



ELECTRONIC PLAN CHECK (EPC) GUIDE



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561
www.stocktonca.gov/buildinginspection

All projects requiring plan review must be submitted in electronic format. Below are the requirements for electronic plan check submittals.

STEP 1: Review General EPC Requirements Below	
<input type="checkbox"/>	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
<input type="checkbox"/>	Required file format is PDF, direct export from CAD program preferred. PDF portfolios will not be accepted
<input type="checkbox"/>	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.
<input type="checkbox"/>	All files are organized and follow the naming convention outlined below.

STEP 2: Format and Organize Electronic Files																			
<input type="checkbox"/>	Each document type such as permit application, plan set, calculations, etc. are separate PDF files																		
<input type="checkbox"/>	All plans, calcs, etc. are stamped and/or signed by the responsible design professional																		
<input type="checkbox"/>	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: <table border="1" data-bbox="162 987 941 1354"> <thead> <tr> <th>File</th> <th>File Name</th> </tr> </thead> <tbody> <tr> <td>Building Permit Application</td> <td>ProjectAddress-CYC1-Application</td> </tr> <tr> <td>Air District Questionnaire</td> <td>ProjectAddress-CYC1-APCD</td> </tr> <tr> <td>Construction Plans (all disciplines should be combined into one file)</td> <td>ProjectAddress-CYC1-Plans</td> </tr> <tr> <td>Structural Calculations</td> <td>ProjectAddress-CYC1-StructCalcs</td> </tr> <tr> <td>Energy Calculations</td> <td>ProjectAddress-CYC1-EnergyCalcs</td> </tr> <tr> <td>Geotechnical Report</td> <td>ProjectAddress-CYC1-GeoReport</td> </tr> <tr> <td>Stormwater Quality Control Plan</td> <td>ProjectAddress-CYC1-SWQCP</td> </tr> <tr> <td>Etc.</td> <td>Etc.</td> </tr> </tbody> </table>	File	File Name	Building Permit Application	ProjectAddress-CYC1-Application	Air District Questionnaire	ProjectAddress-CYC1-APCD	Construction Plans (all disciplines should be combined into one file)	ProjectAddress-CYC1-Plans	Structural Calculations	ProjectAddress-CYC1-StructCalcs	Energy Calculations	ProjectAddress-CYC1-EnergyCalcs	Geotechnical Report	ProjectAddress-CYC1-GeoReport	Stormwater Quality Control Plan	ProjectAddress-CYC1-SWQCP	Etc.	Etc.
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Stormwater Quality Control Plan	ProjectAddress-CYC1-SWQCP																		
Etc.	Etc.																		
<input type="checkbox"/>	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:	
<input type="checkbox"/>	Project may be submitted at the Permit Center public counter by bringing your submittal package, formatted as outlined above, on a USB or similar storage device.
<input type="checkbox"/>	Project may be submitted via email by sending the complete package, formatted as outlined above, to plancheck@stocktonca.gov . Once reviewed and processed a Permit Technician will contact you. For faster service it is recommended that you submit in-person.
Resubmittals:	
<input type="checkbox"/>	Resubmittal includes complete versions of files which required revisions. Submitting only revised sheets or supplemental information is not acceptable.
<input type="checkbox"/>	Project may be resubmitted at the Permit Center public counter by bringing your resubmittal package, formatted as outlined above, on a USB or similar storage device.
<input type="checkbox"/>	Project may be resubmitted via email by sending the complete package, formatted as outlined above, directly to the assigned plan checker. Always confirm receipt in case the assigned plan checker is out of the office.