



Building Department and Fire Prevention

Electronic Plan Review Submittal User Guide
Version Number: 2.9

REVISION HISTORY

This section records the revision history of changes made to this living document:

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4/15/2023	2.1	Updated stamps and added Appendix D	S. Gadhok
5/02/2023	2.2	Updated file naming convention for Calcs and Specs	S. Gadhok
8/16/2023	2.3	Added Appendix E – Building Names and Addresses	S. Gadhok
8/17/2023	2.4	Updated document – Submittal Plans and Plan set	S. Preciado
9/08/2023	2.5	Updated Appendix A and B to change the file name from .pdf to .xlsx	S. Gadhok
2/06/2024	2.6	Updated the document – DigEPlan information	S. Gadhok
2/25/2025	2.7	Update the document – Add the File Naming Standards for the Building Permit Application.	S. Gadhok
3/24/2025	2.8	Updated the document with the removal of HCAI information.	S. Gadhok
5/28/2025	2.9	Update to replace the old title blocks with the new ones in the Appendices.	S. Preciado

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Introduction

University of California – Davis Health (UCDH) has developed a program to streamline the plan submittal process while reducing paper waste, expense, and the inconvenience of printing and shipping multiple copies of the construction documents. Electronic plan review will allow concurrent reviews by the FP&D Building Department and Fire Prevention Permitting staff, who will assist in reducing review turnaround times while supplying a supportive consolidated corrections list that applicants can use to track and respond to comments. Applicants submitting their application must coordinate and organize their submittal package into PDF files arranged in the manner described in this document.

1. Submittal Methods

Refer to the following instructions before preparing your documents for electronic plan review. Note that Plans and Supplemental Documents have different submittal requirements.

1.1 Submittal Requirements (Checklist)

All documents submitted for electronic plan review must be in PDF format and meet the following formatting requirements. Failure to comply with these requirements will delay the processing of your submittal.

- PDF filenames must meet the [file naming convention requirements](#) outlined in [Appendix A](#), and [Appendix B](#).
- PDF filenames cannot include [special characters \(% , + , \\$, #\) or the date](#).
- PDF Packages / Portfolios are not accepted. Plan sets must consist of a [single PDF file](#).
- PDF files must not exceed **350MB** in [size](#).
- Plans Sheet/Page Count: Plans must not exceed 300 sheets, and supplemental documents (8.5x11 size) must not exceed 1,000 sheets. If the document (specifications or calculations) exceeds 1,000 pages, it must be divided into separate volumes.
- PDF files must not be password-protected or [locked](#).
- PDF files must not contain [layers or comments](#).
- Files should be flattened and/or optimized PDFs.
- Plan sets must have [bookmarks](#) that list sheet numbers and sheet titles.
- Supplemental review documents (calculations, specifications, manufacturer cut sheets, etc.) must also have [bookmarks](#).
- Plan sets must not have [page sizes](#) larger than 36x48 inches.
- Plan sets must have uniform [content orientation](#) and page [alignment](#)
- Plan sets must be drawn [to scale](#).
- Plan sets must have [stamping](#) space located in the title block of each sheet. Refer to [Appendix E](#), [Appendix G](#), [Appendix H](#), and [Appendix I](#) requirements for approval stamps.
- [Resubmittals](#) require complete sets, as we do not accept partial submittals of review documents. Please **do not** rename or omit sheets from the resubmittal documents.
- [Scanned Plans](#) are acceptable but must meet all other submittal requirements listed above. When scanning, be sure to properly align page edges on the scanning bed so the pages are not skewed.
- Each plan sheet must include the UCDH project number, name, and address.
- Plans/Review Documents cannot state "Not for Construction" or "Draft."
- Professional stamps/seals shall be affixed to plans and documents as required.

1.2 Preparing Plans for Submittal

Please note that the troubleshooting suggestions and screenshots included in this section were created using Adobe Acrobat Pro. Other PDF tools (e.g., Nitro, Foxit, Bluebeam, etc.) may offer similar solutions not outlined in this document.

1.3 File Naming Convention

Specific file naming conventions for submitted review documents are required to facilitate the electronic plan review process for the following reasons:

- Naming files to properly describe the contents of the file document will help reviewers identify more quickly which files they need to review.
- Comments from reviewers will be sorted by document and by discipline.
- Revised file documents will need to be uploaded by applicants, and improper or inconsistent naming of files will delay the review of your application.
- Applications with file names that are not named correctly may be returned at triage. Failure to adhere to the sample file naming formats may result in a request for resubmittal and/or delay the plan review process.

