



**CITY OF HUNTINGTON BEACH**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**BUILDING DIVISION**

2000 Main Street  
Huntington Beach, CA 92648  
(714) 536-5241

**ELECTRONIC PLAN REVIEW**

**PREPARING PLANS FOR A SUCCESSFUL SUBMITTAL & ELECTRONIC PLAN REVIEW**

**SUBMITTAL REQUIREMENTS**

*Please follow the guidelines below for a successful ePlan submittal.*

**Criteria #1 – Digital Files & Plan Formats**

- **PDF or PDF/A** – Digital documents must be PDF (Portable Document Format) or PDF/A.
- **Exported PDFs** – A PDF exported from a native file, not a scan saved as a pdf, is required for most projects. PDF of scanned documents are acceptable only for small projects and they shall be scanned at 200 dpi minimum to 300 dpi maximum for acceptable legibility and file size.
- **Unsecured/Unlocked Setting** – All drawings shall be unlocked so that the plan reviewer may markup, create notes, and/or stamps the documents.
- **Text-searchable PDFs** – For scanned or non-searchable PDF exports, apply Optical Character Recognition to your documents.

**Criteria #2 – Plan Requirements**

- **Drawing File Naming** – The *FINAL* drawing files shall be labeled by the “**Permit Number**” (e.g. B2020-004567).
- **Separate Files** – For commercial projects & multi-family buildings create a separate PDF for each sub-trade (e.g. Mechanical, Electrical, and Plumbing).
- **Supporting Documents** – Calculations, cut sheets, forms, etc. shall be separated from the plan sheets in a separated file and a clarifying (descriptive) naming convention.
- **Landscape Orientation** – All drawings must uniformly use landscape orientation.

**Criteria #3 – Resubmittals**

- Submit the entire set with revised sheets incorporated (rather than just the revised sheets).

**Criteria #4 – Approval Stamp Location**

- **4x4-inch Stamp Space on Cover Sheet** – Provide a 4” x 4” clear space on the cover sheet for the jurisdiction approval stamp.
- **3x3-inch Stamp Space on Each Drawing Sheet** – Provide a 3” x 3” clear space for the jurisdiction’s approval stamp on the top right quadrant in the same location on all sheets.

**Criteria #5 – Information on the Title Sheet**

- **Title Sheet** – Provide the following minimum project information in a prominent position: Permit Number, Address, detailed & complete Scope-of-Work, and Code editions in effect.