B ELECTRONIC PLAN CHECK (EPC) GUIDE

CITY OF STOCKTON

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Effective March 1, 2021 – All projects requiring plan review must be submitted in electronic format. This guide outlines the requirements for electronic plan check submittals.

GENERAL REQUIREMENTS:

1. A basic Accela Citizen Access account is required. Applicants can register for a citizen account at the following link: https://aca.accela.com/stockton/
2. Prior to submission, ensure all forms are completely filled out, including signatures and contact email addresses.
3. File format must be PDF and is preferred to be a direct export of a CAD program. PDF portfolios will <u>not</u> be accepted.
4. **All files must be <u>unsecured</u>, meaning they cannot be password protected. Secured files will be rejected.**
5. All layers and comments must be flattened.
6. All files must follow the naming convention outlined below.

SUBMITTAL FILE REQUIREMENTS:

Each document type, such as the permit application, plan sets, truss calculations, structural calculations, energy forms, etc., must be uploaded as separate files.

All design professional stamps on <u>each</u> 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 not acceptable.**

Submittal documents shall follow the naming convention below.

FILE NAMING:

For all submittals, applicants must follow the naming convention based on the project address and review cycle unless submitting for Master Plan review. A typical submittal may be formatted as illustrated below.

File	File Name
Building Permit Application	ProjectAddress-CYC1-Application
Construction Plans (all disciplines should be combined into one file)	ProjectAddress-CYC1-Plans
Structural Calculations	ProjectAddress-CYC1-StructCalcs
Energy Calculations	ProjectAddress-CYC1-EnergyCalcs
Geotechnical Report	ProjectAddress-CYC1-GeoReport
Stormwater Quality Control Plan	ProjectAddress-CYC1-SWQCP
Etc.	Etc.

Master plan project submittals can substitute the address with the subdivision name and plan identification such as: SubdivisionName-Plan1-CYC1-Plans

Cycle 2 and beyond naming shall follow the same naming convention with the appropriate cycle number in the file name (Ex. ProjectAddress-CYC2-Plans).

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SUBMITTAL PROCEDURES:

New Submittals: Plan check projects may be submitted at the Permit Center public counter or by email to expresspermits@stocktonca.gov. Prior to submittal, applicants will need to setup a basic account on our Citizen Access system. To submit at the counter, you will need a USB drive containing your submission formatted as outlined above.

Resubmittals: The project contact identified on the permit application and the Citizen Access account contact associated with the permit will be notified via email when the plan review is complete. You will be able to access and download any plan check comments and marked-up plans through the Citizen Access portal or as provided by the plan checker for the project.

When resubmitting, follow the file naming convention stipulated above in the FILE NAMING section. Each subsequent resubmittal should have the appropriate 'cycle number' included in the file name (ex. CYC2).

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

You may hand deliver the revised document files to the Permit Center on a USB drive or send the resubmittal directly to the assigned plan checker via email. **When making a resubmittal it is always recommended that you contact the assigned plan checker to confirm receipt.**

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. You may come into the Permit Center to pay the fees and sign the permit card or this process may be completed remotely by working with a permit technician. Once the permit is ready to be issued you will receive an email with a link to download the final approved PDF set of plans and documents.

The final approved PDF set, called the "Job Site Copy" must be available at the job site for all inspections. **The permit holder is responsible for printing a full-size copy of the approved plans and having them available at the job site during construction.**

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