Additionally, please be advised of the following file naming requirements:

1. Do not use special characters in the filename (% , + , \$, #). Use underscores (_) instead of spaces.
2. Do not include the date in the file name.

Please refer to [Appendix A](#) and [Appendix B](#) for the file naming conventions specific to each document type and examples.

1.4 Single PDF File

If the Plan set consists of multiple files, they must be merged into a single PDF file; failure to do so will delay the processing of your submittal. We do not accept files submitted in Adobe Acrobat *Portfolios*.

1.5 File Size

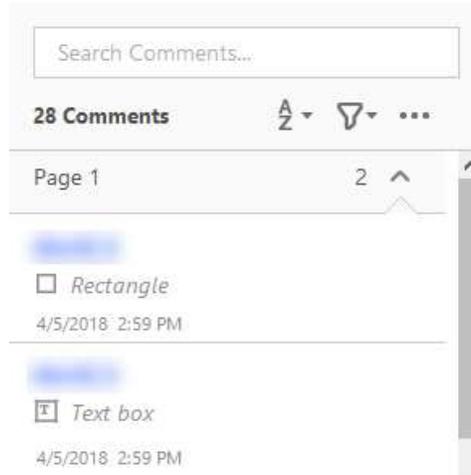
The PDF file size must not exceed **350MB** in size. To verify your file is in compliance, open the file and select “File” then “Properties” to view the *File Size*. If your file is too large, please reduce the file size. Open the file, select “Save as Other,” then “Reduced Size PDF.”

1.6 Protection

Do not submit password-protected or locked PDF documents. Files must be” unlocked before submittal. Failure to do so will delay submitting your application.

1.7 Layers and Comments

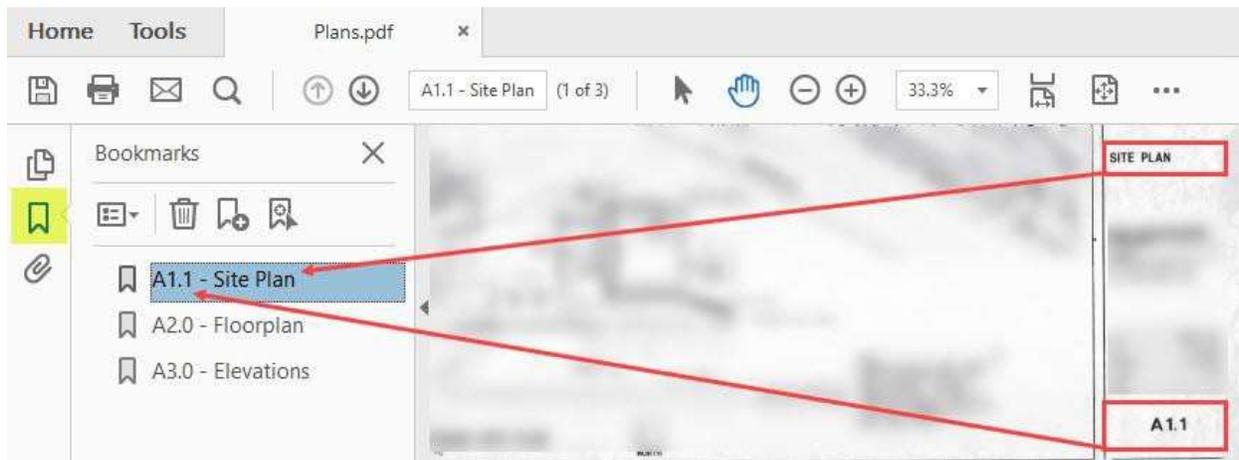
Do not submit review documents with layers and/or comments. Do not submit files that Adobe reports as damaged or that Adobe cannot open. Layers *must be flattened* before submitting. Failure to do so will result in your application being returned to Triage, which will further delay the processing of your submittal. To verify if a document contains comments, which consist of editable content, active form fields, stamps, text boxes, signatures, and markups, go to Tools and select the 'Comment' icon to view the objects in the viewing window on the right, as shown in the example below.



