Applying for a Permit with Electronic Plan Review

Document Submission Standards

The following details the recommended **Submission Standards** when uploading Plans as part of your application/permit

Submission File Format Requirements:
· To support accurate measurement, the ability to search for text and for optimized performance, applicants should only submit vector files. Files containing raster or scanned content can be viewed and processed in our electronic plan review system, but for the reasons listed, vector is recommended.
· All text in submitted PDF files should be searchable
· PDF files must NOT require a password in order to view or to restrict the PDF permissions within the file
· For optimized performance and integration with the permitting system, the file size of each submission file may not exceed 225MB
· PDF Packages / Portfolios are not accepted

File Naming Standards:
· The file names of Plans and other supporting documents should describe the file contents and include the submission order number, for example **Architectural Plan Set – Round 1.pdf**
· The same file name may be used for resubmissions, but the Submission number should be incremented for each resubmission by the applicant, for example **Architectural Plan Set – Round 2.pdf**

Plan Sheet Numbering Standards:
· PDF files containing **Plan / Drawing Sheets** should contain a **PDF bookmark for each sheet**, that contains the Sheet Reference Number and optionally a Sheet Title, for example **A1.0 LOWER FLOOR**
· **Plan Sheet Reference Numbers** should be unique within a Record/Permit, two different drawing sheets should not have the same **Sheet Reference Number**. Take that into account when the number is entered manually and when verifying the sheet numbers.
· **TIP** – For best results, your plan sets should include a table of contents, i.e., bookmarks, of the sheet names.
Suggested order for the table of contents is as follows:
1. C (ex: Cover sheet, construction plans, civil)
2. G (ex: General notes)
3. S (ex: Structural)
4. A (ex: Architectural)
5. E (ex: Electrical)
6. M (ex: Mechanical)
7. P (ex: Plumbing, preliminary plat)
8. L (ex: Landscape)
9. T (ex: Title –24, energy)
10. CG (ex: Cal Green)
· **Plan Sheets** should be correctly orientated in the PDF submission file, to allow the Sheets to be viewed without needing to rotate the sheet, typically Landscape

· 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

· Plans should be generated to a fixed scale, for example ¼" to 1', 1/8" to 1', 1cm to 1m

Supporting Document Standards:

· Supporting documents should be submitted as separate files and not combined as part of a plan sheets submission file where applicable

· Documents that contain multiple pages, for example Structural Calculations, should be submitted as a single, multi-page file.

· Different categories of supporting documents should be submitted as separate files, for example Structural Calculations, Truss Calculation, Soil Report, etc.

· Documents should be correctly orientated in the PDF files, to allow the contents to be viewed without needing to rotate the page, typically Portrait

