How to Upload Documents for Initial Submittal

💡 Tip: Recommended browsers are Chrome, Firefox, Edge or Safari.

During the application process you must acknowledge that you will upload your plans and supporting documentation. The link to upload your documents will become available once your application is completed and payment is received.

Acknowledgements

Building Construction Permits (BCP)	**Planning Cases (FLD and FLS)**

Plans & Documents

PLAN ROOM ACKNOWLEDGEMENT

* I acknowledge that I will upload plans, supporting documentation, and attachments within 7 days after paying for my application. I am aware that failure to upload documents will result in my application being voided after 7 days without a refund.:

Continue Application »

Plans & Documents

PLAN ROOM ACKNOWLEDGEMENT PLN

* I acknowledge that my application has been initiated. Submittals must include all plans and documents to meet deadlines. Failure to upload plans by submittal deadlines will result in applications being delayed.:

Continue Application »

⚠️ For Building Construction Permits, documents must be uploaded within 7 days of application completion (payment is received). If documents have not been uploaded or no attempts to upload have been made within 7 days of application submittal, the record will be voided without a refund.

⚠️ For Planning cases, allow ample time to complete the upload process. File processing times vary, and the upload process may take longer than expected. Failure to complete the upload process in its entirety by the Planning application deadline will result in delays for your submittal.
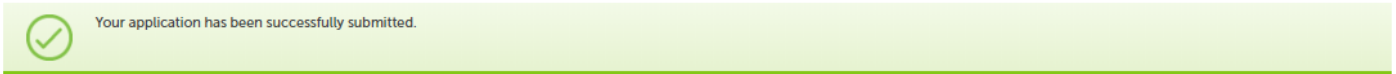
Upon successful completion of the application process and payment, you will arrive on the payment confirmation page. On this page you will click on the "Upload Plans and Documents" link.

If you navigate away from this confirmation page or wish to return later, you can access the record via one of the following methods:

1. Proceed to "My Records" to see a list of all records you are associated with. Click on the record you will be working on to go to that record's summary page.
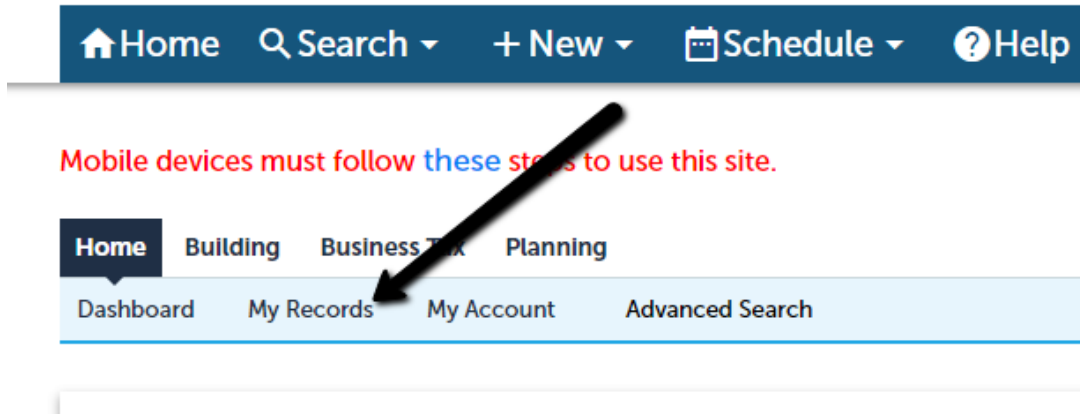
--or--

