



# City of Hemet

## Electronic Plan Submittal Requirements

When uploading or sending electronic files for plan review, following are the requirements that need to be met for proper processing and review of your documents. When submitting these files are the APPLICATION, PLANS and SUPPLEMENTAL file. There is one other file which plays a significant role. This file is the RESPONSE file. This file is only needed in cycle two and beyond because it contains reply/response comments to the plan reviewers. The files are detailed below.

### Initial Submittal

- Your **initial submission** will be comprised of an **APPLICATION, PLANS** and **SUPPLEMENTAL** file. In subsequent plan review cycles these complete revised files) along with a RESPONSE file will need to be resubmitted.

### File Naming:

There are (3) three distinct naming conventions that must be followed when creating the APPLICATION, PLANS and SUPPLEMENTAL files for your initial submission.

### Resubmittal

- Resubmittals** to plan review comments (Cycle two and beyond) will most often be comprised of a **PLANS, SUPPLEMENTAL** and **REPLY** file. Only in cases where the APPLICATION file needed revision or augmentation will a new APPLICATION file be required.  
Upload or thumb drive which contains no more than the maximum four PDF file categories.

Example: PC1 PLANS B2101-001

#### Plan Check Cycle

PC1 = Initial Submittal

PC2 = Recheck

PC3 = Third Review

#### APPLICATION

PLANS = Construction Drawings

SUPPLEMENTAL = Supplemental Documents

REPLY -- Designers Reply to Plan Check Comments

#### Plan Check Number

## Application (APPLICATION):

Provide a copy of the City of Hemet permit application.

In general, the **APPLICATION** file should contain any City form necessitated by the scope of your project. Common documents or forms which fall into this category are:

- **Permit Application:** Application for a building permit.
- **Agent Authorization for Owner:** Required when an individual will be representing the recorded real property owner.
- **Agent Authorization for the Contractor:** Required when an individual who does not appear on the *Personnel List* posted on the [California Contractors State License Board](#) website is representing said contractor in the pursuit of a building permit. With this form completed, an individual is authorized as an agent of the contractor.

## Plans (PLANS):

The second PDF file is primarily comprised of the construction plans. Special care should be paid to the sheet index, often on the cover sheet. This index should only bear sheets which are included in the submitted set, and all sheets included in the set should be shown in this index. It is also necessary to bookmark each sheet included in the set. T- 24 energy compliance documents should be included as plan sheets per California energy code requirements.

Unsigned stamps from the architect and/or engineer will be allowed at the time of submittal. Although, if this option is exercised it will be impossible for Cycle 1 plans to be approved for issuance. **Beginning with Cycle 2 resubmittals, all design professional stamps must be signed.** Signature should be accomplished by placing an image which includes the digital stamp and wet signature on each sheet.

To have a precise and timely estimate of final fees; the building area, occupancy group and construction type must be provided on the title page of the plans.

## Supplemental (SUPPLEMENTAL) Information:

The third PDF is the SUPPLEMENTAL file. This file contains all required support documents. The following is a list of some common support documents which would be included in the SUPPLEMENTAL file. Not all of these documents are required for every project. The scope of the project dictates their need:

- Fire Sprinkler Calculations
- Fire Sprinkler System component cut sheets
- Structural Calculations
- Truss Calculations
- Surveys
- Title 24 Energy Calculations
- Soils Reports
- Geotechnical reports
- Special Inspection form (only required in resubmittals)
- SWPP Storm Water Pollution Plan
- Water Study (usually subdivisions)

- Sewer Study (usually subdivisions)
- Drainage Study (usually subdivisions)
- Water supply test
- Project Manuals
- Technical Specifications
- Owner Certification of Residential Lot Lines, Building Location, and Required Setbacks
- Etc.

## Plan Review Response Letter (REPLY)

After each cycle of plan review, each discipline (i.e. electrical, life-safety, etc.) plan reviewer will either approve the submitted PLANS and SUPPLEMENT in their current form, or they will issue a correction notice which details areas of your application (APPLICATION, SUPPLEMENT or PLANS files) which require revision and resubmission. When resubmitting plans revised to satisfy plan review comments, plans must be accompanied by a plan review response letter addressing each correction comment. All alterations must be clouded, delta'd and in the same format and scale as the original submission.

Accompanying this letter should be a complete **Plan Review Reply**. This package comprises the **REPLY** PDF file. In most cases, it will take the place of the **APPLICATION** file which was submitted in the first cycle, but if changes or additions have occurred to the APPLICATION file then it must be resubmitted also. **This makes it possible for there to be four PDF files each cycle after the first.**

## Submittal File Standards:

All digital files must comply with the following standards. ***Any deviation from the standards contained in these instructions may result in a delay in the processing of your application.***

In this section you we will detail those file formatting requirements which we are unable to correct for you, and those, which our staff may be able to complete for you at intake. Note that if all of these file formatting requirements are fully completed by the applicant, our staff is able to accept your submittal faster and your upload time will also be reduced.