STEP 2

Login to submit an application

STEP 3

Click on Building
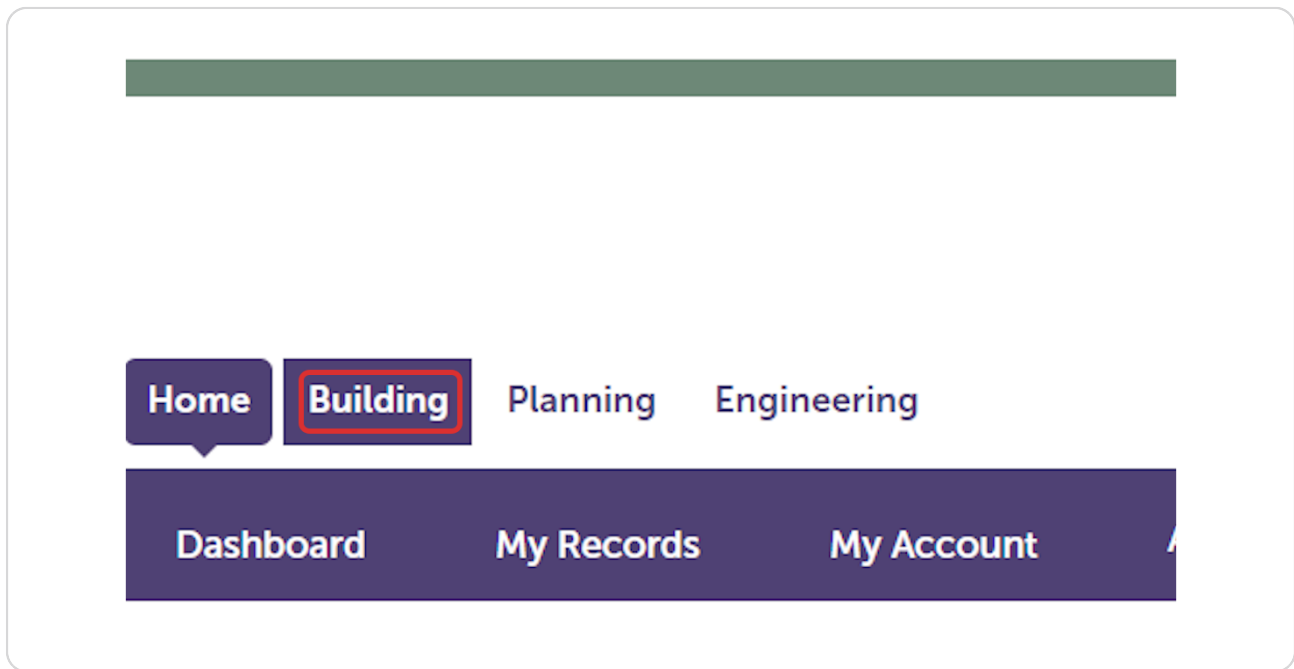
STEP 4

Click on Create Application
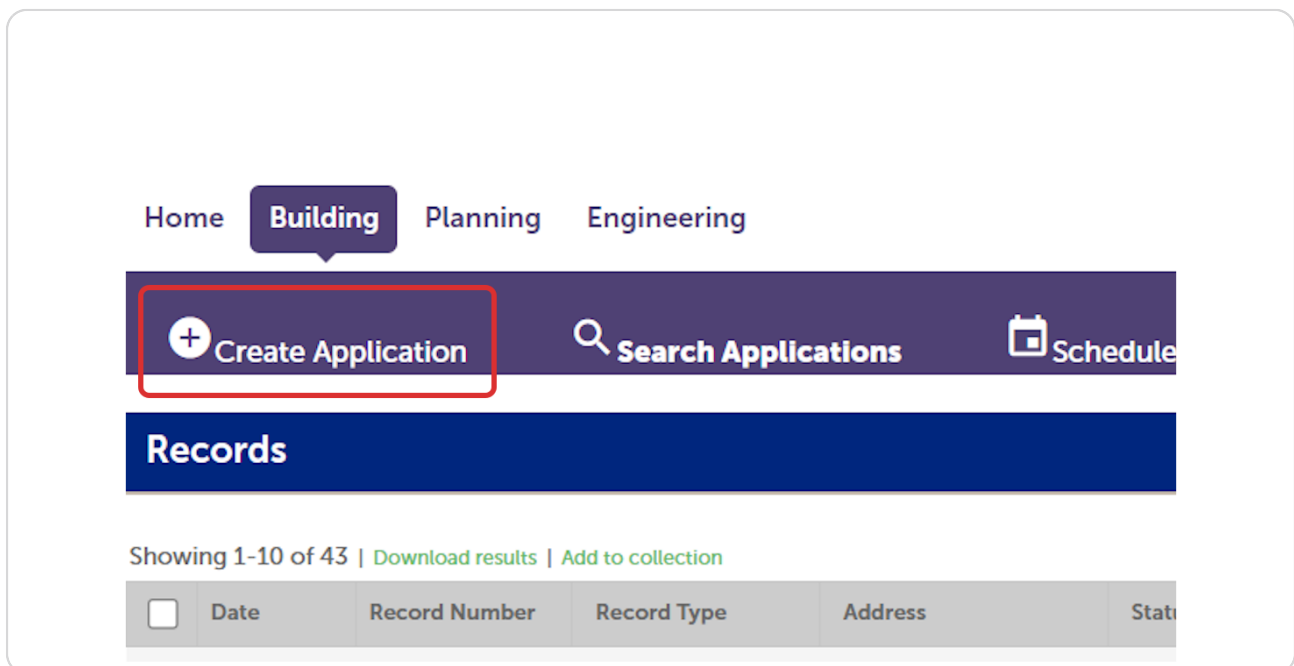
STEP 5

Check I have read and accepted the above terms and select Continue Application

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer

General Disclaimer
While the City of Livermore attempts to keep its Web information accurate and timely, the City of Livermore neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☑ I have read and accepted the above terms.

