



CITY *of* CLOVIS

BUILDING DEPARTMENT

1033 FIFTH STREET • CLOVIS, CA 93612

Electronic Plan Submittal

Please note: All Electronic Plan submittals go through the same standard review process as hardcopy submittals. Submitting an Electronic Plan does not constitute an expedited review.

File Type and Submittal Standards:

All digital files shall comply with the following standards.

1. File format:

- All digital documents shall be in Portable Document Format (PDF)
- Plans should have **no layers**, and it is recommended that the plans be **flattened** to reduce the file size before submittal.
- Plans may be hand-drawn to scale and scanned as a PDF or other approved drafting software and files saved as a PDF. Suggest vector bases PDFs that have been converted from (CAD or similar programs).

2. Security:

- PDF document security settings must allow staff to mark up the PDF file and create comments.
- Licensed professional stamps should be digital or wet stamped on a hand-drawn plan set.

3. Page Size and Orientation:

- All plans within each pdf file shall be architect scaled. Example $\frac{1}{4}'' = 1 \text{ ft}$.
- All plan sheets must be oriented to the landscape view.
- All supplemental information must be sized at 8-1/2" x 11" or 11"x 17".

4. File Size:

- The PDF file may be up to 200MB in size per file.

Plan Submission Files:

All plans shall be in PDF format and submitted through our CSS Portal.

Naming Convention: Please name the PDF files; for example, Truss specifications should be named Trusses Specs. Please also add a date at the end of each file name when submitting or resubmitting. The submittal package should have separate PDF files, which should include the following:

Building Plans (1 PDF file):

- This file will include all architectural and structural plans with plot plans.
- See the "Minimum Submittal requirements" document for information about what needs to be included in a complete set of plans.

- Architect or Engineer Stamp and Signature will be required at the time of the first submittal.

Structural Calculations (1 PDF):

- These PDFs will contain all of the engineered structural calculations, soils/geotechnical reports,
- special inspection forms stamped and signed.

Truss Calculations (1 PDF):

- This file contains the Manufactured Truss Specifications, and the truss specifications shall have the
Engineer of Record stamp and signature on all pages of the truss package.

Energy Code Documentation (1 PDF):

- This file shall include all Prescriptive Energy Code or Performance Energy Code (HERs) requirements and calculations.
- These documents may be on 8 1/2" x 11" paper or as part of the Building plans, but both are not required.
(CF1R forms for Single-family residence, LMCC forms for multifamily, or NRCC forms for non-residential or multifamily four or more stories tall.) required by the California Energy Code and the California Green Building Standards.

Miscellaneous (1PDF):

- This file shall include manufacturer specifications of appliances, project manuals, flood certifications & technical specifications. Example: ES-Reports, UL Listing

Fire Sprinklers (1PDF):

- This file shall include fire sprinkler plans and hydraulic calculation reports.

WELO (Water Efficient Landscape Ordinance).

- This file shall include site plans for individual lots, plan sets, and completion documents.

Note: For approval by the Fresno County Health Department, a thumb drive with the corrected set of plans will be dropped off at the Health department for approval.

Note: The Civil Site/Plot plan shall be the primary site/plot for all commercial plans.

Note: Paper submittals for plan review will be accepted, but this requirement will be in place.

At the time of resubmittal, provide one copy of all corrected documents with the redline plan set. Also, provide A thumb drive with a PDF of all documents with the corrected set.