



## **BUILDING SAFETY DIVISION** **ELECTRONIC SUBMITTAL & REVIEW PROCESS<sup>1</sup>**

The Building Safety Division will only accept construction documents submitted for a building permit in electronic format. For a successful electronic plan submittal, please follow these format requirements. An electronic plan review will not begin until the submittal meets these requirements. Note that not complying with the electronic plan submittal formatting requirements may cause a delay in the plan review process.

### **First Submittal**

1. A complete submittal package in an electronic format with the following formatting requirements:
  - a. Completed Building Permit Application (Submitted electronically and as a separate PDF).
  - b. All plans (drawings) must be submitted as ONE (1) PDF file. This should include all disciplines (*Civil, Architectural, Structural, Mechanical, Plumbing, Electrical, etc.*).  
*Exception : Deferred submittal items.*
  - c. Supplemental documents (Structural Calculations, Soils Reports, Truss Calculations, Energy Calculations, Special Inspection Form, etc.) shall be separate individual PDF files. (all pages within each PDF file shall be the **same size**).
  - d. Plan sheets in PDF file shall be in **printable colors that are dark and legible**, and **flattened** to one layer and viewports removed.
  - e. PDF files shall **not be password protected or locked** as "READ ONLY". Select "unsecured" on your security settings so that plan reviewers may mark up the documents or create notes.
  - f. Electronic Signatures shall be via **PDF stamp** (electronic seal with scanned signature shall include the full name of profession, date of signature, and the signature of the professional)<sup>3</sup>.
  - g. Submit via email (limited to 25 MB total) or file share for combined file size larger than 25 MB (FTP, Dropbox, Newforma, etc.) to [plancheck@cityoftracy.org](mailto:plancheck@cityoftracy.org). If a file share method is needed, contact [plancheck@cityoftracy.org](mailto:plancheck@cityoftracy.org) for access to the City file share.
2. A Building Permit technician will notify you once your plan check fees are ready to be paid. The plan review fee must be paid online and the plan review will only begin after the plan review fees are paid.

### **Subsequent Submittals**

Please ensure you have received responses from all reviewers/departments before resubmitting your project. If you are unsure of the status of each review, please feel free to check your permit on eTRAKIT or email [plancheck@cityoftracy.org](mailto:plancheck@cityoftracy.org).

1. A **complete** resubmittal package in electronic format will be accepted with the following requirements:
  - a. Provide a complete Plan set and Supplemental document set that meet the requirements of 1a-1g above. Please take note, partial plan sets, slip sheets or other partial or incomplete submittals that do not meet these requirements will not be accepted for review.
  - b. Response letters to plan review comments are required to be a part of each resubmittal. Indicate which details, specifications, and/or calculations show the requested correction by clouding all revisions and show revised delta designation for all changes. Identify the revisions in the revision box with a corresponding date and type of correction.
2. Delivery method be via e-mail or using a file share.
  - a. Delivery via e-mail is subject to the size of the file(s) based on your e-mail server limitations.

## Issuance of Permit

1. The approved plan set and supplemental documents will be sent via email or City's FTP website after all applicable fees are paid and permit documents are signed by Owner/Contractor or designee.
  - a. Owner/Contractor is responsible for printing out one full-size set of all approved construction plans to their proper scale and minimum 8-1/2"x11" for all approved supporting documents.
  - b. All copies must be legible and readable.
  - c. Approved construction documents must be printed in **COLOR**.
  - d. Approved construction documents must be available for the inspector at the first inspection and remain on the job-site until the project is completed. If approved construction documents (including subsequent revisions) are not present at time of inspection, the inspection will need to be rescheduled.

## Revisions (After Issuance of Original Permit & Prior to Construction)

1. Sheets affected by the revision in electronic format will be accepted with the following requirements:
  - a. Meets the requirements of 1a-1g above (First Submittal).
  - b. Indicate which details, specifications, and/or calculations have been revised by clouding all revisions and show revised delta designation for all changes
  - c. Provide a separate document with a narrative specifying the revisions made.
2. Delivery method can be via e-mail or using a File Share website.
  - a. Delivery via e-mail is subject to the size of the file(s) based on your e-mail server limitations.
3. Plans will be issued via email or City's FTP website after all applicable fees are received and permit documents are signed by Owner/Contractor or designee.
  - a. Owner/Contractor is responsible for printing out one full-size set of all approved construction plans to their proper scale and minimum 8-1/2"x11" for all approved supporting documents.
  - b. All copies must be legible and readable.
  - c. Approved construction documents must be printed in **COLOR**.
  - d. Approved construction documents must be available for the inspector at the first inspection and remain on the job-site until the project is completed. If approved construction documents (including subsequent revisions) are not present at time of inspection, the inspection will be cancelled and need to be rescheduled by the applicant. Approval page to be bound or secured to the construction set throughout full project duration.

## Businesses in Tracy Available for Reproduction of Construction Documents<sup>2</sup>

Below is a list of businesses within Tracy that provide reproduction of construction documents. It is the responsibility of the applicant to contact the businesses for costs and availability for printing.

### FedEx

2116 W. Grant Line Road  
Tracy, CA 95377  
(209) 836-2539

### Five Star Print & Sign

2830 Auto Plaza Way Suite 140  
Tracy, CA 95304  
(209) 830-8300

### Belm Designs

1005 E. Pescadero Ave #191  
Tracy, CA 95304  
(209) 879-9763

**For questions regarding the process, please contact a Permit Technician at (209) 831-6400 or by e-mailing [plancheck@cityoftracy.org](mailto:plancheck@cityoftracy.org).**

<sup>1</sup>Process is subject to change

<sup>2</sup>The businesses listed are in no particular order, and have no affiliation with the City. The list is current as of June 2020

<sup>3</sup>See images below for acceptable signatures

