# Electronic Plan Review Submittals

www.dublin.ca.eprocess360.com

Welcome to the Building and Safety Division's electronic plan check portal!

We now accept building permit applications electronically for your convenience. Electronic submittals and plan review are now currently accepted for new residential subdivisions and multifamily projects, plot plans, new nonresidential projects and tenant improvement projects. Please follow step-by-step instructions to successfully complete your online application process. If you are a new user, please, first create an account.

How It Works
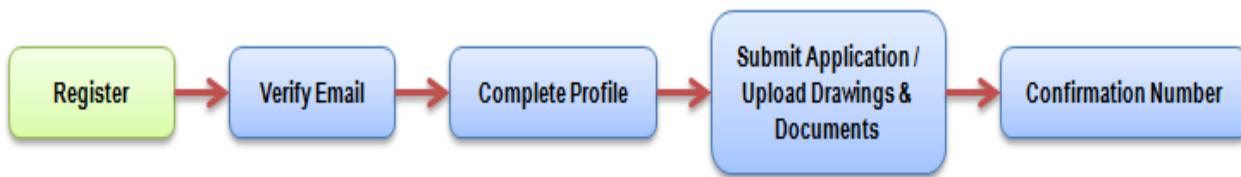
Step 1: Register for a new account by visiting the website www.dublin.ca.eprocess360.com.

Step 2: New users must create a new profile.

Step 3: Login to the system with your email address and complete your profile.

Step 4: For new projects, click on Create New Building Permit Application and continue to create a new project.

Step 5: Select the type of project and scope of work: Residential, Non-Residential, Mixed Use. Click on the description which best describes the work.

Step 6: Complete the building permit application fields and save the information.

Step 7: Upload required drawings and documents. For a complete list of required documents please refer to the Building & Safety webpage in Building Division Handouts; select the Plan Submittal Checklist specific to the project.

Step 8: An email notification will be sent by staff with instructions on a satisfactory submittal and on plan check fee payment.

Note: Submittal will not be distributed to applicable city departments/agency and plan review period will not begin until payment has been received. Please note, DSRSD and ACDEH are separate submittals. Please contact each entity directly for information.

Format

- **PDF.** All digital documents must be PDF (portable document format).

- **Separate sub-trade PDFs.** Create a separate PDF for each sub-trade or plan review item.

- **Unsecured settings.** Choose "unsecured" on your security settings to enable plan reviewers to mark up the documents or create notes.

- **Plan orientation.** All drawings must uniformly use landscape orientation. Maintain a uniform page position for all files in the submittal.

- **Documents.** All structural calculations, geotechnical report, energy reports, forms, etc. must be in PDF format. Each document shall be saved in a separate file. Name of the document file shall start with the cycle no. and followed by the document name.

- **Cover sheet stamp location.** Provide a 6 x 6-inch clear space on the cover sheet for jurisdiction approval stamps.

- **Plan stamp location.** Provide a 3 x 6-inch clear space for jurisdiction/consulting approval stamps in the lower right quadrant for every plan sheet. This is to be consistent amongst all disciplines.

- **Plot Plans.** Provide a 1 x 2-inch clear space for jurisdiction approval stamp

- **Scale, legibility and legends.** Plans shall be to scale, fully dimensioned and legible.

  Text. Text prints at minimum 10pt font size. Use a legible font, equivalent or better than Arial, Gill Sans or Tahoma, set at minimum 10pt when printed.

- **Symbols.** Use symbols and grayscale, not color. **Do not use color** to differentiate items on the plans; instead use symbols, hatches, line-type and line-weights to relay information. Include a legend that defines all symbols. Plans shall be legible when set to print in grayscale.

- **Index sheet and indexed pages.** Provide an Index Sheet that summarizes all the documents in the submittal. Index/bookmark the pages within the PDF. The index should note the sheet number as well as the title/description of each sheet.

- **File Name Conventions.** Use conventions for naming all files. Use UPPERCASE and hyphens (up to three hyphens allowed), not spaces, in the name. For example:

    S#-DISCIPLINE-DESCRIPTOR.PDF

    S# - submission number where S1 = first submittal; S2 = second submittal, etc.

AC = Architectural Plan	MC = Mechanical Plan	EC = Electrical Plan
ST = Structural Plan	PB = Plumbing Plan	PW = Public Works

Web Browser Requirements

- Google Chrome

- Internet Explorer on Windows PC

- Firefox on Mac