



Department of Planning and Building Services

February 26, 2016

Subject: ELECTRONIC SUBMITTAL OF PLANS, DESIGN DOCUMENTS, AND SPECIFICATIONS FOR BUILDING PERMIT

City of Richmond will accept electronic copies of plans, design documents, and specifications in Printable Document Format (PDF) for review and approval when submitted with a building permit application. Electronic submittal is optional and subject to the submittal requirements outlined below when no wet-signed paper copies are provided with an application.

Submittal and formatting requirements:

- Construction documents prepared by a licensed professional shall be digitally signed by the person responsible for the design. We will accept digital signatures certified by a certification authorities listed on the California Secretary of State website: [Approved List of Digital Signature Certification Authorities](#). Drawings shall be digitally signed by one of the methods below:
 - All drawings prepared by the same designer must be in one PDF file. For instance (all architectural drawings in one PDF, structural drawings (if prepared by a different professional) in a separate PDF. Etc.) Drawings, prepared by a licensed professional, must have the seal and printable electronic signature on each drawing sheet. Note that one digitally certified signature is sufficient for the entire PDF document.
 - All construction drawings combined in one PDF with digitally certified signature by the designer on each sheet.
 - Smaller sets (less than 10 sheets) may be submitted as separate digitally signed PDF files.
- Drawings must be in scale and prepared for full size printing. Min. drawing size on paper submitted for permitting is to be 11"x17". Text on the printed drawings must be min. 1/12".
- Sheets must be oriented so that the text can be read without sheet rotation.
- Different iterations of the same construction area (floor and ceiling plans, structural framing, mechanical, electrical, and plumbing plans) need to be aligned on drawing sheets. Our system allows overlaying of PDF files for comparison.

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- Computer generated text in PDF need to be searchable. Note that this requirement does not apply to hand written and scanned structural calculations.
- Supporting documents such as structural calculations, soils report, specifications etc. must be submitted as a separate PDF file for each document.
- Files with multiple sheets need to be bookmarked
- Acknowledgement signatures such as those on our Special Inspections Agreement Form may be electronic scan of wet-signature by each responsible party.

Revisions to digitally submitted drawings

- All revisions shall be clouded and must come with updated Index of Sheets reflecting the latest drawing version by revision number and date.
- When the revision comes from the Engineer of Record who originally designed the drawings we need the entire package digitally signed in the same format as the originally submitted to replace it.
- When the revision comes from a different licensed professional, we will allow only the revised sheets and updated index to be submitted digitally. Please note that when the change affects the originally approved structure in the absence or inability of the architect or engineer who's signature is on the approved construction documents to endorse the changes, another licensed architect or registered engineer shall assume responsibility for the project or the portion of the project for which the original architect or engineer was delegated responsibility, in accordance with Title 24, Part 1, Sections 4-316(c) and (d).

Approval and permit issuance

Upon approval, the client must print three sets of the construction drawings (full size in scale) and two sets of the calculations. One paper copy of the design documents and two copies of the approved drawings must be provided to the City for record keeping prior to permit issuance.