



Electronic Plan Review Document Submittal Requirements

Introduction

HCAI has developed an Electronic Plan Review (ePR) program designed to streamline the plan submittal process while reducing paper waste, expense and the inconvenience of printing and shipping multiple copies of the construction documents. Electronic plan review will allow concurrent reviews by HCAI staff which assist in the reduction of review turnaround times while supplying a supportive consolidated corrections list that clients can use to track and respond to comments. The review and accompanying corrections list will facilitate a more comprehensive plan check and provide feedback on areas where submittals are consistently in need of correction or focus.

Applicants wishing to participate in this program must coordinate and organize their submittal package into PDF files arranged in the manner described in this document.

Submittal Packages

Please use the following instructions to prepare your documents for electronic plan review. Note that Plans and Supplemental Documents have different submittal requirements.

A. SUBMITTING PLANS AND PLAN SETS

Each "Plan" or "Plan set" 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. This will also resolve PDF errors in the documents that may result in a return. Pages must be straight, clear with no streaks; sheets must be contrasting with background and not too light or dark. **Each plan set must follow the naming convention outlined below.**

1. For small plan review projects or ACD, DSI or AMC submittals where the page count is **150 sheets and under**, creating a single PDF document is acceptable. The file name must be a describing prefix "Plan" followed by an underscore character (_) and the HCAI project number. For example:

<i>Small Project Plan Filename</i>
Plan_S151234-19-00.pdf
Plan_SS114321-0-ACD0001.pdf
Plan_HL101234-0-AMC0002.pdf
Plan_H140001-35-00-DSI0001.pdf



Electronic Plan Review Document Submittal Requirements

A. SUBMITTING PLANS AND PLAN SETS cont.

2. For larger plan review projects or ACD, DSI or AMC submittals with **more than 150 sheets**, construction plans must be divided into smaller PDF file sets that facilitate Electronic Plan Review. Combine disciplines where appropriate to create logical sets of up to 150 sheets. Create as few individual PDF file sets as possible using these guidelines. The chart below illustrates some examples for the file naming conventions of plan sets for submittal to HCAI. Choose the appropriate discipline code and insert an underscore character (_) between the code and the HCAI project number. For example:

<i>Single-Discipline Plan Filename</i>
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

<i>Multi-Discipline Plan Filename</i>
MEP_S151234-19-00 Mech Elec Plum Plans.pdf
AS_S151234-19-00 Arch Struct Plans.pdf

Use the following chart for naming your plan sets:

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

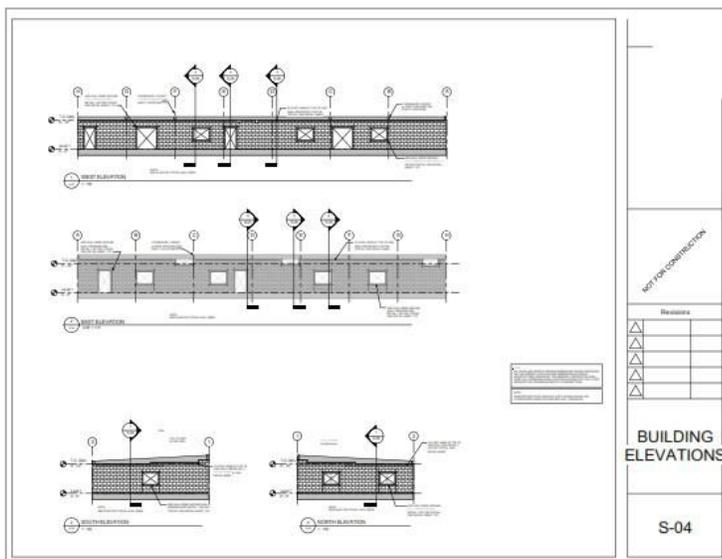
NOTE: Always use “PLAN” as the Document Type when submitting drawings. Intake is not triggered unless the correct Document Type is selected.



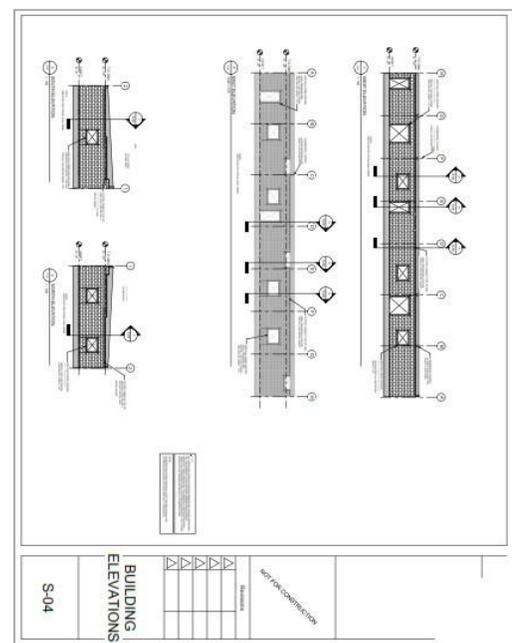
Electronic Plan Review Document Submittal Requirements

A. SUBMITTING PLANS AND PLAN SETS cont.

3. **Submitted plans must all be properly “oriented,”** meaning face up, not sideways or upside down, 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.



