DIGITAL PLAN CHECK SUBMITTALS AND SUBMISSION STANDARDS
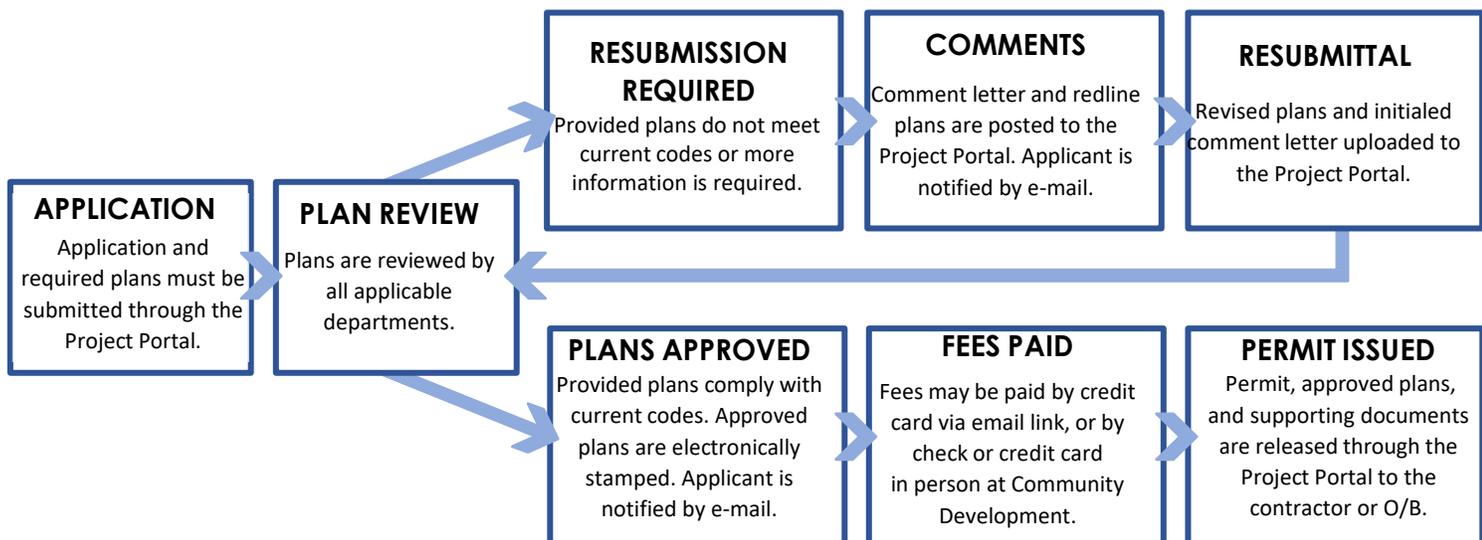
1.0 Submittal Process

The City of Morro Bay is now accepting digital (electronic) plans and documents for the building permit process. Instead of submitting multiple sets of paper plans and documents you will now be able to submit single sets through our Public Portal. Please read through this document for an overview of the permitting process, instructions, and submittal standards.

Submissions not following the standards detailed in this document will be deemed incomplete and will not begin the plan review process.

1.1 Public Portal Instructions

- Access the Public Portal (click here). If you are a new user then you will need to create a new account, if you are an existing user, then enter your username and password to open your account.
- Follow the Permit Type workflow and choose the type of Permit you will be submitting (if you have any questions about what permit type you should choose, please call the Permit Technician at 805-772-6267).
- Upon verification of a completed submittal, you will receive an email with the plan review fees (which must be paid prior to the start of the plan review process).
- If you are unable to electronically submit your application, then please come to the permit counter for in-person submittals during open hours (M-Th from 8 am to 12 pm).
- Complete instructions for using the Public Portal can be found here.

2.0 Permitting Process

APPLICATION
Application and required plans must be submitted through the Project Portal.

PLAN REVIEW
Plans are reviewed by all applicable departments.

RESUBMISSION REQUIRED
Provided plans do not meet current codes or more information is required.

COMMENTS
Comment letter and redline plans are posted to the Project Portal. Applicant is notified by e-mail.

RESUBMITTAL
Revised plans and initialed comment letter uploaded to the Project Portal.

PLANS APPROVED
Provided plans comply with current codes. Approved plans are electronically stamped. Applicant is notified by e-mail.

FEES PAID
Fees may be paid by credit card via email link, or by check or credit card in person at Community Development.

PERMIT ISSUED
Permit, approved plans, and supporting documents are released through the Project Portal to the contractor or O/B.

The City of Morro Bay's Municipal Code may be viewed online at:
https://library.municode.com/ca/morro_bay

For a list of current minimum standard codes, visit California Building Code Website:
https://www.dgs.ca.gov/BSC/Codes

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3.0. Submission Standards

To ensure that your permit application can be processed efficiently we have created **Electronic Submission Standards.** These guidelines should assist you (the applicant) in helping make this process work smoothly.

