Electronic Plan Review Document Submittal Requirements

Introduction

Electronic plan review allows concurrent reviews by Department of Health Care Access and Information (HCAI) staff which reduces review turnaround times and provides a consolidated corrections list that clients can use to track and respond to comments. The review and accompanying corrections list facilitate a more comprehensive plan check and offers feedback on areas where submittals are consistently in need of correction or focus. An overview of the HCAI Standard Project Process may be found here.

Applicants must organize their submittal package into PDF files arranged in the manner described in this document. Once prepared, the submittal package must be uploaded to the project record on the eServices Portal (eSP). Please see user guides 10. Attaching Plans and Documents to a Project Record and 15. Document Attachment Control for detailed instructions on how to upload documents.

Submittal Packages

Please use the following instructions to prepare your documents. Note that Plans and Supplemental Documents have different submittal requirements. Please read this document in full before submitting to HCAI.

A. SUBMITTING PLANS

Each "Plan" must be saved in PDF format and each file, when approved, should be under 300MB in size. Flatten the drawing layers in your CAD program before creating the PDF. Pages must be straight and clear with no streaks. Sheets must be contrasting with background and not too light or dark. Each plan set must follow the sizing requirements and naming conventions outlined below.

1. **Small Project File Sizes & Names**: for construction plans in which the page count is 150 sheets and under, creating a single PDF document is required. The file name must be the describing prefix "Plan" and a space followed by the HCAI project number. For example:

Small Project Plan Filenames
Plan S151234-19-00.pdf
Plan SS114321-0-ACD0001.pdf
Plan HL101234-0-AMC0002.pdf
Plan H140001-35-00-DSI0001.pdf

NOTE: Always use "PLAN" as the Document Type when uploading drawings. HCAI will not be notified unless the correct Document Type is selected.

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A. SUBMITTING PLANS cont.

2. **Large Project File Sizes & Names**: for plans with <u>more than 150 sheets</u>, construction plans must be divided into smaller PDF files. Combine disciplines where appropriate to create as few logical sets of up to 150 sheets as possible. The chart below illustrates some examples for the file naming conventions of plans. Choose the appropriate discipline code and insert a space between the code and the HCAI project number. For example:

Single-Discipline Plan Filenames
A S151234-19-00 Architectural Plan.pdf
S S151234-19-00 Structural Plan.pdf
M S151234-19-00 Mechanical Plan.pdf
E S151234-19-00 Electrical Plan.pdf
F S151234-19-00 Fire Plan.pdf
P S151234-19-00 Plumbing Plan.pdf

Multi-Discipline Plan Filenames
MEP S151234-19-00 Mech Elec Plum Plans.pdf
AS S151234-19-00 Arch Struct Plans.pdf

Use the following chart to name your plan files:

|				
A	Architectural		P	Plumbing
C	Civil		Q	Equipment
E	Electrical		S	Structural
F	Fire Protection		T	Telecommunications
G	Geotechnical		X	TITLE 24 / Other Disciplines
I	Interiors		Y	Security
M	Mechanical		Z	Contractors / Shop Drawings

Electronic Plan Review Document Submittal Requirements

A. SUBMITTING PLANS cont.

3. **Orientation:** submitted plans must all be properly "oriented," meaning <u>face up, not sideways or upside down</u>, so that the document can be viewed without rotating it. PDF documents should not be rotated after they are created by your CAD program unless the file metadata start coordinates 0,0 have been reset to bottom-left. Failure to submit correctly oriented plans may result in the submittal being returned, which will delay review.
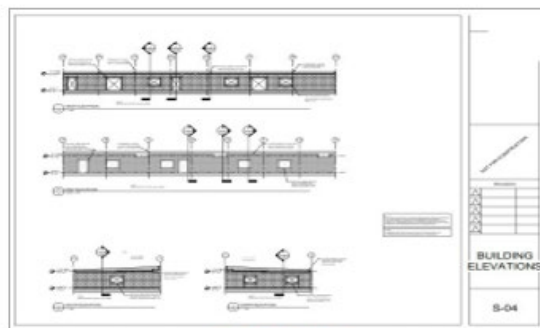
CORRECT   INCORRECT
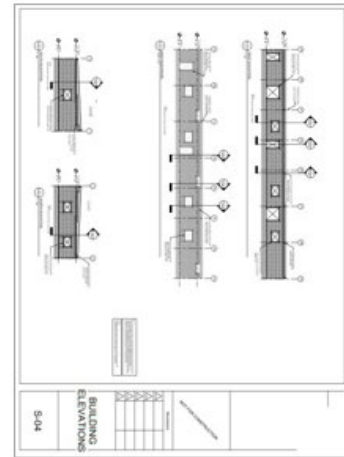
4. **Alignment**: plan drawings must be created in your CAD program so that <u>drawing perimeters line up exactly</u> when overlaid electronically. Overlays are used to compare the differences between plans.

