

ELECTRONIC SUBMITTALS

STANDARDS & REQUIREMENTS



PLANNING & COMMUNITY DEVELOPMENT
BUILDING & SAFETY DIVISION

809 Center Street, Room 101, Santa Cruz, CA 95060

All initial applications must include a plan set for assessment of completeness to begin review. This will allow our team to receive and process plan submittals efficiently, minimizing unnecessary delays that can occur with alternate submittal methods. Please submit each component—such as the complete plan set, structural calculations, geotechnical report, and any other required documents—as individual PDF attachments to ensure all materials are included and transmitted successfully. This procedure is required to ensure your project can move forward efficiently and in accordance with California building code standards. Providing the entire set at intake as required by California code helps city staff work towards ensuring an efficient, coordinated review process for your project's timely and compliant approval.

Email submittals to planreview@santacruzca.gov.

Email Subject Line Format: To ensure your materials are properly routed and tracked, please use one of the following subject lines when submitting your responses:

For Initial Submittal: Please have the subject line addressed as "Initial Submittal Request- (Project Address)"

After the initial submittal is received, your plan will be assessed for completeness.

- If submittal is determined to be incomplete, we will notify the applicant via email of outstanding required plan items and/ or documents needed to begin review. Again, this is an attempt to avoid unnecessary review cycles.
- If the Building plan submittal and documents are deemed complete, the applicant will be notified via email of submittal acceptance with your reference permit number and applicable plan check fees due. Plans will not be routed for review until PC fees are received.

For Response to Plan Review Comments: When ready to submit a response to Building Plan Comments, please have the subject line include "Response to Comments- (Project Address)- (Permit Number)"

When responding to plan review comments, please ensure that your responses are organized, clearly reference each comment, and address all requested corrections in accordance with the procedures outlined by reviewer's comment letter. This helps to ensure an efficient and thorough review process, consistent with state and local review standards

By following this procedure, you help us stay within the established time limitations for plan review, as outlined in the State Housing Law and related California Building Codes.

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Electronic Submittal Checklist

- ☐ **Hyperlinked Sheets.** Although not required, we encourage the Applicant for larger projects to provide files with hyperlinked sheet navigation. By hyperlinking plan and section callouts to jump to the page and area that detail/section is shown will help expedite plan check reviews and enhance digital access for the construction team once the permit is approved.
- ☐ **Digital Seals and Signatures:**
 - Seals and signatures of licensed professionals (architects and engineers) must be embedded within the individual sheets of the PDF file.
 - Digital seals and signatures can be accomplished in various ways, such as placing an image of a stamp and wet signature on each sheet.
 - Due to permission and file modification issues that arise when “electronic signatures” are used to sign PDF documents they are not allowed. Instead, the seal and signature must be part of the original drawings or placed with a digital stamp that is then flattened to be part of the drawing.
 - It is recommended to provide the seal/signature with the initial submittal to facilitate immediate approval if possible. Re-submittals must contain all required stamps/signatures.
- ☐ **Dedicated stamp spaces:**
 - **On all sheets except the cover sheet:** Provide a 1½” x 3” clear space for the validity of permit stamp on the lower right quadrant in the same location as the title block or drawing area. This space is not required on the cover sheet.
 - **On cover sheet:**
 - Provide a 6 x 6-inch clear space located in proximity to the right lower corner of the cover sheet drawing area for agency approval stamps.
 - If the project requires Special Inspection, provide a 6x6-inch clear space above or to the left of the agency approval stamp space.
- ☐ **Scale, legibility, and legends:** show plans at suitable scales for the type of work portrayed. Plans shall be to scale, fully dimensioned, and legible. Provide legends for any symbols and hatching used.
- ☐ **Text to print at minimum 10pt font size:** Use a legible font with size set at 10 point minimum, but not less than 3/32” high when printed full size.
- ☐ **Use symbols and grayscale, not color:** Do not use color to differentiate items on the construction plans; instead, use symbols, hatches, line-type, and line-weights to relay information. Plans shall be legible when set to print on a grayscale. Color may be used for design presentation documents and cover pages.
- ☐ **Hatch density:** To improve rendering speed, the scale of hatches used shall be appropriate for the scale of the drawing they are used in. As an example, diagonal line hatches shall plot at full size with a minimum of 1/16” between hatch lines.

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Change in Scope of Work/ Revision Deferred Submittal Requirements

Please see **Clarifications, Changes in Scope, and Submitting Revisions or Deferred Items** handout.

How to Submit a Change in Scope of Work/ Revision

- Follow the Electronic Submittal format and include Change/ Revision Narrative Cover letter along with applicable documents
- Email Subject Line:
"Change in Scope/ Revision Submittal – (Project Address) – (Permit Number)"

Documents Required:

- Revised Sheets: Include only sheets or documents that have changed, with all prior approval stamps and signatures retained, and all new changes clouded and revision-dated.
- Revision Narrative: provide Narrative Cover Letter form describing the nature and reason for each Change/ Revision proposed to the project. Reference which sheets and details are affected.
- Supporting Documents: Submit all affected reports (Calcs, Geo Tech Report, Energy, etc.) and include updated digital seals/signatures for each licensed professional responsible for revisions.

Plan Marking and Identification

- Cloud (delta) all changed scope details/ revision areas and indicate the revision number(delta), description, and date in the revision block of each affected sheet.
- Clearly identify each affected page/file as a revised sheet for accurate routing and review.