### All files to be PDF:

All digital documents shall be in Portable Document Format (PDF) and **compatible with BLUEBEAM Revu or Adobe Acrobat.**

Plan pages and supplemental documents shall be consolidated into complete sets. ***Do not submit single-sheet PDFs.***

### File Size:

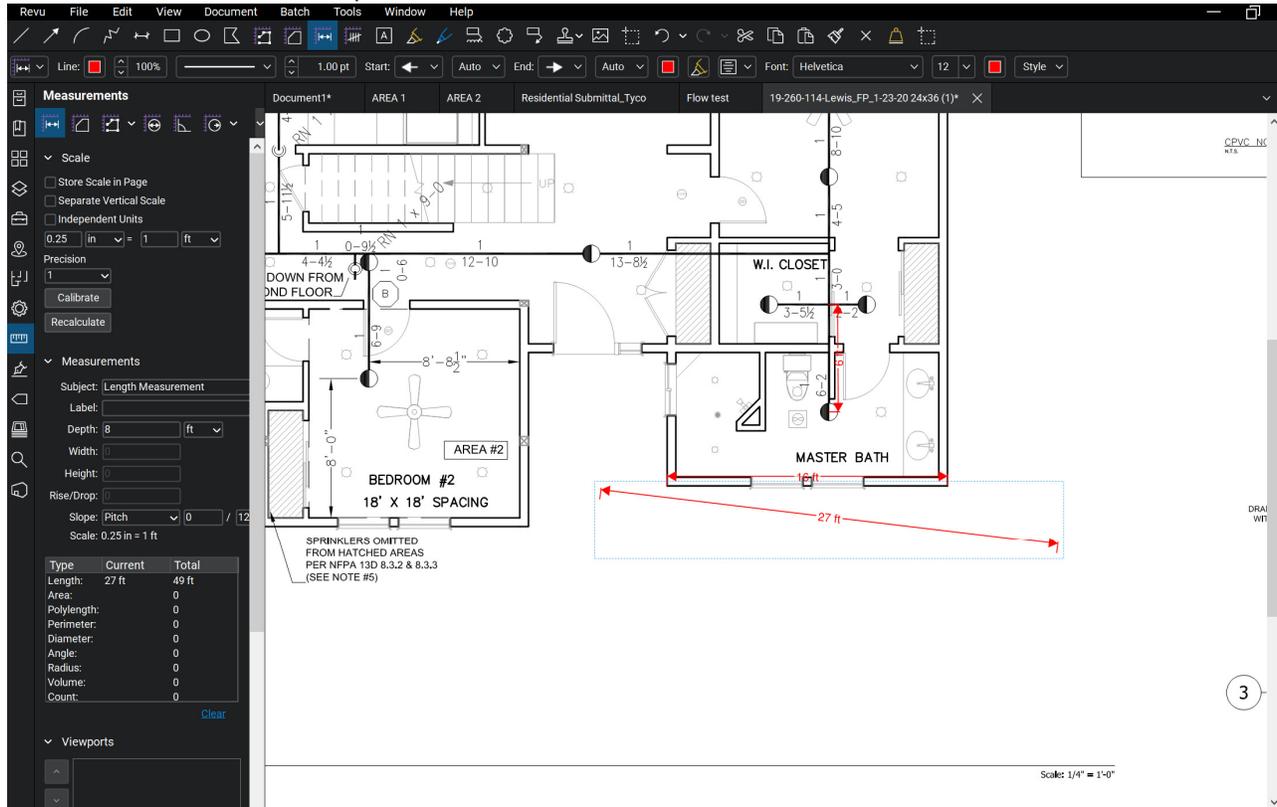
Ideally each PDF file will not exceed 200MB in size. If attachment are larger in 200MB in size provide plans and supplements in a drop box with the proper naming conventions. Also bear in mind that having a reliable high-speed internet connection becomes increasingly important as file sizes increase.