5. **Scale**: plans <u>must be saved at full size and "to-scale" (100%)</u> to ensure proper measuring of lines and areas.

6. **Secured Files**: do not submit "password protected" or "locked" documents.

7. **Scanned Plans**: paper plans scanned from a photocopy to PDF format *are acceptable* but should be clearly legible and follow the same rules as any electronic submittal.

8. **Digital Stamps:** to facilitate digital stamping, a 3" x 4" (approximate) HCAI Approval Stamp Space is required on each sheet. This space must be in the proximity of the right edge of the sheet or within or immediately adjacent to the overall title block area. <u>The HCAI Approval Stamp Space must be in the same exact location on each sheet.</u>

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A. SUBMITTING PLANS cont.

9. **Sheet Numbers**: every plan sheet must have a unique sheet number. Duplicate sheet numbers are not permitted. To ensure your plans are acceptable, use the following criteria for sheet numbering:

   a. Keep sheet numbers between 2-10 characters, including symbols. Projects which have more than 10 total characters on a sheet will be returned for correction.
   b. Sheet numbers may only contain letters, numbers, dashes (-), underscores (_) and periods (.)
   c. Sheet numbers must start with one of the following discipline letters: A,B,C,D,E,F,G,H,I,L,M,N,O,P,Q,R,S,T,X,Z,V,W
   d. Use standard, True Type fonts (such as Arial, Calibri, Courier, Helvetica, etc.) with continuous, filled-in characters that are easy to read.
   e. Use a font that provides adequate spacing between characters.
   f. High quality images (if scanned, at least 150 DPI or higher, without significant compression artifacts).
   g. Ensure the Z coordinate value of the text is zero.

CORRECT

   DO NOT using the following sheet numbering styles:

   a. Spaces or lowercase characters.
   b. Non-True Type fonts as well as fanciful fonts that appear as italics, unfilled outlines, or overlapping text such as fonts that replicate handwriting.
   c. Fonts where '1', 'L' and 'I' or 'O' and '0' appear the same.
   d. Modifications to the original font through style option changes.
   e. Writing or drawing anything below, next to, or on top of the sheet number.
   f. Including "of" as part of the sheet number.
   g. Including three or more letters in a row.
   h. Including four or more numbers in a row.
   i. Low quality image scans.
   j. Overly small text sizes.

INCORRECT

Electronic Plan Review Document Submittal Requirements

A. SUBMITTING PLANS cont.

k. Outlined fonts

OUTLINED FONTS. SP=4.00

l. Broken fonts

BROKEN FONTS. SP-4.00

m. Handwriting fonts

HANDWRITING FONTS. SP-4.00

NOTE: **Not using the required formats will cause delays. The optical character recognition (OCR) software cannot read fonts in which characters cannot be easily distinguished.**

B. SUBMITTING SUPPLMENTAL DOCUMENTS

Supplemental documents or attachments consist of any files that are not plans. They must follow the file naming convention outlined in **Appendix A** and must be in a PDF format unless otherwise specified. The response to HCAI Plan Review Comment Report should remain in EXCEL format.

C. SUBMITTING BACKCHECKS – REVISED PLANS AND DOCUMENTS

1. **Revised Plans**: only revised plan sheets should be submitted for backcheck review and approval. DO NOT resubmit the entire plan set. The architect or engineer in responsible charge must provide a written response to all comments. The written response must include a description and a location of the corrections made to the construction documents. The HCAI Plan Review Comments report is provided with a location for written responses to plans. This document must be provided with corrected plans.

    a. **File Names**: use the exact same filename as the original submittal. Do not change the file names when resubmitting plans/documents.
    b. **Sheet Order**: revised plans may be reordered and have inserted pages within a single file. If there are multiple plan files, do not move sheets from one file to another.