Continue Application »

STEP 6

Select the appropriate license associated to the account or None Applicable

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

--Select--

--Select--
CONTRACTOR G100
None Applicable

Continue Application »

STEP 7

Click on Continue Application »

Bob Builder
GENERAL CONTRACTORS INC
100 W First St Suite 1001
Pleasantville, CA 97777
United States

Home Phone:915-555-1
Mobile Phone:916-223-
Fax:
CONTRACTOR
G100

Continue Application »

STEP 8

Select the permit type to apply for

Additional SolarAPP+ Information

[   ] ▽ **Search**

▶ Building
  ○ Accessory Dwelling Unit Permit
  ◉ Dwelling Permit
  ○ Electrical
  ○ Furnace/AC
  ○ Photovoltaic
  ○ Plumbing
  ○ Pool Spa
  ○ Roof

TruePoint Solutions

STEP 9

Click on Continue Application »

STEP 10

Enter street # and street name then select search

STEP 11

Enter phone and e-mail for Owner

STEP 12

<u>Type in Detailed Description</u>

STEP 13

Complete application questions and click on Continue Application »

STEP 14

<u>Applicant information will populate from logged in user</u>

STEP 15

Complete DECLARATIONS...

Step 3: General Declaration > Declaration
Check A, B or C below

* indicates a required field.

Custom Fields

DECLARATIONS
Select A, B or C below

A - I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Labor Code Section 3700, for the performance of the work for which this permit is issued. My policy number is: ☐

Policy: [   ]

B - I have and will maintain workers' compensation insurance, as required by Labor Code Section 3700, for the performance of the work for which this permit is issued. My workers compensation insurance carrier and policy are : ☐

Policy: [   ]

Carrier: [   ]

Phone: [   ]

Expires: [MM/DD/YYYY] 📅

C - I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Labor Code Section 3700, I shall comply with those provisions: ☐

WARNING: Failure to secure workers' compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to $100,000, in addition to the cost of compensation, damages as provided for in Labor Code Section 3706, interest, and attorney's fees. I hereby affirm under penalty of perjury one of the following declarations.: ☐

STEP 16

Select who work is being performed by

● Create Application   ▾Search Applications   ⊡ Schedule an Inspection

Dwelling Permit

| 1 Work Location | 2 Contact | 3 General Declaration | 4 Acknowledgement | 5 Professional |

Step 3: General Declaration > Work Performed By
If Owner - Check one box for A, B, or C

Custom Fields

WORK PERFORMED BY

* This permit is being pulled by?:   [Agent for Contractor ▼]

Continue Application »

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City Hall • 1052 S. Liverm

STEP 17

Work Performed by may require additional documentation

STEP 18

At any point in the application Save and resume later can be selected

STEP 19

The license selected in the beginning will appear here and require affirmation

⊕ Create Application   🔍 Search Applications   🗓 Schedule an Inspection

Dwelling Permit

| 1 | 2 | 3 General Declaration | 4 Acknowledgem… | 5 Professional | 6 Documents | 7 Review |

Step 5: Professional > Contractor

* in

licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Bob Builder
GENERAL CONTRACTORS INC
License Type:CONTRACTOR
License Number:G100
Address: Pleasantville 97777
Edit Remove

Custom Fields

PROFESSIONAL INFORMATION

* I hereby affirm under penalty of perjury that I am licensed under provisions of Business
and Professions Code Division 3, Section 7000 of Chapter 9, and my license is in full force
and effect.: ☐

Continue Application »

Save

STEP 20

Upload Files: The blue banner displays all the required documents in order to submit

Dwelling Permit

| 1 | 2 | 3 | 4 Acknowledgem… | 5 Professional | 6 Documents | 7 Review | 8 Pay Fees |

Step 6: Documents > Upload Plans and Documents

*

Digital Projects

↻ Submission Package   Files   Comments   Approved Plans / Documents ↗

Status: NOSTATUS

ⓘ Upload files. The following Document Types must be uploaded for this permit application: • **Plans**

