (2) revisions to previously approved documents. Each has different file naming recommendations, as noted below.
 - A. *For required resubmittals:* **Use the EXACT same filename as the original submittal.** Do not change the filename when submitting a new 'version' of your plans or supporting documents – the system tracks versioning automatically. See the chart below.
 - B. *For revisions to previously approved documents:* **Provide a revised file name** instead of using the exact same filename as the originally submitted files. If resubmittals are required, continue to use this revised file name for subsequent resubmittals. See the chart below.
2. Do not reorder, extract or insert pages in the middle of your corrected plan sets. For example, if a 4-page set of structural plans was returned to you for corrections, resubmit a 4-page set of corrected structural plans in the same page order.
3. **For required resubmittals, rearranging, extracting or inserting pages out of order will result in delays for completing your plan review.**
4. If submitting *new (additional)* plans, plan sets or supplemental documents:
 - A. Revised/corrected plans must be submitted in the same page order as the previous submittal.
 - B. Place new pages at the end of the corrected plan set document. **Do not** place new pages in the middle or beginning of the document. Do not reorder pages within the document.

The chart below shows the addition of two new pages to the *F_Sprinkler Diagrams.pdf*, with the added pages placed at the end of the set, as page 4-5.

1 st Submittal Filename (Original)	Pages	2 nd , 3 rd , etc. Required Resubmittal Filename	Pages
S_Floor Plans.pdf	10	S_Floor Plans.pdf	10
F_Sprinkler Diagrams.pdf	3	F_Sprinkler Diagrams.pdf	5
3 rd Submittal Filename (Approved)	Pages	Revision to Previously Approved File (New Review)	Pages
S_Floor Plans.pdf	10	S_Floor Plans REV .pdf	10

Removing Pages: If pages need to be removed from the plan set, instead of excluding/deleting them, place a 'slash' across those pages in CAD, *mark them as 'Omit' and include the date they were omitted.*

Why is page order important?

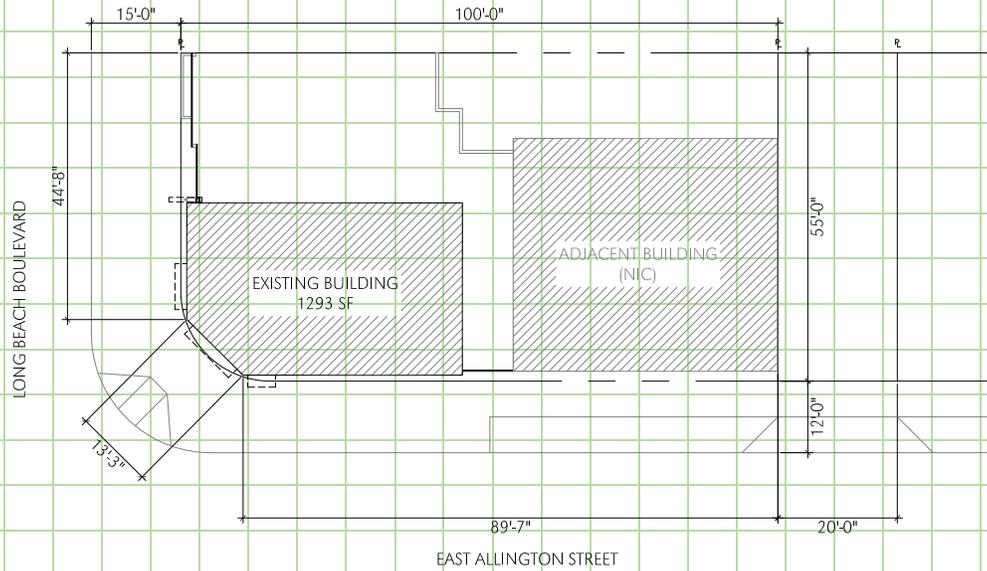
Resubmitting plans with the pages in the original order ensures that the Plan Checkers review comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate, expedited document reviews.

powered by



JOB ADDRESS : 6148 Long Beach Blvd. Long Beach, CA 90805

PROJECT # : BRMD193706



SITE PLAN

scale: 1/32" = 1'-0"

1

DATE REC'D : 7.13.2016 **Circle One** NEW **ALTERATION** ADDITION **REPAIR** DEMOLITION
 DESCRIPTION : Cosmetic, Exterior, Improvements

APPLICANT/ CONTACT : KCK Architects

APPLICANT ADDRESS : 2526 18th St. Santa Monica, CA 90405

PHONE : 310.452.7505

LOT : 27

BLOCK : _____

TRACT : #7717

DEPARTMENT USE ONLY

ZONE	Special Set Backs	F	S	R	CF to PL	CASE NO.
Flood Cert Req'd <input type="checkbox"/>	Historical Approval Req'd <input type="checkbox"/>	Zoning Approved <input type="checkbox"/>	Planning Stamp Req'd <input type="checkbox"/>	Special Plan Permit Req'd <input type="checkbox"/>	Redevelopment Approval Req'd <input type="checkbox"/>	Page #