



Electronic Building Plan Submittal

The City of Turlock Development Services Department's Building and Safety Division is requiring ALL Commercial projects and New Residential Buildings and Additions be submitted as Portable Document Format (PDF) files for Electronic Plan Review. We will accept other Residential projects electronically as well. The Building Division utilizes Bluebeam® Revu® software for digital plan review, file tracking, commenting and approval. This alternative to submittal of multiple sets of paper plans saves printing and courier costs. At the same time, digital plan review helps streamline and simplify the review process and enables the Building Division to build an electronic archive of approved plans using our record retention software provider OnBase.

Please contact the Building Division at (209) 668-5560 with any customer service questions about Electronic Plan Review.

Process:

1. Convert your plans to PDF, following these recommendations:

All PDF files must be in one (1) Folder with the project name and the documents named in the following manner to the extent possible, as applicable, which will mirror City of Turlock's filing system and improve efficiencies.

- Plan Sheets (***all as one pdf***)
- Structural Calculations
- Truss Calculations
- Energy Calculations
- Soils Report
- Special Inspection Agreement
- Accessibility Form
- Specifications
- Engineering/Planning/Fire Documents
- Other (Other – Add Description Here)

Ensure that all pages of the plan set are in one (1) PDF, are in order and rotated properly for viewing on screen. Please create separate PDF files for plan sheets and other documents as allowed based upon the size limitations. Please make sure all documents are NOT protected when submitted.

2. Complete the Building Permit Application
3. Send in documents via a nonreturnable USB drive or acquire a link from the Building & Safety Division (email eplansbuilding@turlock.ca.us for more information) to upload all documents to our server.
4. A plan check deposit is required prior to the review of any project. Please contact our office to receive a deposit amount. We only accept cash or check in our office or a check can be mailed in to the address above, be sure to detail your project information with the check. Once your submittal is complete and the plan check deposit is paid you will be notified of your Building Permit Number. This is when the plan review time frame will start. Please allow 4 – 6 weeks for the initial review.

5. Corrections/Resubmittals:

Once all departments have reviewed the plans the applicant will be emailed a link to be able to view and download the documents and make the appropriate changes. Submit corrected plans to the link provided in the email. Please resubmit FULL Plan Sets, not just the corrected page or pages following the guidelines above.

6. Once all reviews are complete and the plans are approved by all reviewers, the PDF will be electronically stamped approved and stored as a permanent archive copy in the Building Division. The Building Division will notify the applicant the permit is ready to be issued. All outstanding fees are due at this time.
7. After issuance of the Building Permit a link to the electronic copy of the approved plans and documents will be sent to the applicant (or person of their choice). One paper set of City of Turlock stamped Approved plans and documents MUST be printed and will become the "Job Set" of plans to be kept on the job site at all times for construction and use by the Building Inspector. It shall be the responsibility of the applicant or contractor to print the Job Set copy. Inspections will not be performed if there is not a Job Set on site.
8. At any time, you may email eplansbuilding@turlock.ca.us for information on the status of your permit, request a plan check deposit amount, request a link to upload documents, or questions regarding electronic plan check.

Plan Revisions and Deferred Submittals:

If you revise your plans after approval or have a deferred submittal, send them in the same manner as the original. Include the Resubmittal Application and indicate if it is a Revision or Deferred Submittal. The submittal needs to be the entire plan set and required documents – not just the revised/deferred sheets. If additional fees are required at submittal, you will receive an email notification of these fees, which will need to be paid before the plan review will start.

Helpful Recommendations:

- Plot the plans and ensure the design professional has sealed and signed them, then scan back in to PDF. If you have the capability of electronically signing and sealing the documents, you may export drawings from AutoCAD directly to PDF.
- Plans must be "to scale," PDF format plans with professional seal and signature.
- We encourage the use of "File Share." Email eplansbuilding@turlock.ca.us to receive a link to upload your plans and documents.
- When scanning plan sheets, set the scanner to around 100-150 dpi resolution. This creates a clear, legible PDF but keeps the file size to a minimum.
- Plans and documents must be unprotected to enable markups applied to the documents.

Should you have any questions please contact the Building & Safety Division and we will be happy to assist you through this process by either calling 209-668-5560 or via email at eplansbuilding@turlock.ca.us