Electronic Submittal Policy

The following requirements pertain to all electronically submitted plan review sets for properties within the Santa Rosa Resilient City region to allow plans to be reviewed in a timely manner. Submittals must **strictly adhere** to the following requirements:

- All submittals must be deemed complete packages by the permit application staff. Any incomplete submittal packages will be returned to the applicant to submit as a completed set upon a later date.
- Initial submittals shall consist of one flash drive containing all electronic files (architectural and structural plans and supporting documentation).
- Subsequent resubmittals shall be provided either through the use of a flash drive or a large file transfer to JHANNEMANN@SRCITY.ORG via the following link: https://transfer.pcloud.com/
- Only the following file formats will be accepted for plan review:

| **.pdf** | **.doc/.docx** | **.xls/.xlsx** |

Submittals must be submitted in the following manner (*Reference Figure 1 for approved formatting*):

- The provided plan sheets shall be combined in a merged .pdf file.
  Exception: Architectural drawings may be separate from structural sheets.
- All pages of supporting documents and reports shall be merged, but submitted as standalone files, i.e. CALGreen, structural calculations, soils reports, etc. may be separate files from the plan review set.
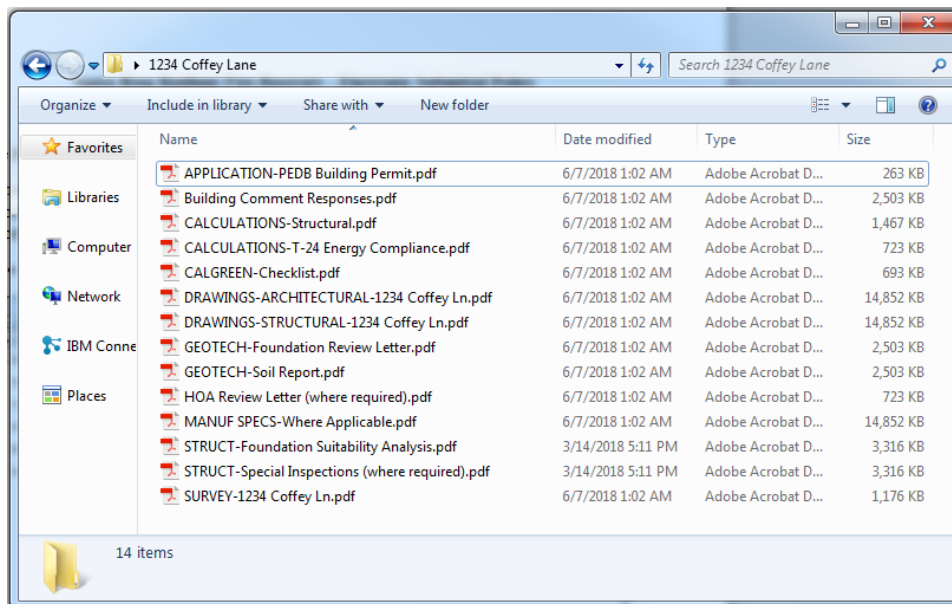

Figure 1: Approved file formatting

**Any deviation from the approved submittal process/ formatting may be returned as incomplete and until deemed acceptable by the permitting staff. **

REBUILDING
TOGETHER

Additional information regarding the Santa Rosa rebuilding effort available online:
SRCity.org/rebuild | SonomaCountyRebuilds.org