### Plans to be vector-based PDF's:

PLANS files shall be first generation vector-based PDF's which have been directly converted from the computer aided drafting (CAD) applications (e.g. AutoCAD, ArchiCAD, MicroStation, TurboCAD etc.) in which they were created. **Scanned Plans (i.e. plans, elevations, sections, details) will not be accepted unless the plan sheet was hand drawn.**

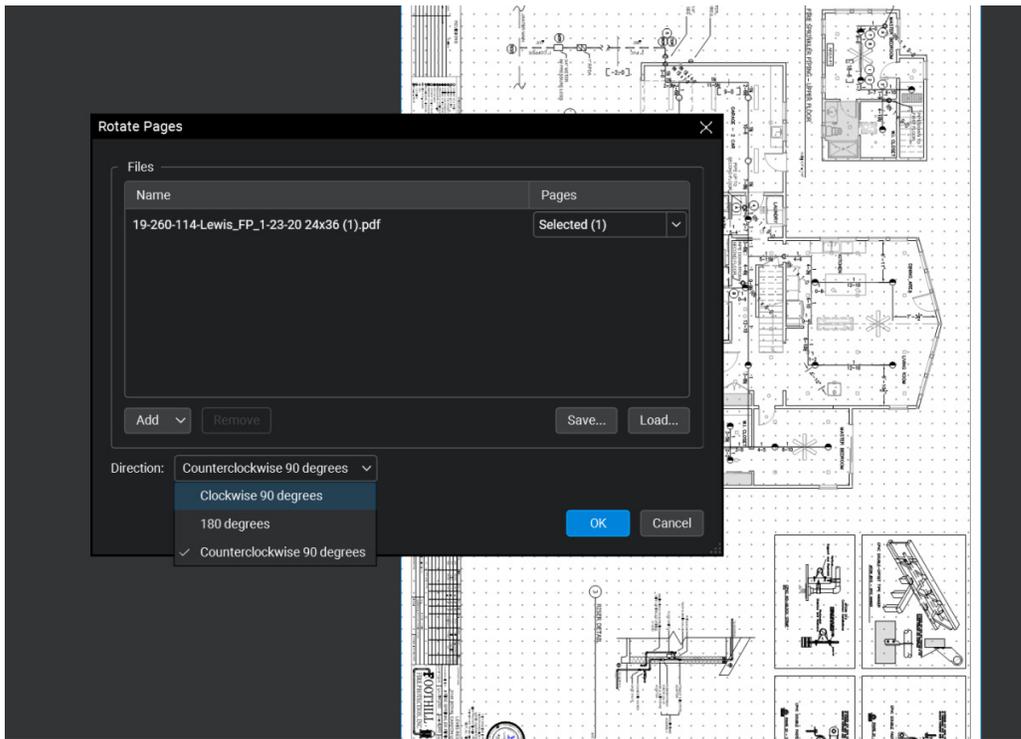
## Scale:

PDF exhibits must be generated at a prescribed scale (i.e.  $\frac{1}{4}'' = 1'-0''$ , or  $\frac{1}{8}'' = 1'-0''$ ) in order for staff to verify dimensions and areas within the file, using the built-in Blue Beam or Acrobat measuring tool. Graphic scales may also be included but are not required.



## Page Orientation:

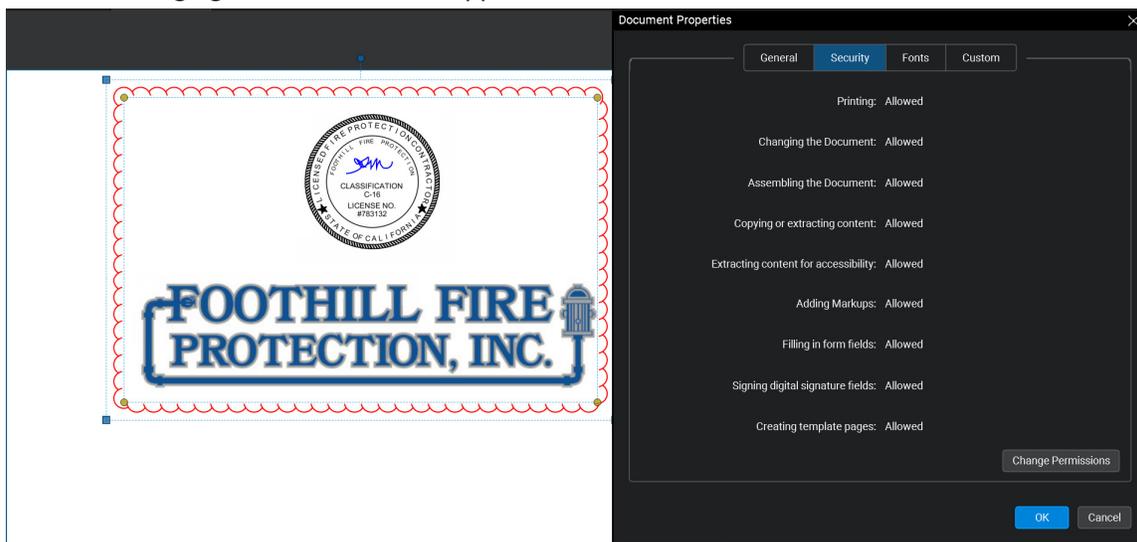
Page Orientation: All plans must be oriented so the top of the page is always at the top of the monitor, and set to landscape. A north arrow must be provided on all plans. All supplemental information must be oriented so the top of the page is always at the top of the monitor in either portrait or landscape format based on the supporting documents provided. All supplemental information must be sized at 8-1/2" x 11" or 11" x 17".