NOT CORRECT

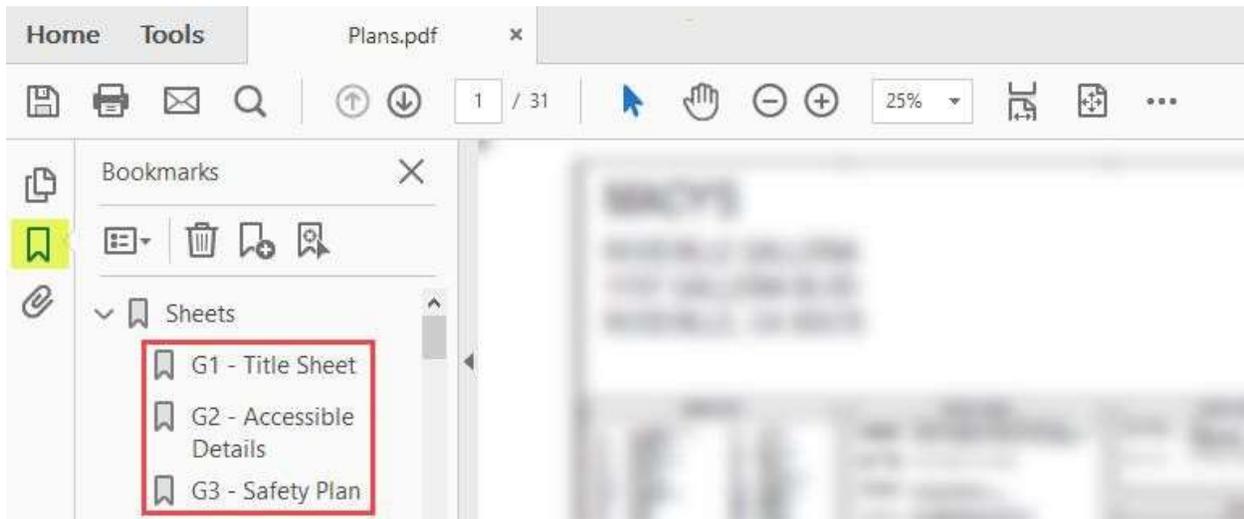
1.8 Bookmarks

Plan sets are required to have bookmarks to facilitate the electronic plan review process. Each sheet shall be indexed or bookmarked by sheet number and sheet title, as shown in the example below. Failure to do so will result in your application being returned at Triage, which will further delay the processing of your submittal.



CORRECT

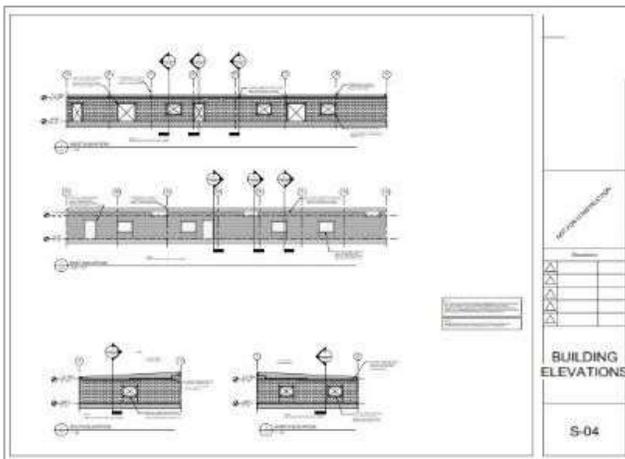
All bookmarks must be on the same level as the topmost bookmark. Bookmarks cannot be indented or nested, as shown in the example below. To un-nest bookmarks, select the nested bookmarks and drag them to the same level as the topmost bookmark.



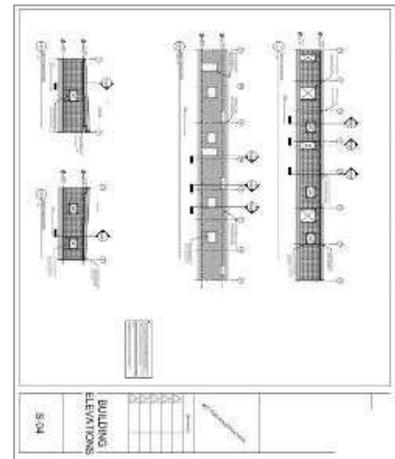
NOT CORRECT

1.9 Content Orientation

Pages (sheets) must all be properly *oriented*, meaning content is upright, **not** sideways or upside down, so that the document can be viewed without rotation. To check that pages are properly oriented, open the document and do a **'print preview.'** Scroll through each page in the preview window to ensure the pages are properly oriented.



