B ELECTRONIC PLAN CHECK (EPC) GUIDE

CITY OF STOCKTON

COMMUNITY DEVELOPMENT DEPARTMENT – BUILDING & LIFE SAFETY DIVISION
501 W WEBER AV BLDG 2, STOCKTON, CA 95203 • (209) 937-8561 • www.stocktonca.gov/building

All projects requiring plan review must be submitted in electronic format as outlined below.

STEP 1: Review General EPC Requirements Below	
☐	Review the submittal checklist for your project to ensure you have all required documents, submittal checklists can be found on our website here: SUBMITTAL CHECKLISTS
☐	Required file format is PDF, direct export from CAD program preferred. PDF portfolios will not be accepted.
☐	All files are **unsecured**, meaning they are not password protected or have any restrictions on the ability to markup/edit the document. All layers and comments are flattened. **Secured files will be rejected.**
☐	Use of colors should be limited as necessary for clarity; export of CAD program layer colors is not acceptable.
☐	All files are organized and follow the naming convention outlined below.

STEP 2: Format and Organize Electronic Files	
☐	Each document type such as permit application, plan set, calculations, etc. are separate PDF files.
☐	All plans, calcs, etc. are stamped and/or signed by the responsible design professional.
☐	Construction plan files have each discipline (i.e. architectural, civil, electrical, etc.) bookmarked in the PDF file.
☐	Files follow the naming convention below. Each file shall be named starting with the project address, plan review cycle number, and document type. A typical submittal may be formatted as illustrated below:

File	File Name
Building Permit Application	ProjectAddress-CYC1-Application
Construction Plans (all disciplines should be combined into one file)	ProjectAddress-CYC1-Plans
Structural Calculations	ProjectAddress-CYC1-StructCalcs
Geotechnical Report	ProjectAddress-CYC1-GeoReport
Stormwater Quality Control Plan	ProjectAddress-CYC1-SWQCP
Etc.	Etc.

☐	Each subsequent submittal shall follow the same naming convention with the appropriate cycle number in the file name (ex. ProjectAddress-CYC2-Plans).

STEP 3: Submit Your Project for Plan Review	
New Submittals:	
☐	Project may be submitted at the public permit counter by bringing your submittal package, formatted as outlined above, on a USB or similar storage device.
☐	Project may be submitted via email by sending the complete package, formatted as outlined above, to plancheck@stocktonca.gov. Copy the property/business owner on all email correspondence. Once reviewed and processed a Permit Technician will contact you. **For faster processing of your application it is recommended that you submit in-person.**
Resubmittals:	
☐	Resubmittal includes **complete** versions of files which required revisions. Submitting only revised sheets or supplemental information is not acceptable. **A letter with a response to each correction comment is required.**
☐	Project may be resubmitted at the public permit counter by bringing your resubmittal package, formatted as outlined above, on a USB or similar storage device.
☐	Project may be resubmitted via email by sending the complete package, formatted as outlined above, directly to the assigned plan checker. Copy the property/business owner on all email correspondence. **Always confirm receipt in case the assigned plan checker is out of the office.**