



The slide features the City of Sacramento Community Development logo at the top center, which includes the text "City of SACRAMENTO" and "Community Development" below it. To the left, there is a circular inset image showing two rolled-up architectural blueprints. The main title "Electronic Plan Check (EPC) Workshop" is positioned on the right side of the slide. At the bottom, there are two small text elements: "6/26/2019 - City of Sacramento" on the left and "EPC Workshop 1" on the right.

City of
SACRAMENTO
Community Development

Electronic Plan Check (EPC) Workshop

6/26/2019 - City of Sacramento

EPC Workshop 1

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The slide features the City of Sacramento Community Development logo at the top center, which includes the text "City of SACRAMENTO" and "Community Development" below it. The main title "Starting with 'Why'" is centered below the logo. Underneath the title, the question "Why are we here?" is followed by a bulleted list of four points. At the bottom, there are two small text elements: "6/26/2019 - City of Sacramento" on the left and "EPC Workshop 2" on the right.

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Starting with "Why"

Why are we here?

- To learn how to assemble and submit projects for EPC.
- To become comfortable and confident with EPC.
- All projects >\$1M valuation must be reviewed via EPC.
- All Residential Master Plans must be reviewed via EPC.

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EPC Workshop 2

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Why EPC?

Value for the Customer

- Access 24/7, 365 days a year
- Printing Cost
- Save Travel & Time
- Accuracy

City Policy Direction

- Sustainability Goals
- Efficiency
- Accuracy

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Why EPC?



OR



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Now the What...

- **What is EPC?**
 - Building permit plan review conducted electronically using PDF files instead of paper documents.
- **What does the City need to review?**
 - Same material content as a paper submittal – just assembled and formatted electronically for EPC.
- **What happens when the plans are approved?**
 - Pay fees in the office or online.
 - Clear any permit conditions.
 - Approved/stamped plans and supplemental documents may be downloaded.
 - Inspection cards provided electronically and downloaded by the customer.

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... and... What do I need for EPC?

- A reliable highspeed internet connection
- A PDF writer application (e.g. Adobe Acrobat, Blue Beam, etc.)
- Unlocked PDF versions of all documents and drawings needed for submission

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Now the How . . .

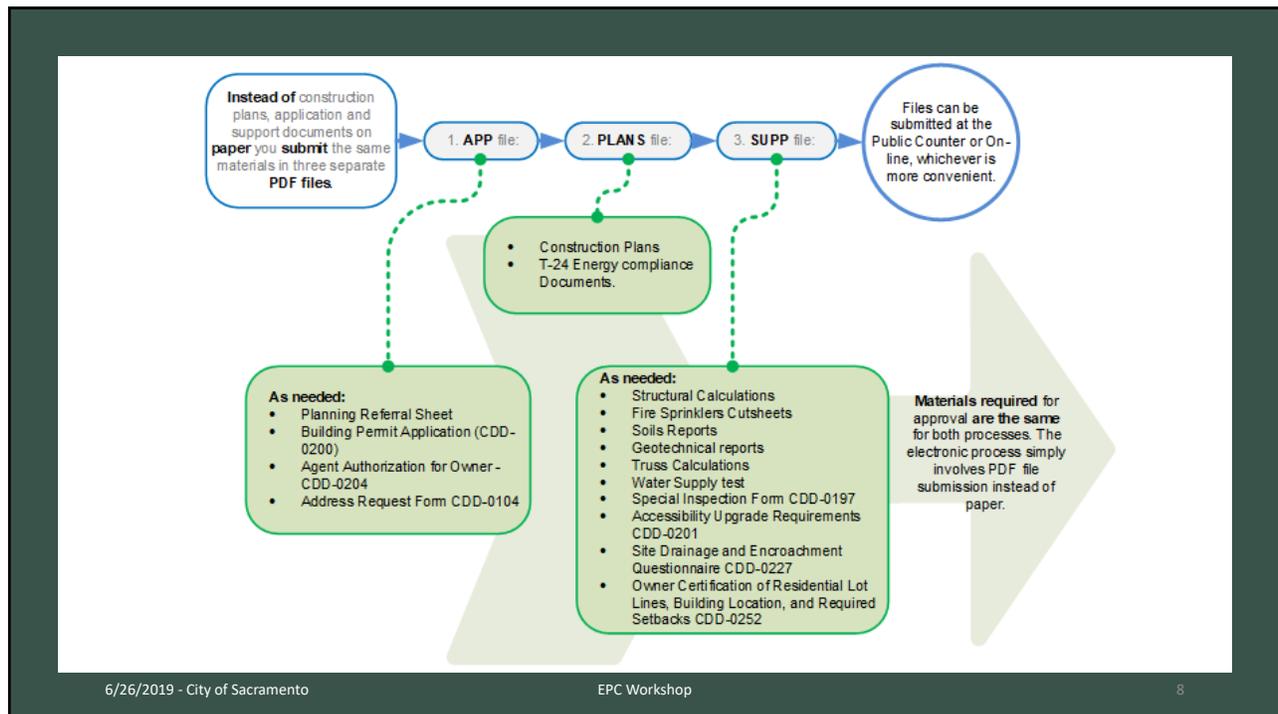
- No additional material... just no paper.
- Only 3 PDF Files
 - APP (8½ x 11) . . . (“REPLY” file after cycle 1)
 - PLANS (24 x 36, 36 x 48)
 - SUPP (8½ x 11)

