



CITY OF PERRIS

DEVELOPMENT SERVICES DEPARTMENT
BUILDING AND SAFETY DIVISION

135 N 'D' STREET PERRIS CA 92570-2200
TEL.: (951) 943-5003 FAX: (951) 9438379

ELECTRONIC PLAN REVIEW ACCEPTANCE – 2016 CA. CODES

ELECTRONIC PLAN REVIEW REQUIREMENTS

The City of Perris has implemented an Electronic Plan Review process. The following information must be provided for every Electronic Plan Review. In addition to the electronic set of plans once the plans are approved for construction the applicant will be required to submit three complete sets of full sized plans. The approved sets of plans will require the Architects and/or Engineer of records original stamp and signature. These full sized set of plans will be utilized as follows: One copy will be stamped as the Job Approved Set of plans and must be kept on the construction site at all times. The Second Set of Approved plans will also be stamped and be kept in the office for the Building Inspectors use. The Third set of approved plans is required and will be sent to the County Assessor's office for their use. *Additionally upon completion of the job and prior to the Final Approval being given by the City the Applicant, will be required to submit a complete set of As – Built plans in the electronic format.*

Electronic Plan and Application Requirements

1. All digital documents files shall be word compatible.
2. All documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 9.0 or earlier.
3. Security settings shall allow reviewers to mark up digital documents, create notes, and to insert or remove sheets.
4. Each page of plans shall contain a minimum 2" X 4" space in the title block for the City's and/or Consultants Plan Review Approval stamp. This space must occur in the same location on every plan sheet. Calculations must also provide room for the approval stamp.
5. All architectural, structural, mechanical, electrical, plumbing plans, etc. shall be in one file so that the Plans Examiner may scroll through the file and have the ability to view all pages without opening another file.
6. Plan resubmittals must be on a CD. The CD submittals must have the CD **AND** sleeve labeled with the Applicant's name, contact information, project address, City plan check number and submittal number if any.



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Drawing Requirements for Electronic Plan Review Submittals

1. All sheets shall be oriented so the top of the page is always at the top of the computer monitor, and set to landscape mode.
2. Pages (for the Plans and Calcs) shall be indexed/Bookmarked on every submittal. Each sheet shall be named in a way so the Plan reviewer can quickly move from sheet to sheet.
3. All text shall be easily readable when set to print. Clarity must be equivalent or better than Arial text, Gill Sand text or Tahoma text with a font size of 11 pt. or greater.
4. PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. It is highly recommended that scanning be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size.
5. All plan review corrections will need to be made on the electronic plans by the applicant.
6. Revisions to previously submitted documents and plans shall be clearly labeled with the file name and the addition of (as an example) Building Plan Rev01, Building Plan Rev02, Building Plan Rev03, etc...

Plan Approval

1. **Upon completion of the Plan Review process the plans will be sealed electronically by the Plan Reviewer. The plans will be saved as read only and must be printed by the applicant then Originally signed and sealed by the design professionals. The Applicant then must bring these approved plans to the City for the permit issuance to be compared against the electronic copy. Minimum required plan sheet size is 18" X 24" for small residential projects and a size "A" for all commercial, industrial, new Residential Tract developments, Townhomes and other similar projects and as required to at a minimum ¼" - 1'-0 scaled drawing. Other associated documents should be printed on a minimum of 8-1/2" X 11" or larger paper.**

(Form Up-Dated January 1, 2017)