## Security:

PDF document security settings must allow staff to mark up the PDF file, and create comments. No electronic signatures should be used on forms or drawings. Electronic signatures restrict security settings. Licensed professional stamps should be digital stamps produced through Annotations or Drawing Markup tools.

The following PDF document contains an electronic signature which has locked the file from further alteration such as insertion or merging into another PDF document. We cannot accept PDF files which are locked. The gold padlock icon indicates the file is locked. This will prevent us from stamping your plans approved, encrypting the final approved files or merging the file with other approved documents.



CERTIFICATE OF COMPLIANCE

Document Properties

General Security Fonts Custom

Printing: Allowed

Changing the Document: Restricted

Assembling the Document: Restricted

Copying or extracting content: Allowed

Extracting content for accessibility: Allowed

Adding Markups: Allowed

Filling in form fields: Allowed

Signing digital signature fields: Allowed

Creating template pages: Allowed

Change Permissions

OK

Cancel

2020-03-26T15:07:06-07:00

Resubmittal set - FLIPPED SOG.ribd19x

Standards Version	2019
Software Version	EnergyPro 8.1
Orientation (deg/ Cardinal)	AllOrientations
Number of Dwelling Units	1
Number of Bedrooms	3
Number of Stories	1
Restraint Average U-factor	0.3
Glazing Percentage (%)	10.57%
Conditioned Floor Area	0

INC.  
SER

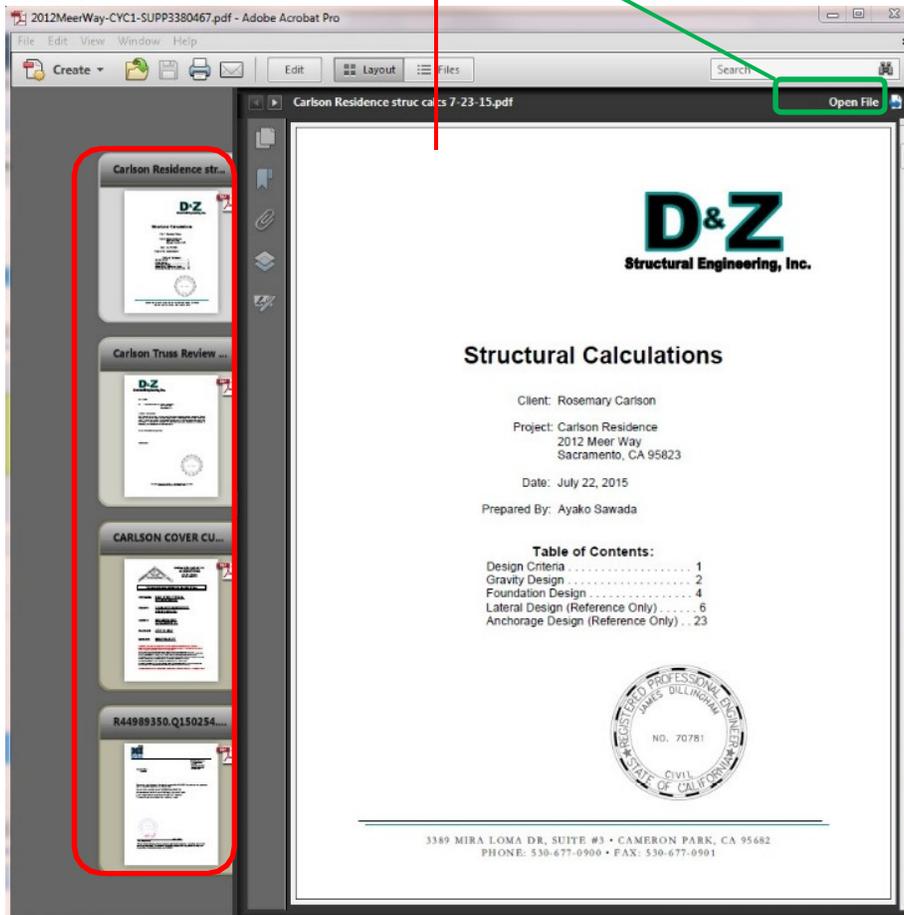
under the supervision of a CEC-approved HERS provider.