Submission Package Description*
Submission Package 1

⬆ Drag files here to upload or click to select

Cannot exceed 250Mb. Allowed file extensions:
XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

STEP 21

To upload files click on the box or from an open folder drag the files into the box
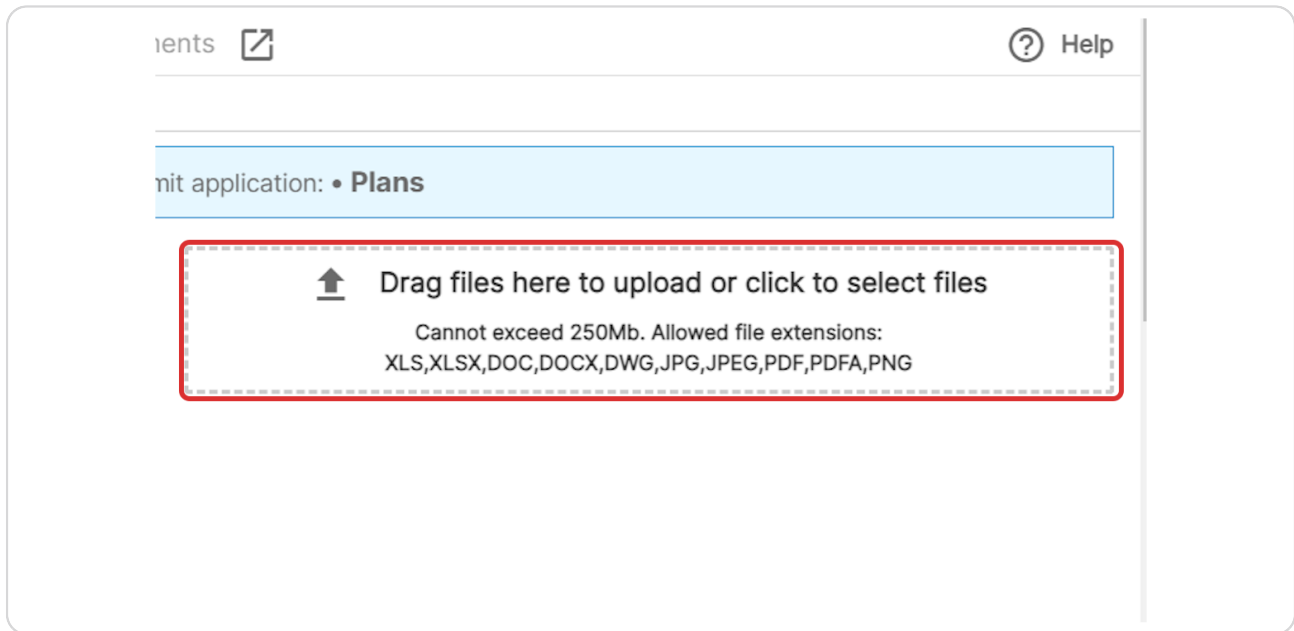
STEP 22

