



# CITY OF NEWPORT BEACH

## COMMUNITY DEVELOPMENT DEPARTMENT

### BUILDING DIVISION

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## Online Plan Review Submittal Guidelines

- 1) Files must be in PDF format, not password protected, printed landscape, and to scale. Secured files, portfolio files, and password protected pdf files will not be accepted for submittal.
- 2) File names shall not include special characters (no period or comma for example) other than numbers, letters, or underscores, to fill in spaces.
- 3) Upload complete construction plans as a single combined file in PDF format (Architectural, Structural, Civil, Energy, etc...)
- 4) Book mark the PDF plan by discipline and types of plan. For example, Arch Plan, Arch Sections, Arch Details, Civil, Struct plan, Struct details, etc...
- 5) Upload supporting documents (Structural calculations, energy reports, geotechnical reports, ect...) as separate individual PDF files.
- 6) It is recommended that plans contain the following information with consistent sheet identification at submittal and each subsequent resubmittal to expedite the online plan review process. Use your own naming convention but be consistent with each resubmittal. Please see sample below:

### ARCHITECTURAL DRAWING FILES

- 1) **T** - Title sheet that includes:
  - Complete Sheet Index
  - Project description for the complete scope of work
  - Occupancy Group(s) per Building Code
  - Type of construction per Building Code (Note if building is Fire Sprinklered)
  - Owner's name, address and phone number
  - Preparer's name, address, phone number and license number
  - Address of the proposed work
  - Vicinity map
- 2) **GN** - General notes sheet(s)
- 3) **A1** through **A#** - Architectural sheets consisting of the following:
  - Site plan sheet
  - First Floor Plan
  - Second Floor Plan
  - Roof Plan
  - Sections
  - Exterior Elevations
- 4) **AD1** through **AD#** - Architectural detail sheet(s)

### STRUCTURAL DRAWING FILES

- 5) **SGN1** through **SGN#** - Structural general notes sheet(s)
- 6) **S1** through **S#** - Structural sheet(s) consisting of the following:
  - Foundation plan
  - First floor framing plan
  - Second floor framing plan
  - Roof framing plan
- 7) **SD1** through **SD#** - Structural detail sheet(s)
- 8) **SH** – Shoring plan (as needed)

#### **GRADING/SURVEY DRAWING FILES**

- 9) **C** - Survey and Topographical plan prepared by a State Licensed Land Surveyor or authorized Civil Engineer (License Number below 33,966).
- 10) **C1** through **C#** - Grading Plan (City Drainage and Grading plans shall not be used as the site plan.) C sheet may include erosion control plan.

#### **ELECTRICAL/MECHANICAL/PLUMBING DRAWING FILES**

- 11) **E1** through **E#** - Electrical sheet(s)
- 12) **M1** through **M#** - Mechanical sheet(s)
- 13) **P1** through **P#** - Plumbing sheet(s)