## Portfolios (Adobe)

We do not accept files submitted in Adobe Acrobat *Portfolios*. *Portfolios* enable multiple PDF files to be organized into a “*Portfolio*”. The use of *Portfolio* does not conform to our submittal requirements which limits submissions to three or maximum four (resubmission only) PDF files. Below is a screenshot of what an Acrobat *Portfolio* looks like. You can see that contained within this one *Portfolio* is four separate PDF files. In fact to access the files you have to select the open file which further shows that upon opening a *Portfolio* you haven't really opened “a file”.

One of the reasons why applicants will often submit PDF files packaged in a Portfolio is because they have been supplied an electronically signed PDF file from one of their design professionals. Electronically signed PDF's are locked in a manner which makes it impossible to insert the file into another PDF file. We require that all four of the PDF files shown below be merged into one PDF file, organized within by bookmarks for each of the separate documents it contains.

Following the screenshot below is a screenshot showing an electronically signed PDF file because of this signature the file is locked.



# Bookmarks:

- All individual plan sheets shall be contained within one single PDF file. If your **PLANS** file exceeds 20 pages in length, each sheet shall be bookmarked for easy reference during plan check and intake (See **Example 1.0**). The bookmark titles should include the sheet number and preferably subject matter (i.e. Floor plan, Site plan, erosion plan, etc.).

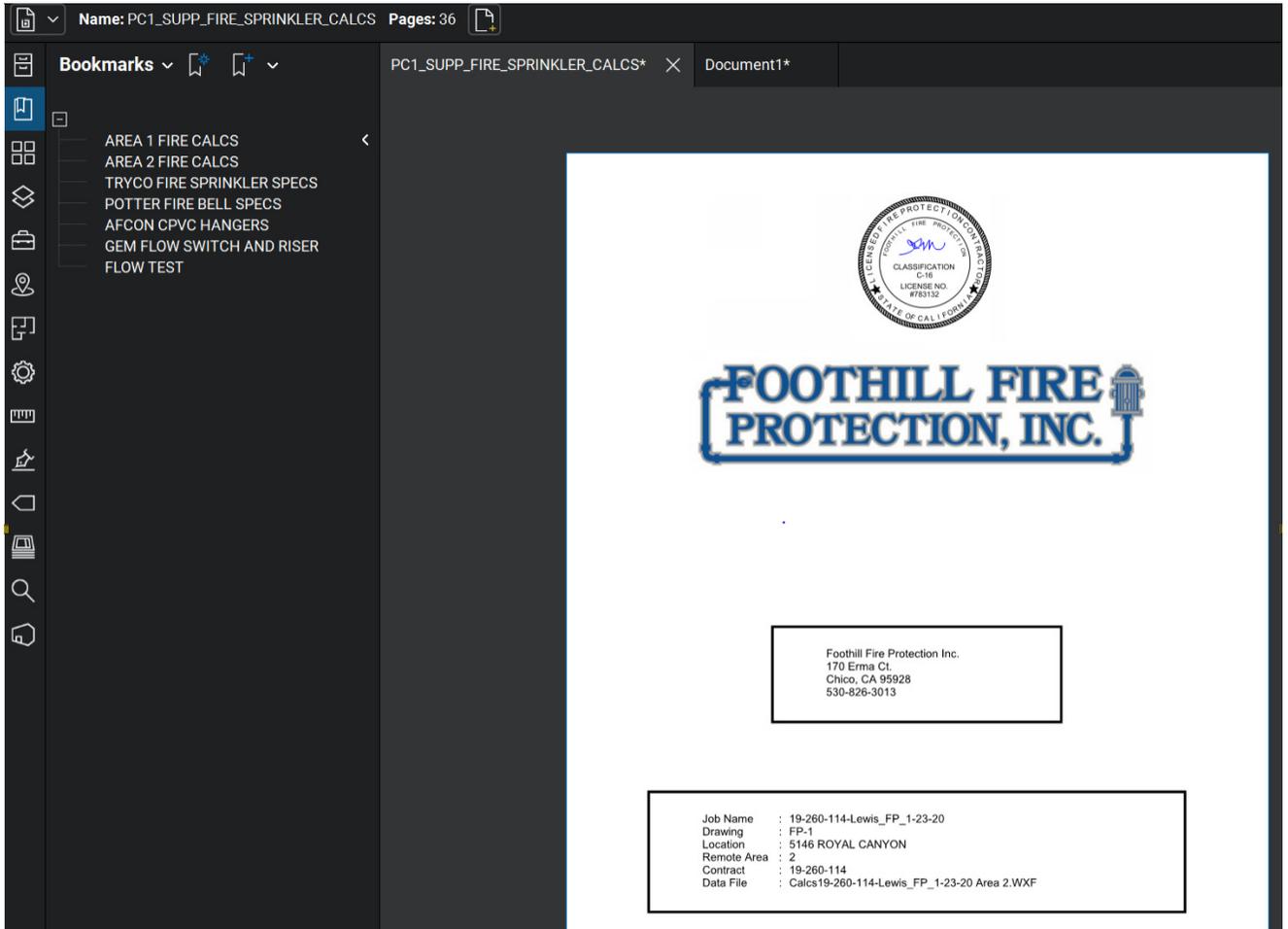
The image displays a PDF viewer interface with a sidebar of bookmarks on the left, ranging from G0.00 to A9.80. The main content area shows a detailed architectural plan set. The plan set includes several key sections:

- PROJECT DATA:** Contains project information such as '2013 CA ADMINISTRATION CODE PART 24', '2013 CA BUILDING CODE (CBC) FOR TITLE 24, PART 2, VOL. 1 & 2', and '2013 CA GREEN BUILDING STANDARDS (GBS) FOR TITLE 24, PART 1'.
- LOCATION MAP:** A map showing the project site location within a larger urban context.
- SYMBOL LEGEND:** A list of symbols used in the drawings, such as 'ROOM NUMBER', 'DOOR NUMBER', and 'WINDOW NUMBER'.
- SHEET INDEX:** A table listing the sheets included in the set, such as 'GENERAL', 'MECHANICAL', 'ELECTRICAL', and 'PLUMBING'.
- AREA AND CODE ANALYSIS:** A section detailing the project's compliance with various codes, including 'ALLOWABLE AREA CALCULATION FOR 825-825 HAMILTON AVENUE' and 'EXISTING SQUARE FOOTAGE OF 825-825 HAMILTON AVENUE'.
- PROJECT TEAM:** Lists the roles and names of the project team members, including 'ARCHITECT', 'MECHANICAL', 'ELECTRICAL', and 'PLUMBING'.
- STREET CLEANING:** A section detailing the project's compliance with street cleaning requirements, including 'FOR STREET CLEANING CONTRACTOR TO HAVE A STREET CLEANING CONTRACTOR TO CLEAN UP SPILT AND DEBRIS FROM CITY STREETS'.
- OCCUPANCY RELEASE:** A section detailing the project's compliance with occupancy release requirements, including 'FOR CONTRACTOR AND OFFICE EMPLOYEES, NO BUILDING WILL BE OCCUPIED FOR OCCUPANCY UNTIL THE CITY'S INSPECTOR HAS BEEN NOTIFIED BY THE CITY AND COMPLETE AND READY FOR ACCEPTANCE'.
- DEFERRED SUBMITTAL:** A section detailing the project's compliance with deferred submittal requirements, including 'DEFERRED SUBMITTALS TO BE REVIEWED AND APPROVED BY ARCHITECTS OR ENGINEERS OF RECORD PRIOR TO SUBMISSION TO THE CITY AND MUST BE RETAINED UNTIL THE SECOND AND SUBMITTAL DOCUMENT HAS BEEN REVIEWED AND APPROVED BY THE BUILDING OFFICIALS FOR USE SECTION 106.34.2'.
- PARKING ANALYSIS:** A section detailing the project's compliance with parking requirements, including 'PARKING REQUIRED - 10 SPACES AND 20 SPACES FOR 10-20 WORKERS'.
- ACCESSIBILITY NOTES:** A section detailing the project's compliance with accessibility requirements, including 'THIS PROJECT SHALL COMPLY WITH ACCESSIBILITY REQUIREMENTS OF THE FEDERAL REGULATIONS OF AMERICAN WITH DISABILITIES ACT AND CALIFORNIA RELATING TO ACCESSIBILITY AND REQUIRED SIGNAGE TO THE AREA'.

The right side of the page features a 'DES' logo and a 'GO.01' stamp, indicating the project's compliance with the California Green Building Standards Code (CALGreen 2005).

Example 1.0

2. All other support documents such as Title 24, Structural calculations, etc. shall be provided in their own consolidated PDF file under the **SUPPLEMENTAL** designation See **Example 1.1**.



**Example 1.1**

**Note:** Individual pages do not need to be bookmarked in the APPLICATION or SUPPLEMENTAL files, only the sections need to be bookmarked.

