ELECTRONIC PLAN REVIEW SUBMITTAL REQUIREMENTS

Please use the following instructions to prepare your documents for electronic plan check. Providing a

https://Danapoint.ca.eprocess360.com/

complete review package at first submittal will increase the efficiency of the plan review process. Incomplete packages, including incomplete plan sets, missing information, missing reports and/or incorrectly formatted documents may cause delays.

Summary of Plan and Document Requirements

- Construction Plans shall be one (1) PDF file.

- The Building Permit Application, and all other supporting documents should be separated into separate PDF files.

- All PDF files shall be saved as a flattened/optimized PDF. Flatten the drawing layers in your CAD program prior to creating the PDF or use the 'Save As/Flattened' and/or 'Optimized PDF' option in your PDF program.

- Do not submit password protected or locked PDF documents. Protected documents will prevent the building department from being able to place correction comments and/or approval stamps on your plans.

- All plans and documents shall be clear and legible. Document resolution shall be set between 200 to 300 DPI to maintain detail and limit file size.

- Plans shall have a minimum page formatted size of 11"x17" (Ledger) for smaller projects and 24"x36" (Arch D) for larger projects. Excluding plans, all other supporting documents shall be formatted to 8"x11" (Letter).

- All resubmittals shall include all construction plan sheets. Only including the revised sheets will result in delays in your review, as it will be rejected for an incomplete submittal.

Possession of the approved plans does not constitute the right to commence work until all permitting fees have been paid and a building permit has been issued by the City of Dana Point.
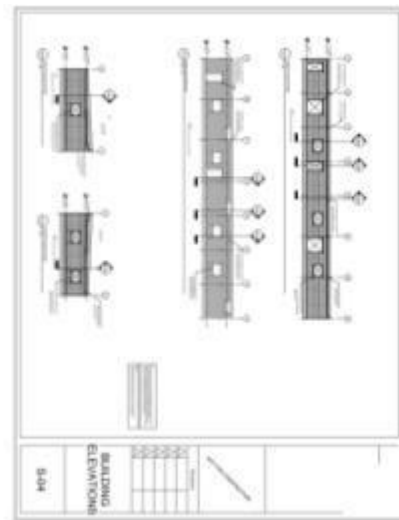
Plan Orientation and Alignment

Plans must be properly oriented, meaning upright, **not** sideways or upside down, so the document can be viewed without rotation. Incorrect orientation may result in a rejected submittal.
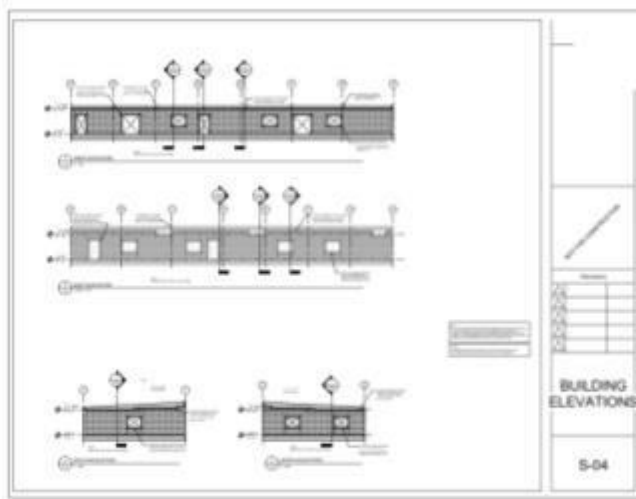
CORRECT   NOT CORRECT

File NamingConvention

Plans and documents shall have a standard naming convention. When submitting plans and/or documents for review, please name the documents for easy identification. This will allow city staff to quickly identify your submittal documents, allowing for a more efficient review of your plans. *Please do not use special characters in your file name. You may use letters, numbers, underscores, and hyphens when naming files.*

<NAME OF DOCUMENT>_<REVIEW CYCLE>_<DATE>.PDF

Building Permit Application   *Application.pdf*
Construction Plans   *Plans_1st_07.19.24.pdf*
Structural Calculations   *StrucCalcs_1st_07.19.24pdf*
Geotechnical Soils Report   *SoilsReport_1st_07.19.24.pdf*

Plan Check Fees & Public Works Deposits

Payment of plan check and Public Works Deposit fees will be required prior to the start of your plan review. Once the project has been preliminarily approved for review, you will receive an email with instructions on how to pay the plan check fee(s). The plan check fee(s) must be paid in full before we start the timeclock for review.

Plans with Corrections

At the conclusion of your plan review, if there are corrections that need to be made on a plan from one of the reviewers, a correction letter will be uploaded to the e360 portal where you can download the correction letter and/or plans. Once all reviewers have completed the review, you can resubmit with the corrected plans along with a comment response letter acknowledging that the corrections have been amended. If a response letter is not sent along with the corrected set of plans, your resubmittal may be rejected based solely on the necessity of a response letter to each reviewer who has outstanding corrections.

Revisions

A revision is a modification of the original scope of work once the permit has been issued. Revisions would be submitted through E360 like a new permit application. In place of the required building permit application, you would submit a revision application that can be found on our website. <u>Revisions shall include the entire set of plans with the amended sheets for the revision clearly shown using clouding and deltas</u>. Please note, revisions are not added scope of work., anything where you are adding scope of work would be applying for a new separate permit.