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STEP ONE – PLANNING REVIEW

Email planning@cityofsacramento.org and provide the following items:

- If applicable, the file number of the approved Planning entitlement (e.g. DR17-182, P18-008, Z18-045). A signed concurrent review form (MOU) is required from your Project Planner if the project has a concurrent Planning application in progress.
- A detailed scope of work must be in the email body and on the cover/index sheet of the drawings you plan to submit for a building permit.
- Attach a PDF of Architectural plan sheets only. This would typically include the cover sheet, site plan, floor plan, building elevations, and landscaping plans. This PDF file must not exceed 20 MB.
- Plan sheets must contain a licensed professional stamp.

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STEP ONE – PLANNING REVIEW

If you are able to submit an application to the Building Division, Planning staff will provide you with either:

- 1) A Planning Referral Sheet (PR Sheet); or
- 2) A Planning exemption stamp on your architectural sheets.

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More How . . . the APP file

- Application “**APP**” file... the shortest one.
 - 1. Planning Referral Sheet (PR Sheet) if Applicable**
 - Include the PR Sheet you received from planning@cityofsacramento.org
 - Also include the MOU for concurrent review if applicable.
 - Or, if the work has been exempted by Planning... insert your stamped architectural sheets into your cycle 1 PLANS file.
 - 2. Universal Building Permit Application (CDD-0200)**
 - Download & fill out the PDF
 - Signature (verified) required only if permit holder is identified.

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More How . . . the SUPP file

- Supplemental Documents or “**SUPP**” file... the math ‘n stuff
 - Everything you would typically submit on paper that is not a part of the construction drawings or application.
 - For example . . .

Geotech/Soils Report
Structural Calcs Water Supply Test
Material Cut Sheets
Special Inspection Form

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More How . . . the PLANS file

- Construction Drawings or “**PLANS**” file... AKA “the tree saver”
 - All drawings in a single PDF file (Architectural, MEP, Structural, Fire, Onsite Civil)
 - Assembled in same order as the sheet index
 - Bookmark to each page consistent with the sheet index
 - Ask your design team to bookmark their plan sets before sending them to you for submittal.
 - Pssst... designers can export a PDF from CAD software automating this bookmark feature.
 - Oriented horizontally, right side up, and fit to page.

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More How . . . after cycle 1 ...the REPLY file

Response to Corrections “**REPLY**” file...

1. Plan Review Resubmittal form (CDD-0270) – Cover of **REPLY** file →
2. Narrative responses to previous cycle corrections.
3. Any forms, calcs, or specs belong in the **SUPP** file.