The following details the recommended **Submission Standards** when using **Electronic Plan Review**

Submission File Format Requirements:
- All digital plans and documents should be from Windows PC compatible formats
- All digital documents should be in vector (provides the ability to search for text, supports accurate measurement, and for optimized performance) based PDF format when possible (however we can receive additional native office, image, and CAD formats – see 4.0 Supported File Formats).
- All text in submitted PDF files should be searchable.
- PDF files must <u>not</u> require a password in order to view the file (no passwords or encryption).
- For optimized performance and integration with the permitting system, the file size of each submission file should not exceed 250MB.
- Plans should be submitted as a complete set (Architectural, Civil, Electrical, Landscaping, etc…).
- Video files in .avi, .mp4, .mpg, or .wmv are accepted i.e., sewer inspection videos

File Naming Standards:
- The file names of Plans and Supporting Documents should describe the file contents and include the submission order number, for example **Architectural Plan Set – PR01.pdf**
- The same file name should be used for resubmissions, but the Submission number should be incremented for each resubmission by the applicant, for example **Architectural Plan Set – PR02.pdf**

Plan Sheet Numbering Standards:
- PDF files containing **Plan / Drawing Sheets** should contain a PDF bookmark for each sheet, that contains the **Sheet Reference Number** and a **Sheet Title**, for example **A1.0 LOWER FLOOR**
- It is recommended that **Sheet Reference Numbers** conform to the **American CAD standard**. This is <u>not</u> a mandatory requirement, but will assist the City of Morro Bay's Plan Reviewers, by allowing them to easily group and filter the sheets based upon discipline / trade, for example **Architectural, Civil, Electrical, Mechanical, Plumbing, Structural** etc. The **Sheet Reference Number** should contain a prefix for each discipline / trade, for example **A** for **Architectural** and **C** for **Civil** then the **Sheet Number**, for example **1.01 to 999.99** and a **Sheet Title**, for example **LOWER FLOOR** or **UPPER FLOOR.**
- **Plan Sheet Reference Numbers** should be unique within a **Case,** two different drawing sheets should <u>not</u> have the same **Sheet Reference Number.**
- If **Plans** need to be revised and resubmitted, exactly the same **Plan / Drawing Sheet Reference Number** should be used for each subsequent submission version of the same drawing sheet

Additional Plan Sheet Standards:
- <mark>The title block of each sheet shall include a 3" x 3" space for the placement of the City's acceptance stamps. This space must be provided in the upper right corner of the sheet (top of the title block).</mark>
- **Plan Sheets** should be correctly orientated in the PDF submission file, to allow the Sheets to be viewed without needing to rotate the sheet, typically Landscape orientation.
- Plans should be generated to a fixed scale, for example ¼" to 1', 1/8" to 1', 1cm to 1m
- North arrow is required.
- All text shall be easily readable when set to print. Text clarity must be equivalent to, or better than, Arial, Gills Sans, or Tahoma with a font size of 11.

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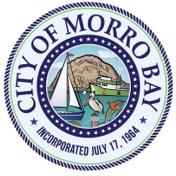
Supporting Document Standards:

- Supporting documents should be submitted as separate files and <u>not</u> combined as part of a plan sheet submission file.
- Documents that contain multiple pages, for example Structural Calculations, should be submitted as a single, multi-page file.
- Different categories of supporting documents should be submitted as separate files, for example Structural Calculations, Soils Report, Title 24.
- Documents should be correctly orientated in the PDF files, to allow the contents to be viewed without needing to rotate the page, typically Portrait.

Resubmittal:

- The same file name should be used for resubmissions, but the Submission number should be incremented for each resubmission by the applicant, for example **Architectural Plan Set – PR02.pdf.**
- If **Plans** need to be revised and resubmitted, exactly the same **Plan / Drawing Sheet Reference Number** should be used for each subsequent submission version of the same drawing sheet.
- Resubmitted plans should use the same file format as the previous submission, for example PDF, each sheet should be the same page size, page orientation, and drawing scale as the previous submission.
- **Resubmitted plans should only include those sheets that required corrections or comments.**

Example Level 1 Discipline / Trade Sheet Reference Prefix:

Discipline / Trade	Sheet Reference Prefix
Architectural	A
Civil	C
Demolition	D
Electrical	E
Fire	F
General	G
Landscape	L
Mechanical	M
Plumbing	P
Structural	S
Zoning	Z

4.0. Supported File Formats

The following file formats may be uploaded in the Public Portal as Related Documents.

Office Formats

Format	File Extension
Microsoft Excel	XLS and XLSX
Microsoft PowerPoint	PPT and PPTX
Microsoft Word	DOC and DOCX
Microsoft Outlook Message	MSG and EML
Text	TXT
Rich Text Format	RTF
OpenDocument Text	OTD
OpenDocument Spreadsheet	ODS
OpenDocument Presentation	ODP

PDF Formats

Format	File Extension
PDF versions 1.x to 2.0	PDF
PDF/A versions 1, 2 and 3	PDFA
XLM Forms Data Format	XFDF
Forms Data Format	FDF

Image Formats

Format	File Extension
Windows Bitmap BMP	BMP
Windows Metafile WMF	WMF
EMF	EMF
GIF	GIF
JPG	JPG
JPEG 2000 (JP2 and JPC)	JP2 & JPC
Portable Network Graphics (PNG)	PNG
TIF	TIF and TIFF

Video Formats

Format	File Extension
Audio Video Interleave	AVI
MPEG-4 Part 14	MP4
MPEG-1/MPEG-2	MPG
Windows Media Video	WMV

CAD Formats

Format	File Extension
AutoCAD Drawing DWG R12 and newer	DWG
AutoCAD Drawing DWF R12 and newer	DWF
AutoCAD Drawing DXF R12 and newer	DXF
MicroStation Drawing DGN versions 7 and 8	DGN