2. Type the full record number in the global search box towards the top right of the webpage. If the record is found, you will be automatically directed to the record's summary page. If there is more than one search result, you will see a list of results from which you can click the desired record to proceed to the record's summary page.
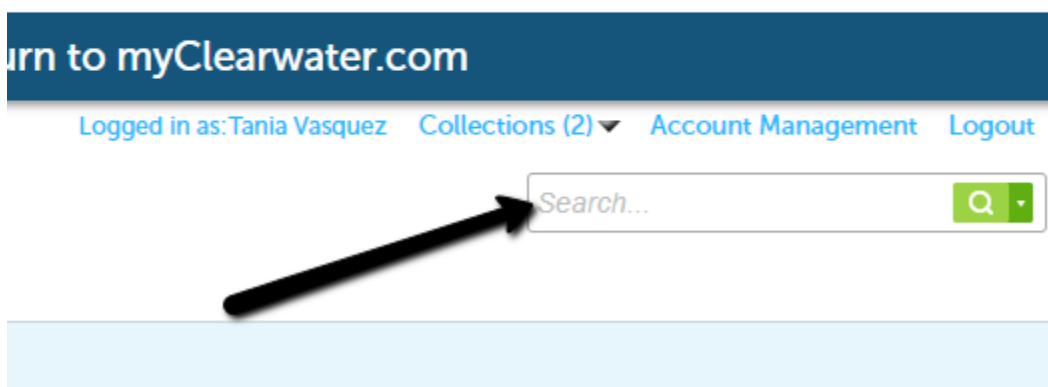
Once you land on the record's summary page, click the "Plan Room" link followed by the "Uploads" link.

The upload process consists of four steps:

1. Information
2. File Processing
3. Sheet Versioning
4. Review

Step 1:

On the information page, provide a description for the review package then click Continue.

1 Information	2 File Processing

Step 1: Information

Review packages are a set of plans and documents submitted for a review cycle.

General

Review Plan Cycle # 1

Description: ⑦

Enter a description of the plans or documents you are uploading...

Continue

Step 2:

Drag and drop files or click Browse to select files to upload.

1 Information	2 File Processing	3 Sheet Versioning	4 Review

Step 2: Add & Process Files

Browse or drag and drop the desired files to upload. Once all files are added, the **Upload and Validate** button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the **Process Files** button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here
or
Browse

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature	
No results found!							

Continue

Select the file type from the dropdown menu and provide a concise file description for each file. Click Upload and Validate to continue.

Step 2: Add & Process Files

Browse or drag and drop the desired files to upload. Once all files are added, the **Upload and Validate** button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the **Process Files** button to prepare your files for review.

> Note: Please do not combine plans and documents of various types into a single PDF document.

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
No results found!						

Process Files

The validation step will check the files and signatures (if any). If there is an issue with a file or signature, you will receive an error message which provides information to help you address the issue. Error messages will appear above the upload section. For more information, hover over the question mark. Re-upload any documents that require attention once the issue is resolved.
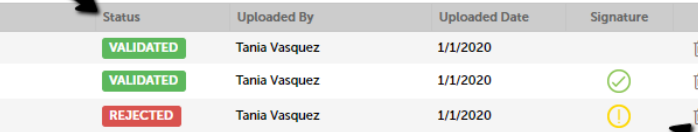
> ⊗ **An error has occurred.**
> One or more files have been rejected. You cannot continue with the review package if there are rejected files. Please delete all rejected files and upload them again when the problems are resolved. Once the status of all the files is not rejected, you can continue with the preparation of your review package.
>
> **Civil.pdf** was rejected. File is not signed. ⑦