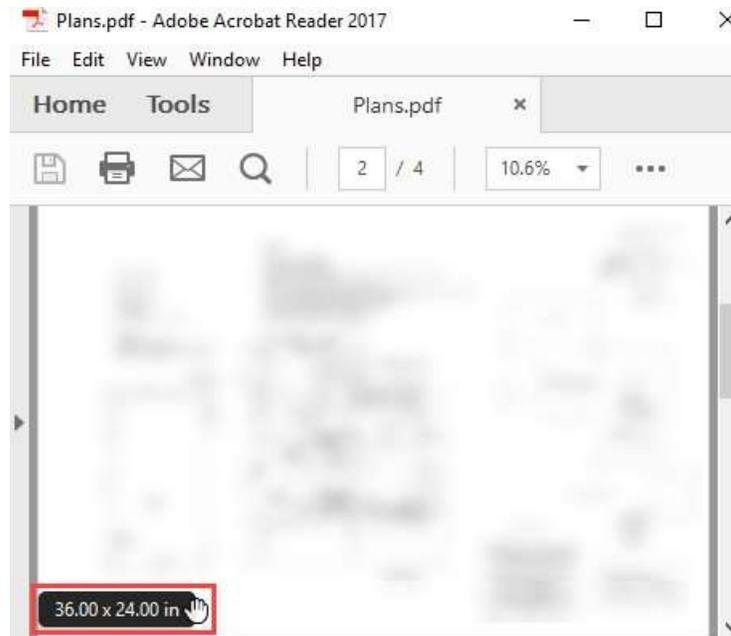
CORRECT



NOT CORRECT

1.10 Page Size

PDF files must have page sizes no larger than 36" x 48". To check that pages are properly sized, open the document and hover over the bottom left corner of the page. Scroll through each page to ensure that the page size is not larger than 36" x 48".



CORRECT

1.11 Alignment

Plan set drawings must be created in your CAD program so that drawing perimeters and objects 'line up' exactly when overlaid electronically. Revised/corrected plan versions must spatially 'lineup' with the original submittal to facilitate comparing resubmittals electronically.

1.12 Scale

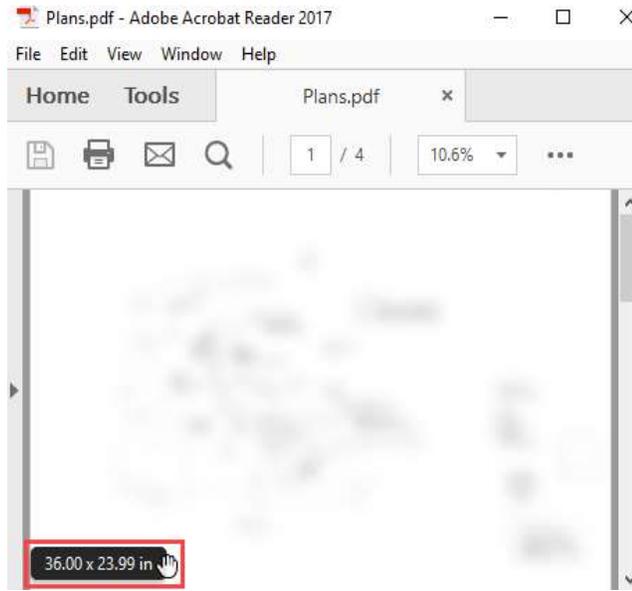
Plans must be saved at 'full size' and 'to-scale' to ensure proper measuring of lines and areas electronically.

1.13 Approval Stamps

To facilitate digital stamping, an Approval Stamp Space is required in the same exact location on each sheet. For examples of UCDH project stamping requirements, refer to [Appendix E](#) and [Appendix F](#).

