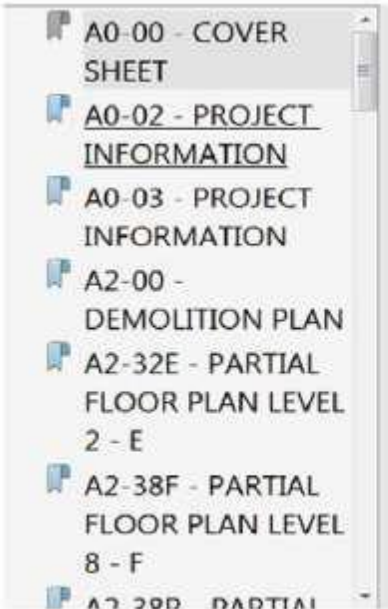
	<b>CITY OF EASTVALE</b> <b>COMMUNITY ENHANCEMENT AND SAFETY</b> <b>DEPARTMENT, BUILDING AND SAFETY DIVISION</b> 12363 Limonite Avenue, Suite 910 Eastvale, CA 91752 951.703.4450 <a href="http://Eastvaleca.gov/building-safety-division">http://Eastvaleca.gov/building-safety-division</a>	<b>EPR SUBMITTAL</b>		
		EPR SECTION	0002 FORM NUMBER	
		7/1/2022 EFFECTIVE DATE		1/9/2023 REVISION DATE
<b>ELECTRONIC SUBMITTAL INSTRUCTIONS</b>				

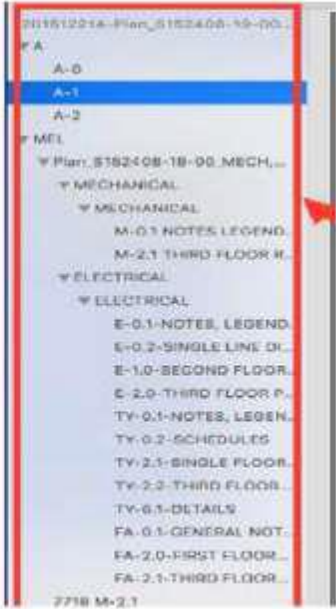
Applications may be submitted 24 hours, seven days a week by Creating an Application and uploading required submittal documents to our [website](#). Applications are processed during normal business hours, Monday through Thursday between 7:30 a.m. to 5:30 p.m. Refer to the [Commercial Submittal Requirements](#) or [Residential Submittal Requirements](#), to understand the information, exhibits, and materials required for your project. Review the electronic format requirements listed below. Staff will confirm via email when your application and submittal information has been accepted. After receipt of payment, your project will be routed to a plan checker. Please allow 2-3 business days for processing of the plan check after confirmation of payment.

**ELECTRONIC FORMAT REQUIREMENTS**

- **PDF or PDF/A** - All electronic documents must be PDF (portable document format) or PDF/A, compatible with Adobe Acrobat Version 9.0 or higher. Each file should ideally be under 300 MB in size in a Vector format. Please flatten the drawing layers in your CAD program before creating the PDF.
- **Unsecured Settings** - Choose “unsecured” on your security settings to enable staff to mark up the documents or create comments/notes.
- **Plans** – Plans shall be uploaded as a single combined multipage file of the type “Plans.” Pages must be straight, and clear with no streaks; sheets must be contrasting with the background and not be light or dark. PDF bookmarks of each sheet are required; bookmark names must include the plan sheet number and sheet title. Do not use color to differentiate items on the plans; instead use symbols, hatches, line type, and line weights to relay information. Include a legend that defines all symbols. Plans shall be legible when set to print in grayscale.



CORRECT



NOT CORRECT

- **File Naming Conventions** - All PDFs should use the same file naming conventions. Use only UPPERCASE. All drawing files must be named as follow:

**PC#\_PROJECT ADDRESS\_FILE DESCRIPTION**

Do not include “-“(dashes) or special characters in the file name. For example, PC1\_123 Main St\_Application; PC1\_123 Main St\_Plans; PC1\_123 Main St\_Structural Calculations

PC# - This is the submission number where PC1 = first plan check cycle; PC2 = first cycle for a resubmittal; each subsequent resubmittal becomes PC3, PC4, PC5, etc.

REV# - Once the plans are approved if you need to submit a revision use REV# plus the filing naming convention above. This is the submission number where REV1 = Revision #1 to the approved plans, REV2 = Revision #2 to the approved plans, and each subsequent revision becomes REV3, REV4, REV5, etc.

**REV#\_PC#\_PROJECT ADDRESS\_FILE DESCRIPTION**

- **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. 1/4" = 1'-0", or 1/8" = 1'-0") 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 6-inch high x 6-inch wide clear space on the cover sheet for jurisdiction approval stamps. Provide a 3-inch high x 3-inch wide on each additional 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 annotated 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 of how you addressed each plan check comment, from all Departments/Divisions.
- Cloud all changes and note the 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:

- 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 the date of revision. (i.e: Cloud all changes and note the delta number on the title block.)

For questions related to the Accela Citizen Access registration, electronic plan check submittal process, code questions, or general building questions, please email [building@eastvaleca.gov](mailto:building@eastvaleca.gov) or call (951) 403-4450. We look forward to your submission!

Please visit our [website](#) to submit your application