### How to combine multiple pdf files into one pdf with bookmarks:

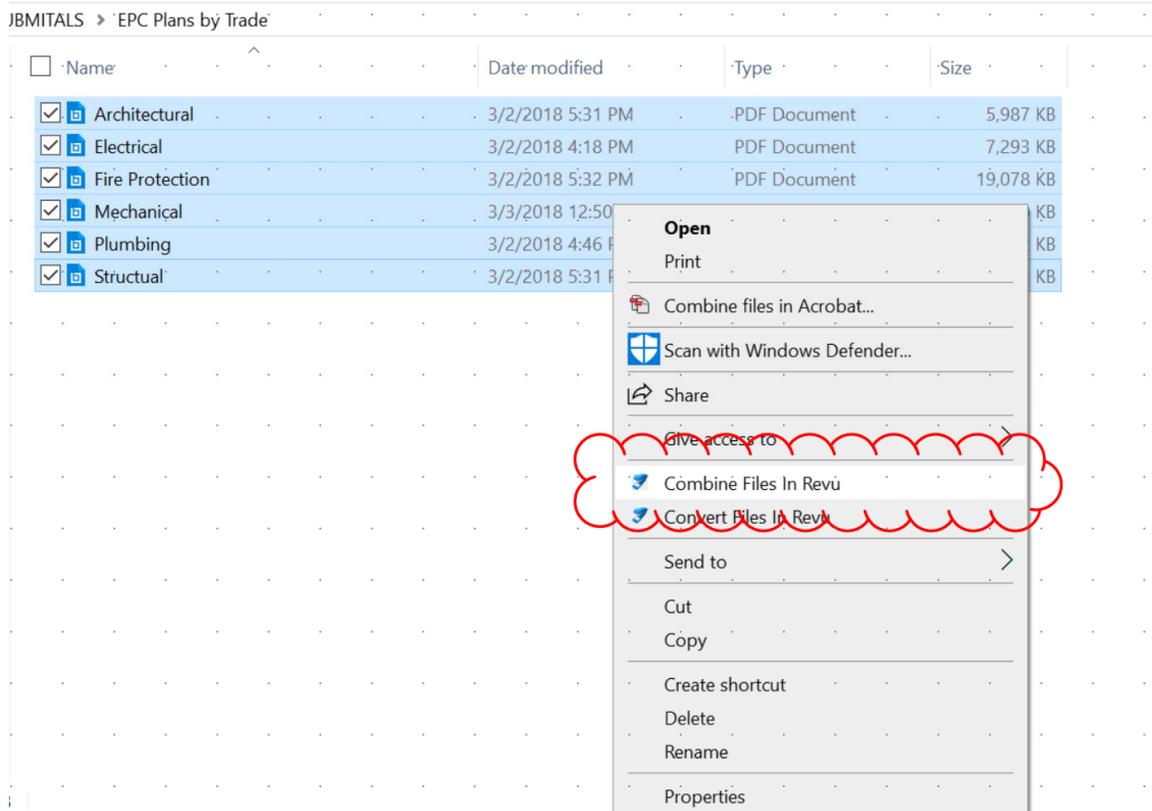
This section is intended to provide you with one of the simplest ways to create bookmarks in your pdf files. When working with your design professionals (architect, structural engineer, etc.) request that they provide you with a pdf file which is bookmarked and also set to fit the screen. Most CAD programs already have a built-in feature to create bookmarks based on sheet naming (e.g. A0.01 Floor Plan, A0.02 Demolition Plan, etc.). When you receive your various bookmarked pdf files, you can simply combine them using Adobe Acrobat Pro as shown below.

In this example each pdf file is already bookmarked by the design professional. You only need to save these files into a file folder and then combine them into a single pdf file.

