



# City of Huntington Beach

Department of Community Development

## Preparing Plans for Electronic Plan Review

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### Purpose

Please follow the guidelines below for a successful ePlan submittal. These guidelines are for formatting only. For information required on plans, please refer to the Plan Review Correction Lists section [here](#).

### Digital File Formats

- **PDF or PDF/A** – Digital documents must be PDF (Portable Document Format) or PDF/A.
- **Exported PDFs** – A PDF exported from a native file, not a scan saved as a pdf, is required for most projects.
- **Legibility** - PDF of scanned documents are acceptable only for small projects and they shall be scanned at 200 dpi minimum to 300 dpi maximum for acceptable legibility and file size.
- **Unsecured/Unlocked Setting** – All drawings shall be unlocked so that the plan reviewer may markup, create notes, and/or stamps the documents.
- **Text-searchable PDFs** – For scanned or non-searchable PDF exports, apply Optical Character Recognition to your documents

### Plan Upload Requirements

- **Drawing File Naming** – The FINAL drawing files shall be labeled by the “Permit Number” (e.g. B2020-004567).
- **Separate Files** – For commercial projects & multi-family buildings, create a separate PDF for each sub-trade (e.g. Mechanical, Electrical, and Plumbing).
- **Supporting Documents** – Calculations, cut sheets, forms, etc. shall be separated from the plan sheets in a separate file and a clarifying (descriptive) naming convention.
- **Landscape Orientation** – All drawings must uniformly use landscape orientation

### Approval Stamp Location

- **4x4-inch Stamp Space on Cover Sheet** – Provide a 4” x 4” clear space on the cover sheet for the jurisdiction approval stamp.
- **3x3-inch Stamp Space on Each Drawing Sheet** – Provide a 3” x 3” clear space for the jurisdiction’s approval stamp on the top right quadrant in the same location on all sheets

### Process for Revision (for change to approved plans and/or issued permits)

- **Revised sheets** – Provide full plan set or revised sheets on one pdf document for revision review (It is recommended to provide revised sheets only when the # of revised sheets are less than 5 pages)
- **Narrative** - Provide a narrative and describe the revised items including the sheet number and the detail number that have been revised. If only revised sheets are provided, please indicate on narrative in larger fonts “Revised Sheets Only”.
- **Changes** - Where applicable, provide updates on all affected plan sheets, T24 energy compliance forms, structural plans and calculations.
- **Editing** - Cloud all the changes between approved plans and revised plans with a new delta revision and only cloud items included for the current revision. City stamped approved copy shall not be edited and submitted for revision review, please use original copy or native file to edit.
- **Sheet Index** – Any changes in the order or number of sheets must be reflected within the Sheet Index - cloud and delta mark the sheets that are being changed.

- **Designer signature** - All applicable sheets shall be signed and stamped by the designer and/or registered design professional (in responsible charge).
- **Upload Revision** – Upload all revision documents to the ACA portal under the permit number assigned to the project. Directions for resubmittal guide for building permit applications can be found [here](#).

**Note:** Adding scope of work to the existing scope will require an updated permit application and construction valuation. Additional permit fees may be assessed in addition to revision plan check fees.