Click on Select Type and choose the one that matches the document uploaded
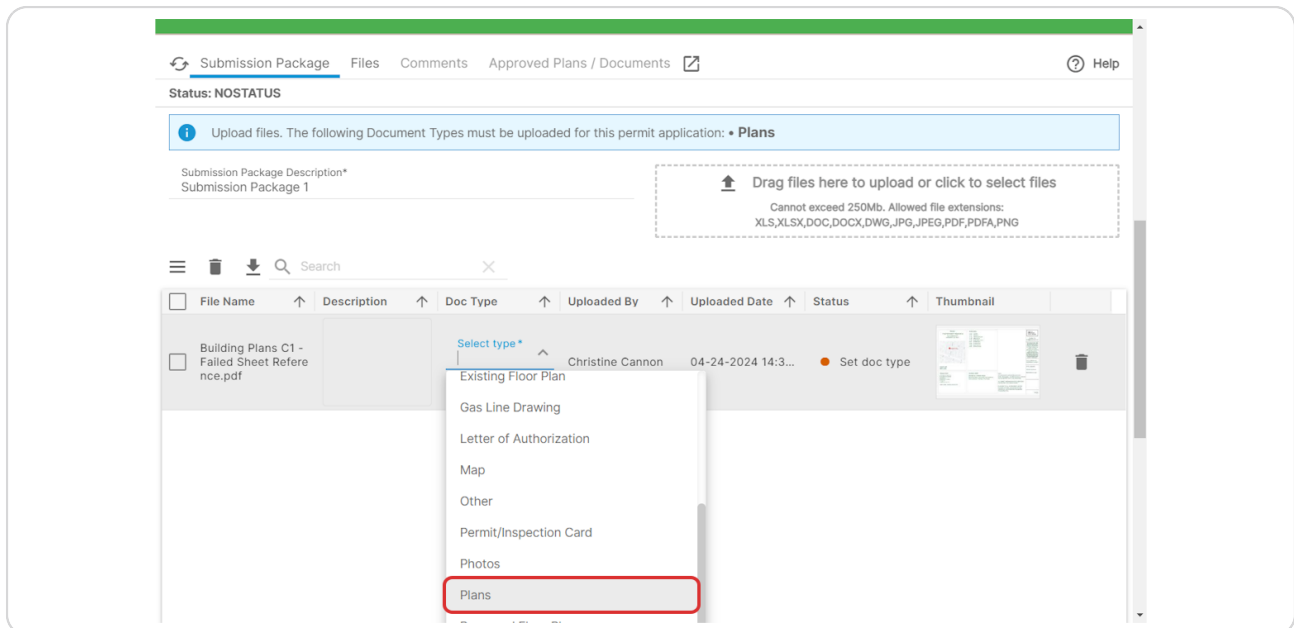
STEP 23

As the required doc type is selected it will be removed from the blue banner
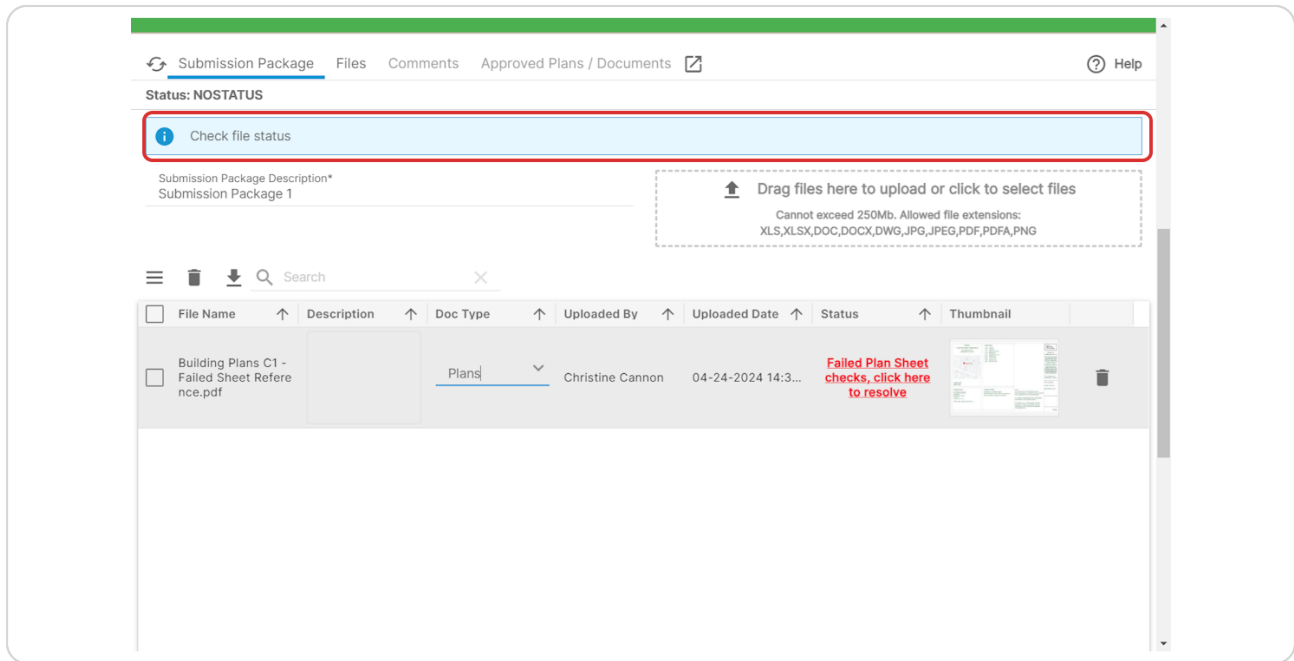
STEP 24

For plans the sheets need to be bookmarked or sheet references added in order to submit.

