

BUILDING DEPARTMENT ELECTRONIC PLAN CHECK (EPC) FILE FORMATTING REQUIREMENTS

This applies to **Building Department** submittals **only**. See separate Planning, Engineering, and Fire Dept. formatting requirements as applicable.

1) File Types

- Submitted documents must be in **PDF** format
- PDF Files **cannot** be secured or locked (use flattened images for professional stamps and signatures instead).
- Pages must have the same orientation and page size. (e.g. landscape for PLANS file).
- PLANS files shall be first generation vector-based PDFs directly converted from CAD applications in which they were created. Scanned Plans will not be accepted unless the plan sheet is hand drawn.
- PDF Portfolios **cannot** be used as part of your submittal package.

2) File Size Limit

- The file upload limit is **100 MBs**.
- If your set of plans are larger. Please try to reduce the file size or the plans will need to be split into separate PDF file parts below the file size limit. For example,
 - 1PC – Plans P1,
 - 1PC – Plans P2,
 - 1PC – Plans P3.... etc.

3) File Naming

- ALL initial files at the Building Pre-Application (BPA) process shall contain the following prefix and must be named according to the file contents. Such as,
 - **1PC – Application**
 - **1PC – Plans**
 - **1PC – Structural Calculations (If Applicable)**
 - **1PC – Geotechnical Report (If Applicable) etc.**
- ALL files for resubmittal shall contain the following prefix and must be named according to the file contents. Such as,
 - **2PC – Plans**
 - **2PC – Building Response Letter**
 - **2PC – Structural Calculations (If Applicable)**
 - **2PC – Geotechnical Report (If Applicable) etc.**
- Any subsequent resubmittal files beyond the 2nd PC must be numbered and named accordingly (i.e. **3PC –**, **4PC –**, **5PC –** etc.).

Contact information:

Questions about any of the information contained in this handout may be directed to the Building Department counter staff at (909)395-2023 or via email at BuildingCounter@ontarioca.gov All Building EPC applications are submitted digitally through [Citizen Portal Access](#). Once submitted you can track your permit application via the portal.