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NOT CORRECT

4. Alignment: Plan drawings must be created in your CAD program so that **drawing perimeters line up exactly** when overlaid electronically. Overlays are used to compare the differences between plans.
5. Plans must be saved at full size and “to-scale” (100%) to ensure proper measuring of lines and areas electronically.
6. DO NOT submit “password protected” or “locked” documents.



Electronic Plan Review Document Submittal Requirements

A. SUBMITTING PLANS AND PLAN SETS cont.

7. 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 located in the proximity of the right edge of the sheet or within or immediately adjacent to the overall title block area. **The HCAI Approval Stamp Space must be located in the same exact location on each sheet.**
9. 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 #'s to a maximum of 5 alphanumeric characters, excluding dashes and periods.
 - b. Use large, easy to read fonts.
 - c. Use standard, **True Type** fonts (such as Arial, Calibri, Courier, Helvetica, etc.) with continuous, filled-in characters that are easy to read.
 - d. Use a font that provides adequate spacing between characters.
 - e. High quality image (if scanned, at least 150 DPI or higher, without significant compression artifacts).
 - f. Ensure the Z coordinate value of the text is zero.

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	DRAWN BY	PROJECT NO.
		2010-0339
	CHECKED BY	©DATE
	M. ENGLE	11/22/2011
	DRAWING NO.	
L-2.03		

AVOID using the following sheet numbering styles:

- a. Do not use 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 'l' or 'O' and '0' appear the same.
- d. Modifying the original font through style option changes.
- e. Writing or drawing anything below, next to, or on top of the sheet number.

NOT CORRECT



Electronic Plan Review Document Submittal Requirements

A. SUBMITTING PLANS AND PLAN SETS *cont.*

- f. Outlined fonts

OUTLINED FONTS. SP-4.00

- g. Broken fonts

BROKEN FONTS. SP-4.00

- h. Handwriting fonts

HANDWRITING FONTS. SP-4.00

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

B. SUBMITTING SUPPLEMENTAL DOCUMENTS

Supplemental documents or attachments consist of any files that are not CAD plans. They must follow the file naming convention outlined in **Appendix A** and must be in a PDF file** unless otherwise specified.

** **The response to the HCAI Plan Review Comment Report should be kept in EXCEL format.**

C. SUBMITTING BACKCHECKS – REVISED PLANS AND DOCUMENTS

1. **Revised Plans.** Only revised plan sheets must 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. Use the exact same filename as the original submittal. **DO NOT** change the file names when resubmitting plans/documents. Maintaining consistent filenames will help to avoid returns.
 - b. Revised plans may be reordered and have inserted pages. There is no restriction to sheet order or inserting new sheets.



Electronic Plan Review Document Submittal Requirements

C. SUBMITTING BACKCHECKS – REVISED PLANS AND DOCUMENTS cont.

- c. If a plan sheet is deleted, the revised plans **must include a blank page placeholder which includes the corresponding sheet number** in place of the deleted sheet with the words “DELETED SHEET.” The sheet may also be X-ed out.
2. **Revised Testing, Inspection and Observation (TIO).** Only the revised sheets of the TIO must be submitted. The TIO must be provided with sheet numbers. For best results, use the [HCAI TIO Program](#).
3. **Revised specifications.** Revised specifications 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. For detailed instructions, refer to the User Guide Section 10 “Attaching Plans and Documents.”

Why is this important?

Properly submitting the construction documents following these rules ensures that the review comments and markups are properly carried forward to the newer version by the electronic plan review software. This allows for more accurate document reviews and expedites the entire review process.

D. SUBMITTING OTHER DOCUMENTS

Other documents or attachments that are submitted after plan approval must be in a PDF file and follow the file naming convention outlined in **Appendix A**.

NOTE: The average intake processing time is 1-2 business days after plans are submitted. The status “Accepted for FDD Manager” marks the project as available for review.

For processing questions, contact the Support Team: Northern California (916) 440-8404 or SacProjectSupport@hcai.ca.gov; Southern California (213) 620-2451 or LAProjectSupport@hcai.ca.gov.

For technical assistance, contact the Help Desk at (916) 440-8400 or eserv@hcai.ca.gov.

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					
Applicaton	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
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 <small>(Only use when no other description will work)</small>	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 <small>(In Excel Format Only)</small>	Space	S151234-19-00	Rmk S151234-19-00	Response to Comments	Rmk
Reference Plans <small>(Plans Only)</small>	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)
Plans require the underscore					
Plan	-	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)
Plans require the underscore (combine disciplines where appropriate e.g. MP_S151234-19-00 Mech Plum Plan)					
A	-	S151234-19-00 Architectural Plan	A_S151234-19-00 Architectural Plan	Plan	Arch Plan
E	-	S151234-19-00 Electrical Plan	E_S151234-19-00 Electrical Plan	Plan	Elec Plan
F	-	S151234-19-00 Fire Plan	F_S151234-19-00 Fire Plan	Plan	Fire Plan
M	-	S151234-19-00 Mechanical Plan	M_S151234-19-00 Mechanical Plan	Plan	Mech Plan
P	-	S151234-19-00 Plumbing Plan	P_S151234-19-00 Plumbing Plan	Plan	Plum Plan
S	-	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)
Documents are to be in PDF Format Only					
Applicaton BPT	Space	S151234-19-00	App BPT S151234-19-00	Other	App BPT
Applicaton 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
Plan Approval Letter	Space	S151234-19-00	Approval Ltr S151234-19-00	Other	Approval Ltr
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	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