

ELECTRONIC PLAN CHECK GUIDE

Permit applicants wishing to submit building plans in electronic format may do so in-lieu of the alternative paper-based submittal requirements. Please Note: All Electronic Plan Check (EPC) submittals go through the same standard review process as paper submittals. Submitting an EPC does not constitute an expedited review. Projects requesting Electronic Plan Check must be submitted online at [Gilroy Online "GO Permit"](#).

GENERAL REQUIREMENTS:

1. Prior to submission, ensure all provided pertinent forms are filled out completely, including signatures and contact email addresses.
2. Document format must be one/single PDF and is preferred to be a direct export of a CAD program. PDF portfolios should not be used.
3. PDF must be unsecured
4. All layers and comments must be flattened
5. Each unique document or discipline must be bookmarked in full page view
6. The top of all sheets should be orientated to the top of the screen
7. The Document must follow the naming convention outlined below

SUBMITTAL FILE REQUIREMENTS:

Applicants participating in the program must condense their submittal package into one (1) bookmarked PDF document.

STANDARD CONTENT FOR EPC SUBMITTAL DOCUMENTS:

Merged into one (1) PDF Document, each discipline must be bookmarked.

- All plan sets shall include a cover sheet with basic project information such as building area, occupancy, construction type, etc.
- A sheet index shall be included on the cover sheet. Make sure the bookmarks in the document matches the sheet index.
- All design professional stamps on each sheet must be signed. Signature should be accomplished by placing an image which includes the stamp and signature on each sheet. **Electronically signed documents are acceptable.**

It is the responsibility of the designer to provide all required supplemental documents in the submittal

- Structural calculations
- Truss calculations
- Energy compliance calculations
- Geotechnical reports
- Flood Elevation Certificates
- Technical specifications
- Project manuals
- Waste Management Form
- Special Inspection Form
- CalGreen Form
- Approval Letter for Asbestos for Demolition/Renovation "Job Number" – Required for demolition projects.

DOCUMENT NAMING:

For the initial submittal, applicants must follow the naming convention based on the project address unless submitting for Master Plan review.

Project Address: The document must be named using the following naming convention:

1. 123 Address-SUB1

Master Plan Projects: The document must be named using the following naming convention:

1. Subdivision Name-Plan1-SUB1 (**Plan1 represents the model/plan number**)

Subsequent Submittals and beyond naming shall follow the same naming convention with the appropriate submittal number in the document name.

Example:

1. 123 Address-SUB2
2. 123 Address-SUB3
3. 123 Address-SUB4

Revision Submittals naming shall follow the same naming convention with the appropriate revision number and restart the submittal sequence in the document name.

Example:

1. 123 Address-SUB1-REV1
2. 123 Address-SUB2-REV1
3. 123 Address-SUB1-REV2
4. 123 Address-SUB2-REV2

SUBMITTAL PROCEDURES:

New Submittals: Projects requesting Electronic Plan Check must be submitted online at [Gilroy Online "GO Permit"](#), or at the public counter ([7351 Rosanna Street, Gilroy CA 95020](#)). To submit at the counter, you will need a USB drive containing your submission condensed into one PDF Document as outlined above. The electronic media should be in a permanently labeled envelope and containing the project address and applicant name/info.

Resubmittals: The account contact associated with the permit will be notified via email when the plan review is complete.

When resubmitting, follow the document naming convention stipulated above in the DOCUMENT NAMING section. Each subsequent resubmittal should have the appropriate 'submittal (SUB) number' included in the document name.

Resubmittal packages shall include complete versions of the electronic document which required revisions. **Submitting only revised plan sheets or supplemental information is not acceptable.** The document shall be complete, including items not requiring revision.

FINAL APPROVAL AND PERMIT ISSUANCE:

When all disciplines have approved the project, final fees will be calculated, and an email will be sent to the project contact communicating the fees and any outstanding items that must be resolved prior to permit issuance. On payment of all fees you will receive a final approved PDF set of plans and documents for download.

The final approved PDF set, called the "123 Address-APPROVED" will only have **read and print** privileges. **The permit holder is responsible for printing a copy of the approved plans and having them available at the job site during construction.**