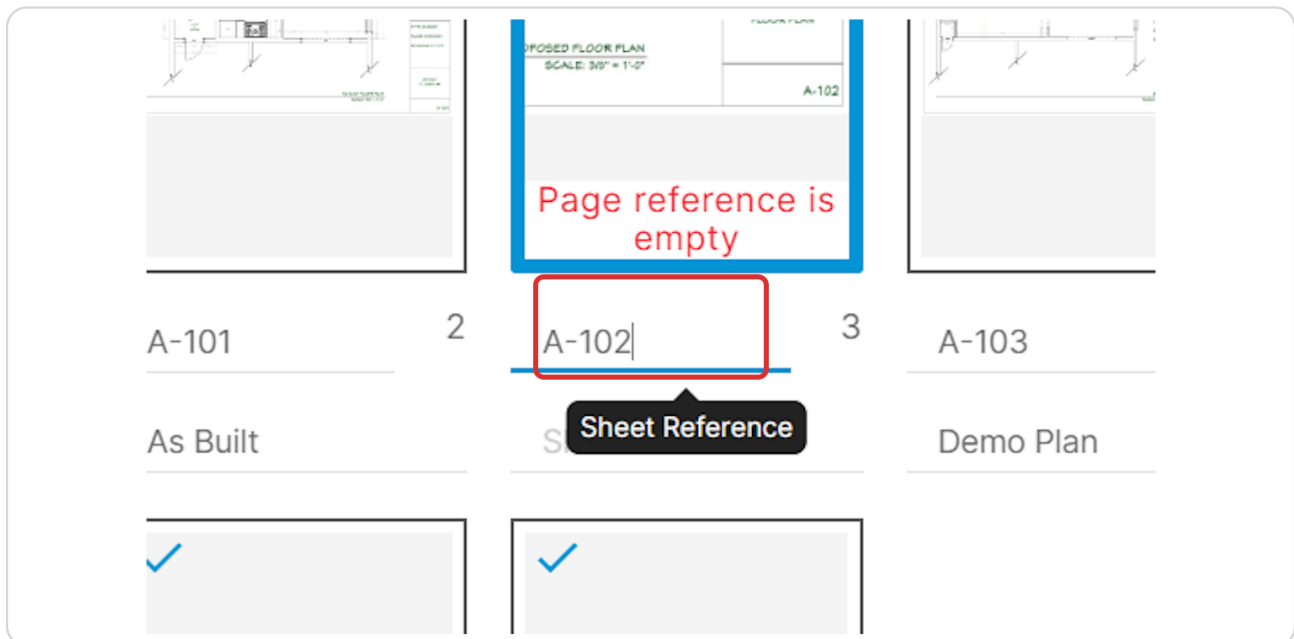Click on the status Failed Plan Sheet checks, click here to resolve
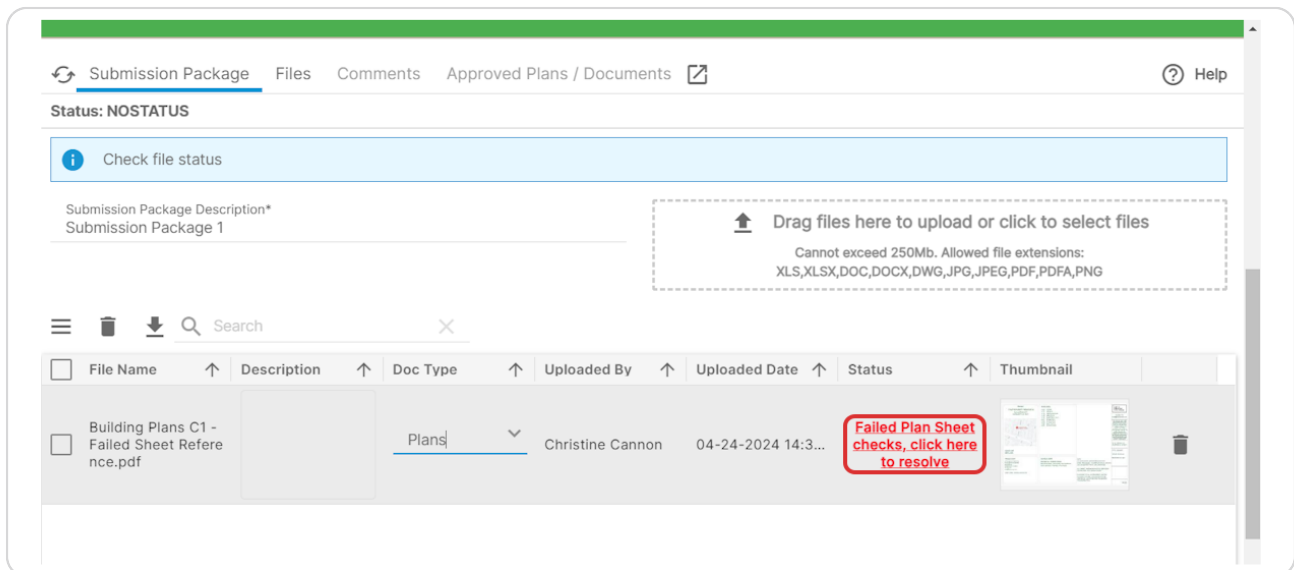
STEP 25