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300 Richards Blvd., 3rd Floor
Sacramento, CA 95811
Help Line: 916-264-5011
CityofSacramento.org/dsd

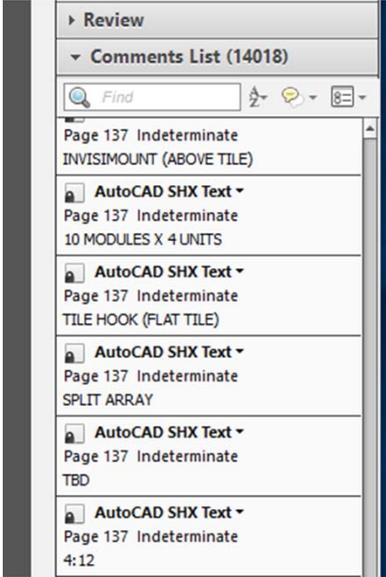
Plan Review Resubmittal

Plan Check #: _____ Date: _____
 Job Address: _____ Project Name: _____
 Project Contact: _____ Phone #: _____
 E-mail: _____ Fax#: _____

Resubmittal for Cycle 2 Cycle 3 Cycle 4 Cycle 5 Beyond* # of plans submitted _____ EPC

DISCIPLINE	CHECK EACH DISCIPLINE BEING REROUTED	ANY CHANGES TO PREVIOUSLY APPROVED PLANS?		ANY CHANGES TO THE ORIGINALLY PROPOSED SCOPE OF WORK?	
		Yes	No	Yes	No

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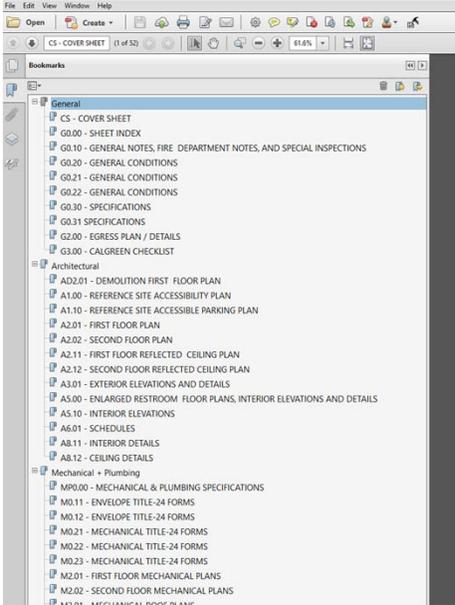
Layers & Comments

“Flatten” Layers and Comments... Why?

- Layers and comments can stall our shared review system, often preventing staff from stamping the documents or even opening the file.
- City staff will attempt to flatten PDF files. If it does not work (i.e. our software stalls) the customer will need to do it.
- Refer to the EPC Guidelines for tools and direction on how to flatten layers and comments.
- We cannot flatten AutoCAD SHX Text comments. See EPC Guidelines for specific instructions on this topic.

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Bookmarking

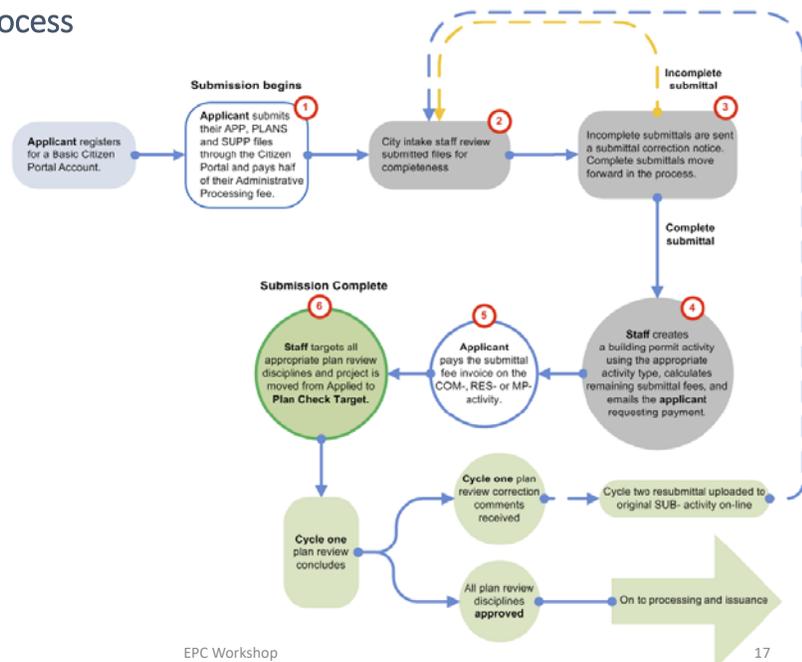
PLANS and SUPP Files . . . Why?