1.14 Scanned Plans

Paper plans scanned from a photocopy to PDF format are acceptable, but should be legible and meet the requirements noted in the [Preparing Plans for Submittal](#) section above. Be sure to check that the scanned pages are correctly sized. Scroll through each page to ensure the page size is standard (e.g., 36 x 24 in, 8.5 x 11 in, etc.). Do not submit pages with irregular sizes, as shown in the example below. Failure to do so will result in your application being returned to Triage, further delaying the processing of your submittal.



NOT CORRECT

If your page size is irregular, you can standardize it by printing it to a PDF and resaving the file. The table below identifies the appropriate paper size to select.

Paper Size	Paper Size Name
8.5 x 11 inches	Letter
8.5 x 14 inches	Legal
17 x 11 inches	Ledger
24 x 18 inches	Arch C
36 x 24 inches	Arch D
48 x 36 inches	Arch E
42 x 30 inches	Arch E1

Table 1: Page Size

2 Submitting PAD Amendments/Revisions and Resubmittals

Revised files are typically one of two types: (1) **Post Approval Document (PAD) Amendments/Revisions** to previously approved documents, or (2) required **'Resubmittals.'** Revised documents should meet the following requirements, as well as those listed in the [Preparing Plans for Submittal](#) section above. Failure to comply with these requirements will delay the processing of your submittal.

PAD Amendments/Revisions and Resubmittals have different file naming requirements, as noted below:

1. **Post Approval Document (PAD) Amendments/Revisions:** These are amendments to previously approved documents, such as Amended Construction Documents (ACDs). Updated plans shall comply with the following:

- Provide a narrative of changes with a sheet-by-sheet list of updates. (A Narrative is required for all ACD submittals.)
- New plan sheets inserted/added shall have different numbering/bookmarks from the previous ones. (Also, update all related sheet indexes.)
- For 'Revisions' to previously approved documents: Add 'ACD#' to the end of the filename for the submitted revision, where the '#' represents the sequence of submitted revisions. If a revision requires a resubmittal, update the revision file name for subsequent resubmittals. Refer to [Appendix A](#) and [Appendix B](#) for file naming conventions.
- Ensure all revisions are clouded with deltas.
- Plan sheets must retain the same numbering/bookmarks as the original approved plans.

2. **Required Resubmittals:**

- Provide a **complete plan set**, not just modified/delta sheets.
- Add 'BC-#' to the end of the filename for the resubmitted revision, where the '#' represents the sequence of submitted revisions. Refer to [Appendix A](#) and [Appendix B](#) for file naming conventions.
- **Do not remove pages** from your corrected plan set. If pages need to be removed, place a 'slash' across those pages, mark them as 'Omit,' and include the date they were omitted.
- **Do not rename sheets.** Plan sheets submitted previously must keep the same numbering/bookmarks.
- 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.
- **If deleting a sheet/page from the plans**, communicate this to the intake and review staff via Narrative and Response documents.
- Provide a **Narrative of Revisions** with a sheet-by-sheet list of further revisions to the previous submittal to communicate to intake staff and reviewers as necessary when deleting sheets/pages or adding new changes not previously reviewed or in response to previous reviewer comments.

Table 2, Table 3, and Table 4 below display the correct file names for three electronically submitted and resubmitted documents.

Plans	Filename (Example)	File Naming Convention	Pages/ Sheets
1 st Submittal – (Initial Review)	Plan_9559310.pdf.	<Plan>_<UCDHPProject#>.pdf	50
2 nd Submittal 1 st - (Backcheck Review)	Plan_9559310_BC1.pdf	<Plan>_<UCDHPProject#>_<backcheck#>.pdf	51
3 rd Submittal 2 nd – (Backcheck Review)	Plan_9559310_BC2.pdf	<Plan>_<UCDHPProject#>_<backcheck#>.pdf	52

Table 2: Plans - File Naming Convention

Specifications	Filename (Example)	File Naming Convention	Pages/ Sheets
1 st Submittal – (Initial Review)	Specs_9559310.pdf	<Specs>_<UCDHPProject#>.pdf	200
2 nd Submittal 1 st - (Backcheck Review)	Specs_9559310_BC1.pdf	<Specs>_<UCDHPProject#>_<backcheck#>.pdf	205
3 rd Submittal 2 nd - (Backcheck Review)	Specs_9559310_BC2.pdf	<Specs>_<UCDHPProject#>_<backcheck#>.pdf	210