All uploaded files will appear in the file list at the bottom of the page along with their status. Rejected files must be removed by clicking the trash can icon. Once all of the files are in "Validated" status, proceed Step 3 by clicking "Process Files."
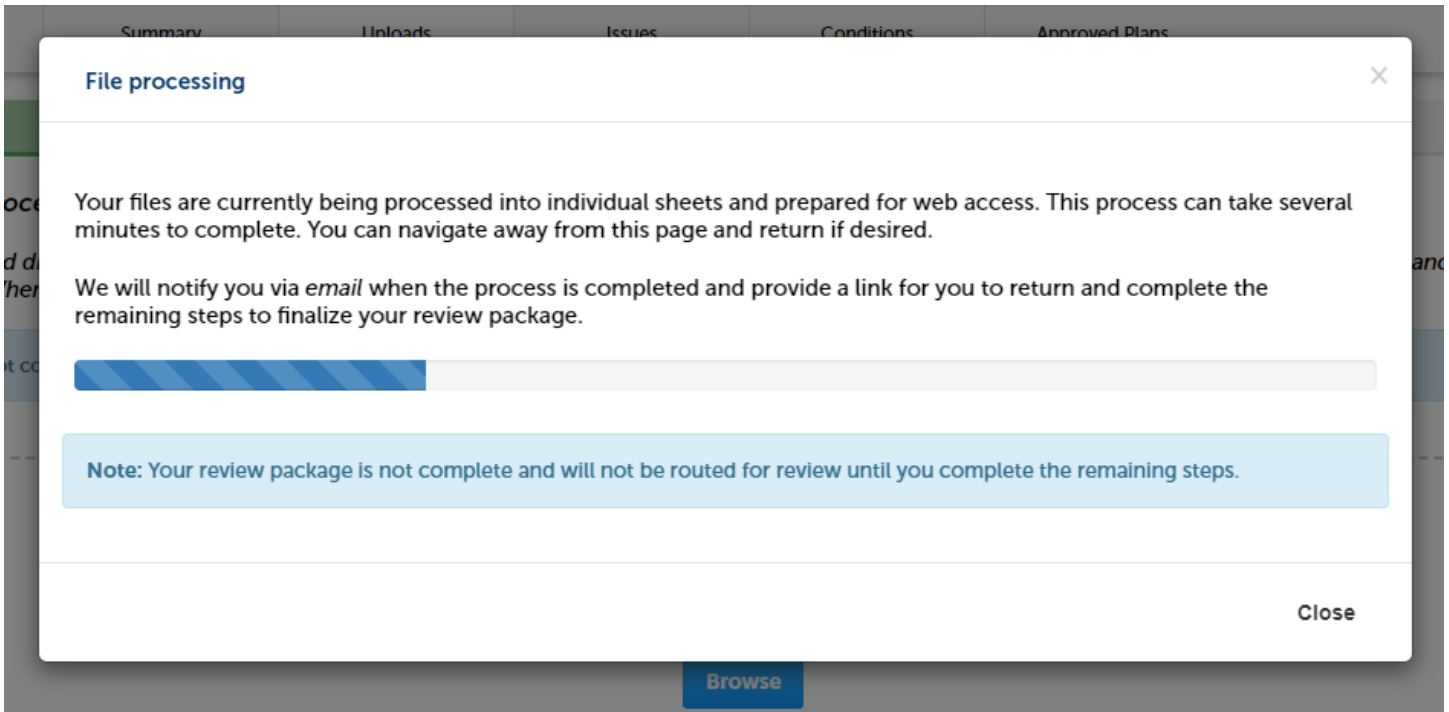
A pop-up will display that shows your file processing progress. You may close this window and navigate away from this screen if you choose. An email will be sent once the process is completed if you wish to return later.

Step 3:

Once file processing is completed, you will arrive at the Sheet Versioning page. Carefully review the sheet titles. Fill in any missing titles or make corrections as needed. There cannot be any duplicate sheet titles.

💡 Tip: Drawings with clear title blocks and bookmarks help the system identify the sheet names.

💡 Tip: If you change a sheet title or need to name it on your own, make a note of the titles you used. If you must resubmit any sheets in response to comments, the revised version of the sheet must have the same sheet title when it is resubmitted, so that it will be recognized as a subsequent sheet version.

Step 3: Version Plan Sheets

Displayed below are the title blocks from your uploaded plan sheets. Please review the sheet numbers that automatically populated for each title block to ensure they are correct and match the plan page. If any title block is missing the corresponding sheet number, you will need to manually enter that number. You can save your work and come back later if needed, or click **Continue** when you are done.

Total number of sheets: 4

Sheets

Page 1 from Structural.pdf

Page 2 from Structural.pdf

Page 3 from Structural.pdf

After verifying all sheet titles, click "Continue" to proceed to the last step.

Step 4:

Verify that all necessary files are present and their information is correct. Click "Finish" to submit your documents.

Step 4:Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the **Edit** buttons to make any needed changes or to upload any remaining documents.
Once you click **Finish**, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

Finish

General						Edit

Review Plan Cycle # 1

Initial Submittal

Files						Edit

These are all the files that will be submitted with this package.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
EnergyCalc.pdf	Energy Calcs	Energy Calcs	PROCESSED	Tania Vasquez	1/1/2020	
Structural.pdf	Structural Plans	Plans – Signed and Sealed	PROCESSED	Tania Vasquez	1/1/2020	⊘

Finish

A message will display that states the review package is received and departmental staff will be notified of your submittal.

Success.
Your review package has been received.