- Reviewers need to be able to alternate between references and details on different sheets.
- SUPP files are often hundreds of pages. Without a bookmark to the first page of each separate document, it is very difficult to navigate.
- PLANS less than 20 sheets do not require bookmarks. Nice to have, but we can conduct a review without.

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EPC Remote Submission Process



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PDFs & Online Submittal Demonstrated

[switch to desktop for walkthrough]

- Combine Multiple PDFs with Bookmarks (Refer to EPC Guidelines)
 - NO Portfolios
- Naming the PDFs (Refer to EPC Guidelines)
 - ADDRESS-CYC1-APP
 - ADDRESS-CYC1-PLANS
 - ADDRESS-CYC1-SUPP
 - PERMIT#-CYC2-REPLY
- Creating a Submittal (SUB) Record Online (Refer to EPC Guidelines)
 - <https://aca.accela.com/sacramento/>

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Why only 3 files?

ACCURACY & EFFICIENCY

We value your time and our time!

With multiple files & no naming protocol there is a higher risk that something gets missed or an outdated version is being reviewed. And that can delay your project!

Documents

The maximum file size allowed is 1000 MB.
html;htm;htm;html;exe;mid;lnk;zip;mp3;mp4;avi;mpg;mov;m4v;gif;rar;doc;docx;xlsx;xls;csv;wmv;rpm;txt;xml;rtf;wav;sql;wpd are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Upload Date	Action
1670 - Application-for-Building-Permit - 06-21-18 (2).pdf	SUB-1813298	Residential Plan Review Submittal	Record	Applications Documents	1.54 MB	06/27/2018	📄
Church Street Sacramento - Structural PLAN 1670 - 12-08-17.pdf	SUB-1813298	Residential Plan Review Submittal	Record	Plans/Drawings	7.15 MB	06/27/2018	📄
Church Street Station Planning Referral Sheet - 06-21-18.pdf	SUB-1813298	Residential Plan Review Submittal	Record	Applications Documents	68.36 KB	06/27/2018	📄
1670 Elev A&B Truss Calcs - 04-19-18.pdf	SUB-1813298	Residential Plan Review Submittal	Record	Plans/Drawings	2.22 MB	06/27/2018	📄
1670 Elev C Truss Calcs - 04-19-18.pdf	SUB-1813298	Residential Plan Review Submittal	Record	Plans/Drawings	1.86 MB	06/27/2018	📄
1670 Fire Sprinkler Calcs - 06-18-18.pdf	SUB-1813298	Residential Plan Review Submittal	Record	Plans/Drawings	50.16 KB	06/27/2018	📄
1670 Fire Sprinkler Plans - 06-18-18.pdf	SUB-1813298	Residential Plan Review Submittal	Record	Plans/Drawings	1.03 MB	06/27/2018	📄
Chrch Street Sacramento - Landscape Plans B&W - 05-29-18.pdf	SUB-1813298	Residential Plan Review Submittal	Record	Plans/Drawings	6.80 MB	06/27/2018	📄
1865 - Application-for-Building-Permit - 06-21-18 (2).pdf	SUB-1813298	Residential Plan Review Submittal	Record	Applications Documents	1.52 MB	06/27/2018	📄
Church Street Station Planning Referral Sheet - 06-21-18.pdf	SUB-1813298	Residential Plan Review Submittal	Record	Applications Documents	68.36 KB	06/27/2018	📄

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Why only 3 files?

ACCURACY & EFFICIENCY

- Clearly named and categorized.
- New/ revised files are clear.
- Customer knows exactly what City staff is reviewing at any given moment.