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C. SUBMITTING BACKCHECKS – REVISED PLANS AND DOCUMENTS cont.

      c. **Deleted Sheets**: if a plan sheet is deleted, the revised plans <u>must include a blank page placeholder which includes the corresponding sheet number</u> in place of the deleted sheet with the words "DELETED SHEET." The sheet may also be X-ed out. If a plan sheet was previously approved and is being removed from the project: keep the sheet images, cross out the sheet and add text on the sheet to read "Removed from Project Scope." Do not change sheet numbers between submittals. For example, if a sheet was submitted as A100, do not change the sheet number at backcheck to A100-1. Contact support staff before submittal if you feel it is necessary to do so.

2. **Revised Testing, Inspection, and Observation (TIO)**: submit only the revised sheets of the TIO. The TIO must be provided with sheet numbers. For best results, use the [HCAI TIO Program.](#)

3. **Revised specifications**: revised specifications for parent projects must be a complete set - not just the pages that were corrected. The specifications must be a single PDF file. Required professional stamps and signatures must appear on the 1st or 2nd page. Include space for the HCAI digital approval stamp. When additional specification sections are added after originals are reviewed by HCAI, the new specifications must be identified in the written responses to comments.

4. **Revised calculations**: Calculations must be submitted in a PDF file. Refer to **Appendix A** for file naming conventions. When additional calculations are added after originals are reviewed by HCAI, the new calculations must be identified in the written responses to comments.

NOTE: **The "RESUBMIT" action is used for the Plans and TIO only; all other documents are submitted by using the "ADD" button.**

D. PROCESSING TIMES AND ASSISTANCE

Submittals are processed within 1-2 business days of upload. The status "Accepted for FDD Manager" on the eSP marks the project as available for review. Please contact the teams below for questions during the submittal process.

For processing questions or submittal requirements, contact the Project Support Teams:

Northern California: OSHPDSacProjectSupport@hcai.ca.gov or (916) 440-8404
Southern California: OSHPDLAProjectSupport@hcai.ca.gov or (213) 620-2451

For technical assistance using the eSP, contact the eSP Help Desk:

Northern and Southern California: eserv@hcai.ca.gov or at (916) 440-8400

Plan Review Documents

Document	Separator	Project Number Filename	Full Naming Convention (SAMPLES)	Document Type (eCA)	Description (eCA)
			Documents are to be in PDF Format Only		
Application	Space	S151234-19-00	App S151234-19-00	New/Revised Application	App, or App Revised
AMC Application	Space	S151234-19-00-AMC0001	App AMC S151234-19-00-AMC0001	Documents	App AMC
Calculations	Space	S151234-19-00	Calc S151234-19-00	Calc	Struct Calc, Fire Calc, Anch Calc or Hydro Calc
Discrepancy Notice	Space	S151234-19-00	Discrep S151234-19-00	Discrepancy Notice	Discrepancy
Electrical Coordination Study	Space	S151234-19-00	ECS S151234-19-00	Electrical Coordination Study	Electrical Coordination Study
Functional Program	Space	S151234-19-00	Func S151234-19-00	Functional Program	Func Program
Geotechnical Report	Space	S151234-19-00-DSI0001	Geo S151234-19-00-DSI0001	Geotech Report	Geotech
Geotechnical Triage Form	Space	S151234-19-00-DSI0001	Geo Info S151234-19-00-DSI0001	Documents	Geo Info
Images	Space	S151234-19-00-ACD0001	Img S151234-19-00-ACD0002	Photos	Images
Letter of Authorization	Space	S151234-19-00	LOA S151234-19-00	Documents	LOA or LOA Revised
Narratives (Required for change orders)	Space	S151234-19-00	Narr S151234-19-00	Documents	Narrative
OPA's	Space	S151234-19-00	OPA S151234-19-00	Documents	OPA # with Product Name
OPM's	Space	S151234-19-00	OPM S151234-19-00	Documents	OPM # with Product Name
OSP's	Space	S151234-19-00	OSP S151234-19-00	Documents	OSP # with Product Name
OTC Request Form	Space	S151234-19-00	OTC S151234-19-00	Documents	OTC Request
Other Documents (Only use when no other description will work)	Space	S151234-19-00	Docs S151234-19-00-ACD0003	Other	Short Description of Document
Pharmacy Summary Checklist	Space	S151234-19-00	Pharm S151234-19-00	Pharmacy Summary Checklist	Pharm Summary
Physics Shield Report	Space	S151234-19-00	Phys S151234-19-00	Documents	Physics Shield
Product Data	Space	S151234-19-00	Prod S151234-19-00	Product Data	Product Type
Project Assessment	Space	S151234-19-00	Proj Assess S151234-19-00	Project Assessment	Proj Assess
Project Cancellation/Withdrawal Notice	Space	S151234-19-00	Cncl S151234-19-00	Project Cancellation Notice	Project Cancellation
Response to OSHPD Remark Report **(In Excel Format Only)**	Space	S151234-19-00	Rmk S151234-19-00	Response to Comments	Rmk
Reference Plans **(Plans Only)**	Space	OSHPD Approved Project #	Ref "OSHPD Approved Project #"	Plan - Reference Only	Ref
Specifications	Space	S151234-19-00	Spec S151234-19-00	Spec	Specs
TIO	Space	S151234-19-00	TIO S151234-19-00	TIO	TIO
Transmittal	Space	S151234-19-00	Tran S151234-19-00	Document	Tran

