THE CITY OF PLEASANTON

Community Development Department
Building and Safety Division
200 Old Bernal Avenue • P.O. Box 520
Pleasanton, California 94566-0802
Phone 925-931-5300 • www.pleasantonpermits.com

ELECTRONIC BUILDING PLAN CHECK SUBMITTAL

The Building & Safety Division is only accepting electronic submittals for all plan check categories through Accela Citizen Access (ACA) on our website. Submittals do not become an active plan check until payment is received. There are three separate plan check categories, simple permits, express plan check and standard plan check.

Depending on the type and scope of the project, review and approval by the Planning Division may be required prior to submittal for building permits. Contact a planner in the Planning Division for more information at pod@cityofpleasantonca.gov.

ELECTRONIC SUBMITTAL INSTRUCTIONS

Applications may be submitted by uploading the Building Permit Application and required submittal documents to our website. Applications are processed during normal business hours, Monday through Friday between 8 a.m. to 5 p.m. Refer to the Plan Check Submittal Checklist, Commercial Projects or Plan Check Submittal Checklist, Residential Projects handout to understand the information, exhibits and materials required for your project. Review the Electronic Format Requirements listed below. Please allow 2-3 business days for processing.

ELECTRONIC FORMAT REQUIREMENTS

- **PDF** - All electronic documents must be PDF (portable document format).

- **Unsecured Settings** - Choose "unsecured" on your security settings to enable staff to mark up the documents or create comments/notes.

- **File Naming Conventions** - All PDFs should use the same file naming conventions. All drawing files must be named as follow:
       SUBMISSION CYCLE FILE DESCRIPTION
  Do not include "-" (dashes) or special characters in the file name.
  For example: SUB1 Application; SUB1 Civil Plans; SUB1 Struct Calcs

- **Separate PDFs** - Submittals items, plans and supporting documents shall be saved as a separate PDF (i.e., plans, T-24, structural calculations, soils report, etc.).

- **Scale** - PDF exhibits must be generated at a prescribed scale (i.e. ¼" = 1'-0", or 1/8" = 1'-0") in order for staff to verify dimensions and areas within the file, using the built-in Acrobat measuring tool. Graphic scales may also be included but are not required.

- **Orientation** - All drawings/plans must uniformly use landscape orientation. Maintain a uniform page position and page size for all plans (architectural, landscape, civil, etc.).

- **Stamp Location** - Provide a 3-inch high x 6-inch wide clear space on the cover sheet or first page of each pdf in the lower right quadrant for jurisdiction stamps.

- **Conditions of Approval** - If your project received conditions of approval from the Planning Division, include a copy of all the conditions of approval with your submittal. You must also provide a letter or annotate response to each condition of approval.

RESUBMITTAL REQUIREMENTS

After your initial submittal, you will receive a comment letter outlining the corrections needed or your project may be approved. If you receive comments, you will need to address each plan check comment and resubmit adhering to the original submittal requirements. Additional instructions for resubmittals:

- Include a response letter with a detailed explanation how you addressed each plan check comment, from all Departments/Divisions.
- Cloud all changes and note delta number on the title block.
- Use the same format, plan size and scale as the original submittal.
- Resubmit a complete set of plans.

REVISION REQUIREMENTS

Revision submittals must contain the following:

- File includes the original plans with the City approved stamp.
- Building Permit Number of original approved plans.
- A clear and concise description of work summarizing revisions to the original plans.
- A separate file containing a full, complete drawing and document package containing the newly revised sheets, changes clearly highlighted, clouded and delineated with date of revision. (i.e: Cloud all changes and note delta number on the title block.)

For questions related to the electronic submittal process, code questions, or general building questions, please email buildingdivision@cityofpleasantonca.gov.
We look forward to your submittal!

*Please visit our **website** to submit your application!*