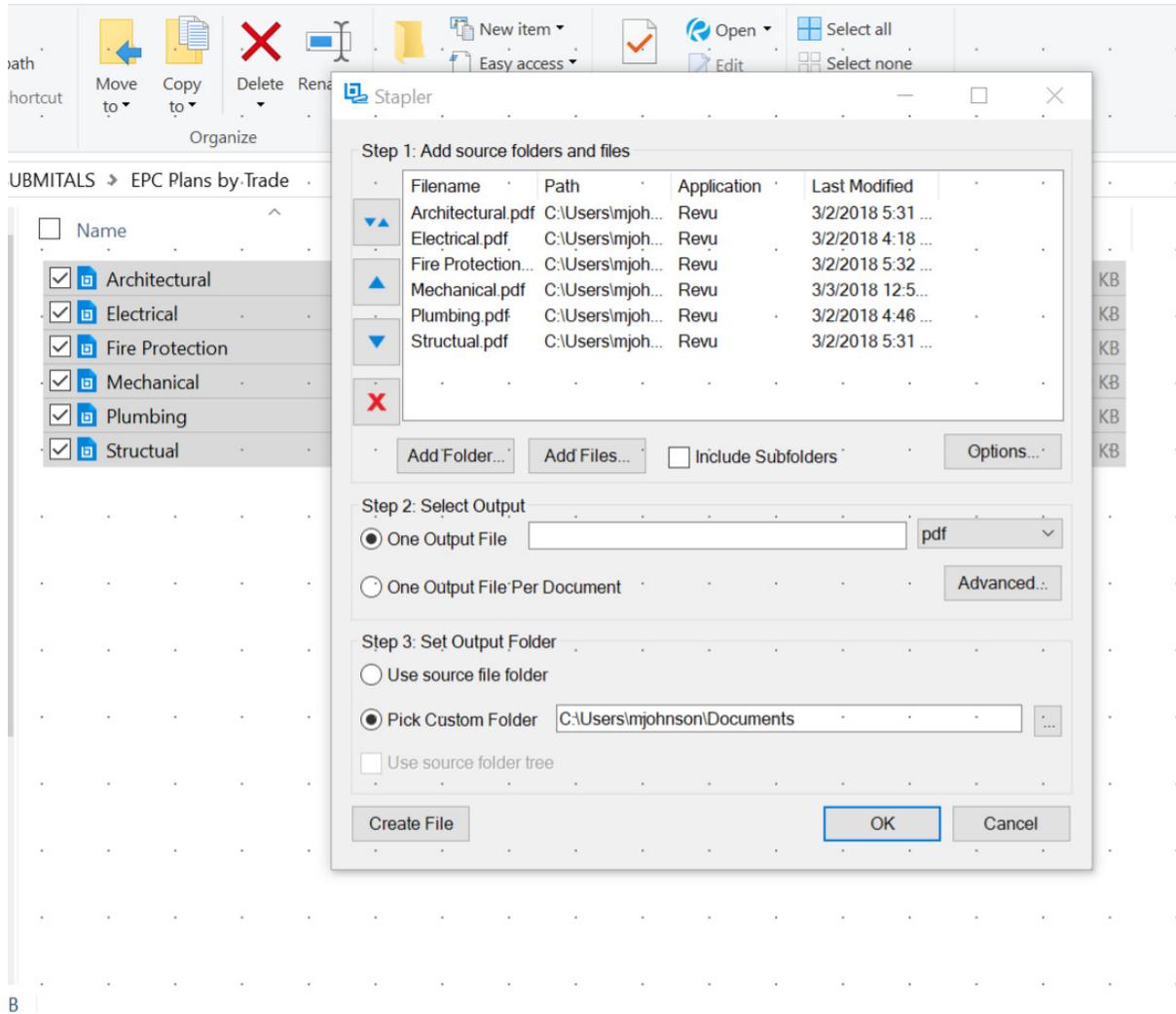
POLICY E SUBMITALS > EPC Plans by Trade

<input type="checkbox"/> Name	Date modified	Type	Size
<input checked="" type="checkbox"/> Architectural	3/2/2018 5:31 PM	PDF Document	5,987 KB
<input checked="" type="checkbox"/> Electrical	3/2/2018 4:18 PM	PDF Document	7,293 KB
<input checked="" type="checkbox"/> Fire Protection	3/2/2018 5:32 PM	PDF Document	19,078 KB
<input checked="" type="checkbox"/> Mechanical	3/3/2018 12:50 PM	PDF Document	64,400 KB
<input checked="" type="checkbox"/> Plumbing	3/2/2018 4:46 PM	PDF Document	43,612 KB
<input checked="" type="checkbox"/> Structural	3/2/2018 5:31 PM	PDF Document	1,353 KB

Simply highlight each file by clicking on the first file while holding down the “Shift” key on your keyboard and select all files, then right-click to display the option to combine files in Blue Beam Revu



(Do not select "Combine Files" yet if your files are not in the right order!)



Prior to executing this option, you will also be able to move the order of these files, if necessary, to match how they are listed in your sheet index. To move files around simply click on the file name which should be either moved up or down in the order it is displayed, and the corresponding arrow below the files will turn into green as shown be

Once your files are arranged in the correct order, simply select the “Combine files” option. This will result in all of the individually bookmarked pdf files being combined into one pdf with nested bookmarks for each individual discipline as shown below. Remember to save this file by selecting “Save as” under “File” and naming the it according to our File Naming Convention requirements discussed in the following chapter below

### Layers should be flattened

When converting from the original CAD file to a Portable Document File (PDF), **layers should not be retained** in the resulting PDF. This practice creates an excessively slow cumbersome file. To verify within Adobe Acrobat X (10) and 11 that the PDF PLANS file does not have layers, select the **Layers** tool located on the left side of the screen. There should be no layers listed. If layers are shown select the options tool within layers and select *Flatten Layers*. The process of *Flattening* can take a considerable amount of time. After *Flattening*, resave the file. After this process, when the Layers tool is select no Layers should be listed.

**Note that we will attempt to eliminate layers from your file, if they are present.**

To flatten the file, select the *Flatten* tool. The following dialog box will appear. Select the ok button. The length of time necessary to execute this operation will depend on the number of comments being flatten. Once the operation is complete, the file will nee