



## ELECTRONIC PLAN REVIEW PROCEDURES

The Electronic Plan Review (EPR) procedure allows residents, architects, and developers to submit plans for review entirely online via e-mail; this process saves time, travel, and printing costs.

The applicant submits applications, documents, drawings, and calculations in PDF format via e-mail. Plan Review fees are determined by the application submittal. Once fees are determined, the applicant is notified via e-mail. Conveniently, fees can be paid by credit/debit card and are due upon receipt of the e-mail notification. The Plan Review process begins after fees are paid.

Once plans are reviewed by the Building & Safety division, they are then routed to other divisions within the City for additional review after-which, the plans are returned to the applicant with comments.

**Note: Some projects may still require a submittal of two (2) paper copy sets of plans. Depending on the project, after approval, the applicant shall submit paper copies of all documents for permit issuance. It is highly recommended to make an appointment!**

### Getting Started

- Files up to 30 MB may be submitted directly via email.
- Files exceeding 30 MB may be broken into separate submittal packed, emailed, or placed in a drop box or a cloud file server; access must be given to the Community Development Department.
- If the applicant does not receive a confirmation call or an e-mail notification within 48 hours, please call 310-217-9530 to check on the status of the application. Please do not call prior to 48 hours after submittal.

### Commercial/Industrial Projects

- Complete Permits Applications
- CA State Energy Forms
- Structural Documents
- Hazmat Disclosure Form
- Owner Builder Verification/Photo ID
- Contractor Pocket License/ Photo ID

### Residential Projects

- Complete Permit Application
- CA State Energy Forms
- Structural Documents
- Owner Builder Verification/Photo ID
- Contractor Pocket License/Photo ID

### Additional Information That May Be Required:

- Waste Handling Plan
- Stormwater Quality During/After Construction
- Credit Card Authorization
- Business License Application
- Grant Deed
- Hold Harmless letter
- Lot tie agreement