Table 3: Specifications – File Naming Standard

Calculations	Filename (Example)	File Naming Convention	Pages/ Sheets
1 st Submittal - (Initial Review)	Calc_Structural_9559310.pdf	<Calc_Structural>_<UCDHPProject#>.pdf	200
2 nd Submittal 1 st - (Backcheck Review)	Calc_Structural_9559310_BC1.pdf	<Calc_Structural>_<UCDHPProject#>_<backcheck #>.pdf	210
3 rd Submittal 2 nd - (Backcheck Review)	Calc_Structural_9559310_BC2.pdf	<Calc_Structural>_<UCDHPProject#>_<backcheck #>.pdf	225

Table 4: Calculations – File Naming Standard

NOTE: After plans are submitted, intake and triage processing can take up to “3 business days.” The application status “**In Plan Review**” marks the project as available for review.

Assistance is available Monday–Friday, 9:00 am – 4:00 pm PST, excluding California State holidays, by emailing: Buildingdeptplanreview@health.ucdavis.edu

Appendix A: UCDH – File Naming Convention

UCDH - Plan Review Documents				
Documents should be in PDF Format Only.				
No.	Document Type	File Naming Convention (Example)	File Naming Convention	Description
1.	Calculations	Calc_Structural_9559310.pdf Calc_Structural_9559310_vol1.pdf Calc_Structural_9559310_vol2.pdf	<Calc_<type>_<UCDHProject#>.pdf	Calc_Struct Calc_Fire Calc_Anchorage Calc_Hydraulic, Calc_Precast, or Other Calculations as appropriate Note: Please use volume numbers for calculations with more than 1,000 pages or several volumes (see example).
2.	Geotechnical Report	GeotechRpt_9559310.pdf	<GeotechRpt>_<UCDHProject#>.pdf	Geotechnical Report
3.	Image Documents	Image_9559310.pdf	<Image>_<UCDHProject#>.pdf	Photos, Sketches
4.	Other <i>(Only use when no other description will work)</i>	Docs_9559310.pdf	<Docs>_<UCDHProject#>.pdf	Short Description of Document
5.	Manufacturer Cut Sheets	Prod_9559310_Fire Alarm.pdf	<Prod>_<UCDHProject#>_<Product Submittal Type>.pdf	Product Submittals E.g.: Fire Alarm, Fire Sprinkler
6.	Responses/Correction Report <i>(In Excel Format Only)</i>	Response_9559310.xlsx	<Response Comments>_<UCDHProject#>.xlsx	Responses to Plan Review comments
7.	Special Inspection and Testing Form	SITF_9559310.pdf	<SITF>_<UCDHProject#>.pdf	Special Inspection testing
8.	Plans	Plan_9559310.pdf Plan_9559310_vol1_G_A_C_S.pdf	<Plan>_<UCDHProject#>_<volume#>_<First Initial for each discipline>.pdf	If you have 1 volume, don't enter the volume number. Plans with more than 100 Sheets or several volumes use volume numbers. After the volume#, enter the first initial for the discipline. E.g.: G for Geotechnical, S=Structural, C=Civil
	Plans - ACD	Plan_9559310_B24-0023_ACD01.pdf	<Plan>_<UCDHProject#>_<UCDHparentrecord#>_<ACD><2-digit sequential#>.pdf	Amended construction document

	Plans - DA	Plan_9559310_B24-0023_DA01.pdf	<Plan>_<UCDHProject#>_<UCDHparentrecord#>_<DA><2-digit sequential#>.pdf	Deferred Approval
9.	Specifications	Specs_9559310.pdf Specs_9559310_vol1.pdf Specs_9559310_vol2.pdf	<Specs>_<UCDHProject#>.pdf	Specifications /Project Manual Note: If you have 1 volume, don't enter the volume number. Please use volume numbers for specifications with more than 1,000 pages or several volumes (see example).
10.	Reference Documents	Ref_9559310.pdf	<Ref>_<UCDHProject#>.pdf	Reference Only
11.	Narratives (Required for Amended Construction documents)	Narr_9559310_B24-0023_ACD01.pdf	<Narr>_<UCDHProject#>_<UCDHparentrecord#>_<ACD><2-digit sequential#>.pdf	Narrative
12.	Letters	Letter_9559310.pdf	<Letter>_<UCDHProject#>.pdf	Letter
13.	Job Card	JobCard_9559310.pdf	<JobCard>_<UCDHProject#>.pdf	Job Card - Original
14.	Revised Job Card	JobCard_v1_9559310.pdf	<JobCard>_<v1>_<UCDHProject#>.pdf	Job Card – Revised Version Note: Increment the version number as the Job Card is revised.