Plans

Small Plan Set	Separator	Project File Number	Plan Set Naming Convention	Document Type (eCA)	Description (eCA)
Plan	Space	S151234-19-00	Plan S151234-19-00	Plan	Plan

Plans with more than 100 Sheets

Discipline Code	Separator	Project File Number	Plan Set Naming Convention	Document Type (eCA)	Description (eCA)
			(combine disciplines where appropriate e.g. MP S151234-19-00 Mech Plum Plan)		
A	Space	S151234-19-00 Architectural Plan	A S151234-19-00 Architectural Plan	Plan	Arch Plan
E	Space	S151234-19-00 Electrical Plan	E S151234-19-00 Electrical Plan	Plan	Elec Plan
F	Space	S151234-19-00 Fire Plan	F S151234-19-00 Fire Plan	Plan	Fire Plan
M	Space	S151234-19-00 Mechanical Plan	M S151234-19-00 Mechanical Plan	Plan	Mech Plan
P	Space	S151234-19-00 Plumbing Plan	P S151234-19-00 Plumbing Plan	Plan	Plum Plan
S	Space	S151234-19-00 Structural Plan	S S151234-19-00 Structural Plan	Plan	Struct Plan

After Plan Approval

Building Permit Package

Document	Separator	Project File Number	Full Naming Convention (SAMPLES)	Document Type (eCA)	Description (eCA)
Application BPT	Space	S151234-19-00	App BPT S151234-19-00	Other	App BPT
Application IOR	Space	S151234-19-00	App IOR S151234-19-00	Application for IOR	App IOR
IOR Workload Report	Space	S151234-19-00	IOR WL S151234-19-00	IOR Workload Report	Workload
TIO Plan Approved	Space	S151234-19-00	TIO S151234-19-00	TIO	Approved TIO
Workers Comp Ins Cert	Space	S151234-19-00	WCIC S151234-19-00	Workers Comp Ins Cert	Work Comp

Construction Start Documents

Document	Separator	Project File Number	Full Naming Convention (SAMPLES)	Document Type (eCA)	Description (eCA)
			Documents are to be in PDF Format Only		
Notice of Start of Construction	Space	S151234-19-00	NSC S151234-19-00	Notice of Start of Construction	NSC

Closure Documents					
Document	**Separator**	**Project File Number**	**Full Naming Convention (SAMPLES)**	**Document Type (eCA)**	**Description (eCA)**
Documents are to be in PDF Format Only					
Construction Final Report	**Space**	S151234-19-00	CFR S151234-19-00	Documents	Const Final Rpt
Final Construction Cost	**Space**	S151234-19-00	FCC S151234-19-00	Final Costs Affidavit	Final Cost
TIO Final Approved	**Space**	S151234-19-00	TIO S151234-19-00	TIO	TIO - Final
Verified Compliance Report - Final (Combine into single file if possible)	**Space**	S151234-19-00	FVCR S151234-19-00	Verified Compliance Report - Final	VCR - Final
Verified Compliance Report - Milestone	**Space**	S151234-19-00	VCRM S151234-19-00	Verified Compliance Report - Milestone	VCR - Milestone