Documents

The maximum file size allowed is 1000 MB.
html;htm;htm;html;exe;mid;lnk;zip;mp3;mp4;avi;mpg;mov;m4v;gif;rar;doc;docx;xlsx;xls;csv;wmv;rpm;txt;xml;rtf;wav;sql;wpd are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Upload Date	Action
1601-L-Street-CYC1-APP.pdf	SUB-1820970	Commercial Plan Review Submittal	Record	Applications Documents	1.07 MB	10/26/2018	📄
1601-L-Street-CYC1-SUPP.pdf	SUB-1820970	Commercial Plan Review Submittal	Record	Specifications	22.67 MB	10/26/2018	📄
1601-L-Street-CYC1-PLANS.pdf	SUB-1820970	Commercial Plan Review Submittal	Record	Plans/Drawings	3.78 MB	10/26/2018	📄
COM-1821069-CYC2-PLANS.pdf	SUB-1820970	Commercial Plan Review Submittal	Record	Plans/Drawings	4.14 MB	11/30/2018	📄
COM-1821069-CYC2-REPLY.pdf	SUB-1820970	Commercial Plan Review Submittal	Record	Plan Check Comments	618.61 KB	11/30/2018	📄
COM-1821069-CYC2-SUPP.pdf	SUB-1820970	Commercial Plan Review Submittal	Record	Specifications	23.83 MB	11/30/2018	📄
COM-1821069-CYC3-PLANS.pdf	SUB-1820970	Commercial Plan Review Submittal	Record	Plans/Drawings	4.19 MB	12/17/2018	📄
COM-1821069-CYC3-REPLY.pdf	SUB-1820970	Commercial Plan Review Submittal	Record	Plan Check Comments	792.14 KB	12/17/2018	📄
COM-1821069-JOBCOPY-PLANS.pdf	SUB-1820970	Commercial Plan Review Submittal	Record	Plans/Drawings	4.25 MB	12/28/2018	📄
COM-1821069-JOBCOPY-SUPP.pdf	SUB-1820970	Commercial Plan Review Submittal	Record	Specifications	16.29 MB	12/28/2018	📄

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2nd Cycle of Review and Beyond

- Use the same submittal (SUB) record (not the permit record) to upload documents for the duration of the plan review via <https://aca.accela.com/sacramento/>.
- Use the resubmittal form (CDD-0270) plus the narrative responses to corrections as the cycle 2 REPLY file.
- The cycle 2 PLANS file must be the complete set, including the latest version of all sheets, and all sheets must be signed by the design professional. Signatures on electronic plans should be an image of an ink signature, not an electronic signature that would lock the PDF document.
- If you have new or revised material in the SUPP file then your cycle 2 SUPP file needs to be complete and include all the latest versions of the supplemental documents. Any required documents in response to correction notes (e.g. special inspection form, accessibility upgrade form) should be added to your SUPP file.

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Key Differences Between Paper & EPC

- No “slip-sheeting” for PLANS or SUPP files.
 - Each review cycle is a complete submittal, with new documents/sheets added and superseded documents/sheets replaced. Building staff will only target the disciplines who had corrections or need to review newly added/revised material.
- All sheets stamped by licensed professionals must bear signatures beginning in cycle 2.
 - If plans are approved this is the set that is electronically stamped by the City.
- Plan sets bearing limitations such as “Not for Construction”, “Preliminary” or “Bid Set Only” will not be routed for review.

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Important Resources for EPC

- **EPC Webpage** <https://www.cityofsacramento.org/Community-Development/Building/Plan-Review/Electronic-Plan-Check>
 - EPC Quick Reference Guide (handout & link above)
 - EPC Submittal Requirements (link above)
 - EPC Verification Checklist CDD-0316 (handout & link above)
- **Citizen Portal-** <https://aca.accela.com/sacramento/>
- **Building Forms** - <https://www.cityofsacramento.org/Community-Development/Resources/Forms/Building-Forms>
- **Questions? Email** EPCintake@cityofsacramento.org