Appendix B: Building Permit Application – File Naming Convention

Building Permit Application -				
Documents should be in PDF Format Only.				
No.	Document Type	File Naming Convention (Example)	File Naming Convention	Description
1.	Current Workers' Compensation Certificate	WCIC_9559310_B25-0012.pdf	WCIC_<UCDHPProject#>#>_<Accela Record ID>.pdf	Contractor: Current Workers' Compensation Certificate Owner Builder: Certificate of Consent to Self-Insure
2.	Preliminary Construction Schedule	Schedule_9559310_B25-0012.pdf Schedule_9559310_B25-0012.xlsx	Schedule_<UCDHPProject#>_<Accela Record ID>.pdf Schedule_<UCDHPProject#>_<Accela Record ID>.xlsx	This schedule is the Preliminary Construction Schedule for the project.
3.	Job Card	JobCard_9559310.pdf	<JobCard>_<UCDHPProject#>.pdf	Job Card – Original
4.	Revised Job Card	JobCard_v1_9559310.pdf JobCard_v2_9559310.pdf	<JobCard>_<v1>_<UCDHPProject#>.pdf <JobCard>_<v2>_<UCDHPProject#>.pdf	Job Card – Revised Version Note: Increment the version number as the Job Card is revised.

Appendix C: Attachments by Record Type

Attachments are electronic files, such as PDFs or image files, that you can upload from your computer to the eServices Portal, and then associate the attachment with a specific project record, such as UCDH Project, Post-Approval Document, etc. Attachments can be just about any relevant document or file, such as special instructions, diagrams, pictures, or other information relevant to the record, however, the Document Types are limited based on the record the attachment is being uploaded to; this is known as public user permissions for each attachment associated with a record. Once a document, plan, photo, etc., is uploaded to the Accela eServices Portal, the attachment can be downloaded and viewed by any authorized Public User with Facility Authorization and by any Licensed Professional associated with that project. However, attachments cannot be deleted by an Applicant once they are uploaded – even if they were erroneous, they can only be deleted by UCDH intake staff. A description of attachments and the records that they can be associated with is listed in the table below:

Attachment Name	Record Type	Description
Attachments by Record Type		
Plan	UCDH Projects UCDH Post Approval Documents (PAD)	Construction floor plans of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of applicable codes and relevant laws, ordinances, rules, and regulations. Plans do not include specifications, calculations, product data, etc.
Calculations	UCDH Projects UCDH PAD	Structural calculations, hydraulic calculations, etc. necessary to support the design criteria and parameters of the Plans.
Specifications	UCDH Projects UCDH PAD	The portion of the Contract Documents consists of the written requirements for materials, equipment, systems, standards, and workmanship for the work, and performance of related services.
Job Card	UCDH Projects UCDH PAD	The Job Card identifies all materials and tests to be performed on the project, all special inspections on the project, and the firm(s) and/or individual(s) to perform the required tests and assessments. The Job Card must also identify each Licensed Professional who must verify that the work complies with the approved construction documents.
Workers' Compensation Insurance Certificate	UCDH Project	California law requires employers to have workers' compensation insurance if they have even one employee. Proof of sufficient workers' compensation insurance or a certificate of self-insurance is required for the issuance of any Building Permit.
Documents	UCDH Projects UCDH PAD	All other documents not already classified may be uploaded; this would include soil reports, product data sheets, reference drawings, etc.
Image Documents	UCDH Projects UCDH PAD	Photos may be uploaded if they are relevant to the project.
Other	UCDH Projects UCDH PAD	Miscellaneous classification of attachments.

Appendix D: Stamping Requirements

Description	Pages Stamp Required		
	1st or 2nd Page	1 st Page (Cover Sheet)	All pages
Plans			✓
Shop Drawings - (Delegated Design)			✓
Calcs		✓	
Specifications	✓		
Manufacturer Cut Sheets		✓	
Geotechnical Reports		✓	

Appendix E: UCDH Stamping – Title Block (30x42)