Approved Plans

Once your plans for your project have been approved by all reviewers, you will receive an email to a secured link to access the approved stamped set of plans with instructions on what to print and what fees will be due at time of permit issuance. You will be directed to bring the required plans and documents to the City for permit issuance.

Please note, possession of the approved plans does not constitute the right to commence work until all permitting fees have been paid and a building permit has been issued by the City of Dana Point.

To apply for a new permit application through E360

1. Open Internet browser and enter the following web address to access the Dana Point Building Department E-process 360 Portal. If you have not registered, go ahead, and register your account for access to E360.

   ## Danapoint.ca.eprocess360.com/login

2. The home screen will allow you to start a new permit application request by clicking on the **"Create New Electronic Application"** as shown in the screenshot below.

Home

Welcome

The City of Dana Point's Building and Safety Division is happy to announce that we are now accepting online permit application submittals.

Prior to submittal, please read the Electronic Plan Review Submittal Requirements.

The following type of applications are not currently being accepted through this portal: Grading, Minor Grading Permits, Landscaping, Encroachment, Parking Permits, and Special Events Permits.

Submitting a new, online permit application consists of the following steps:
1. Application/Document Submittal (plans, calculations, etc.) - Applicant must select which department to submit documents to for review.
2. Application Acceptance - Upon verification of complete submittal.
3. Payment of Plan Review Fees.
4. Online Plan Review - Begins only after payment of applicable fees.
5. Corrections - Applicant will be notified via email to make corrections and resubmit.
6. Plan Approval - Applicant must print three (3) copies of approved plans **in color** to bring to City Hall.
7. Applicant visits City Hall (Community Development Counter) for permit issuance - must bring printed application, plans and calculations.
8. Permit Issuance.

Existing

No projects
You don't have any projects.

See All 0 Projects

Create New

Electronic Application
Click here to submit documents to a department for review.

3. Next, click on the **"Building", "Planning", or "Engineering"** depending on what type of project you are submitting in the checkbox.

4. Next, click on the checkbox that best relates to your project.

5. Next, click on the button **"Save and Continue".**

6. The next screen will ask you to enter general information regarding your contact information, project address, description of work etc. Please fill in all the fields. You can also add additional contacts such as an Architect, or Engineer. Please click on the **"Checkbox"** to agree that the above information is correct and click on the **"SAVE"** button to continue.

Enter the parcel number or address. The other field will be autopopulated once you make a selection. If you would like to specify a unit that is not part of the address, please use the Unit field.

Street Address ❶	Street Address
Parcel Number	Parcel Number
Unit	Unit number, such as suite or apartment, if not given in the autocompleted address
Project Name	Project Name
Detailed Description of Work ❶	

Applicant Information

Applicant

Name ❶ | Name
Address ❶ | Address
| Unit
| City | CA ⌄ | Zip
Phone ❶ | Phone # | Fax | Fax #
Email |
Any email changes must be updated in the account settings page.

7. The next screen will be for Submittal of Documents for your project. Click on the **"ADD FILE"** button and a pop-up screen will appear that will allow you to add files for your project.

8. Once a file has been named properly and uploaded into the system, please click on the drop-down menu for **"DOCUMENT TYPE"** and click on the one that best represents the document uploaded.

9. **IMPORTANT REMINDER:** The system will not allow you to submit until you have included the Building Permit Application and used the drop-down menu to label it Building Permit Application.

10. Once all plans and documents have been uploaded, click on **"COMPLETE & SUBMIT"**.

11. Once the **"COMPLETE & SUBMIT"** button has been clicked, your project will be in the **"OKAY TO SUBMIT"** stage of E360 Online Reviews. During this stage, City of Dana Point staff will check for completeness of plans and documents for plan review. This process should take between 1 to 2 business days to complete.

12. Once your project has been deemed acceptable for plan review, you will receive an email to pay any required plan check fees. These fees must be paid before any plan review starts unless otherwise acknowledged by City of Dana Point staff. Exceptions to this would be for revisions that charge hourly at the end of the review and Solar Photovoltaic projects, that will be charged in full at the time of permit issuance.

13. At this point, once plan review fees have been paid, your project will be in plan review. The plan review timeline for most projects is 10 business days. Larger projects such as new homes, major remodels, and commercial projects can be 20 business days for the 1st review. All sequential reviews following, will be 10 business days. You can always call the city for project status if you have any questions.

Department	1st Review	1st Review*	Resubmittals	Revisions
Building	10 Days	20 Days	10 Days	10 Days
Planning	10 Days	20 Days	10 Days	10 Days
Public Works	10 Days	20 Days	10 Days	10 Days

Larger Projects (New Single-Family Homes, Comprehensive Commercial Projects)

14. Once all plan reviewers have completed the plan review process and there are corrections, you will have access to the plan review comments and any electronic redline provided to you by the reviewer(s). You can download these files by clicking on the download link button on the last column of the review summary as shown in the screenshot below.

15. Once all plan reviewers have approved the review, City staff will process your permit for permit issuance. You will receive an email with a secured link that will have the approved stamped plans and documents. The email will contain information on how to print the approved documents and other information that will be required for permit issuance. The contractor will then bring the documents to our office for permit issuance.