Click on square in the bottom right to zoom in to sheet
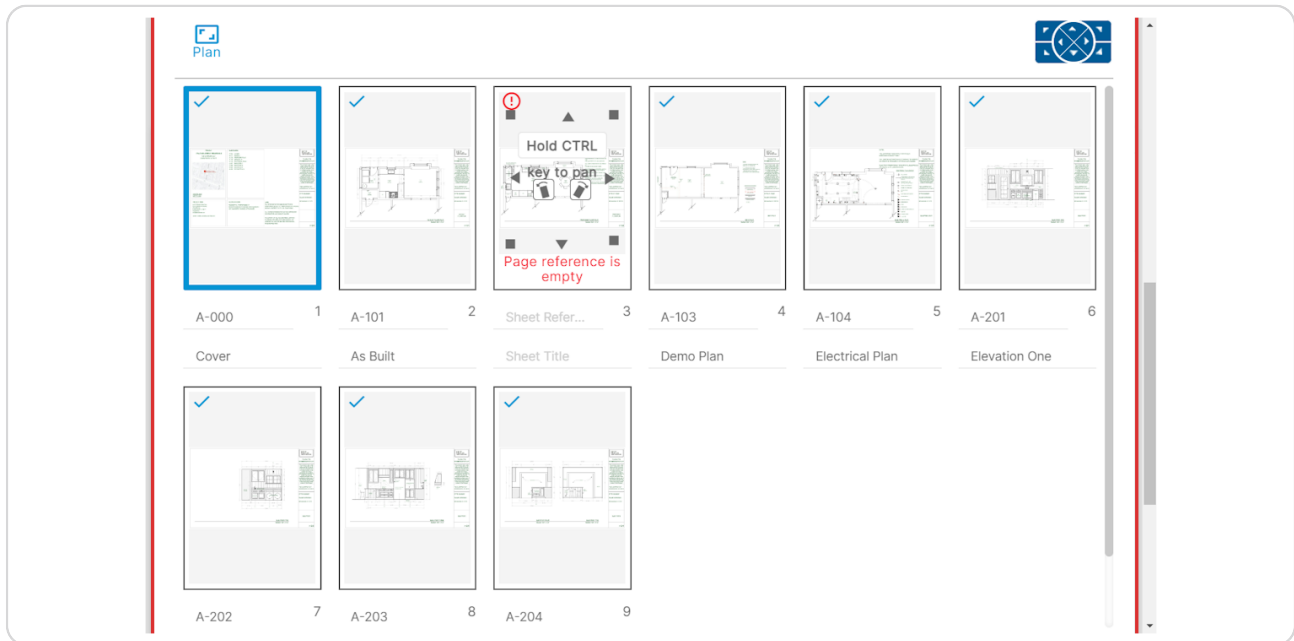
STEP 26

Add sheet reference

Sheet references must be unique across all documents

STEP 27

There's an option to toggle and only show sheets with errors
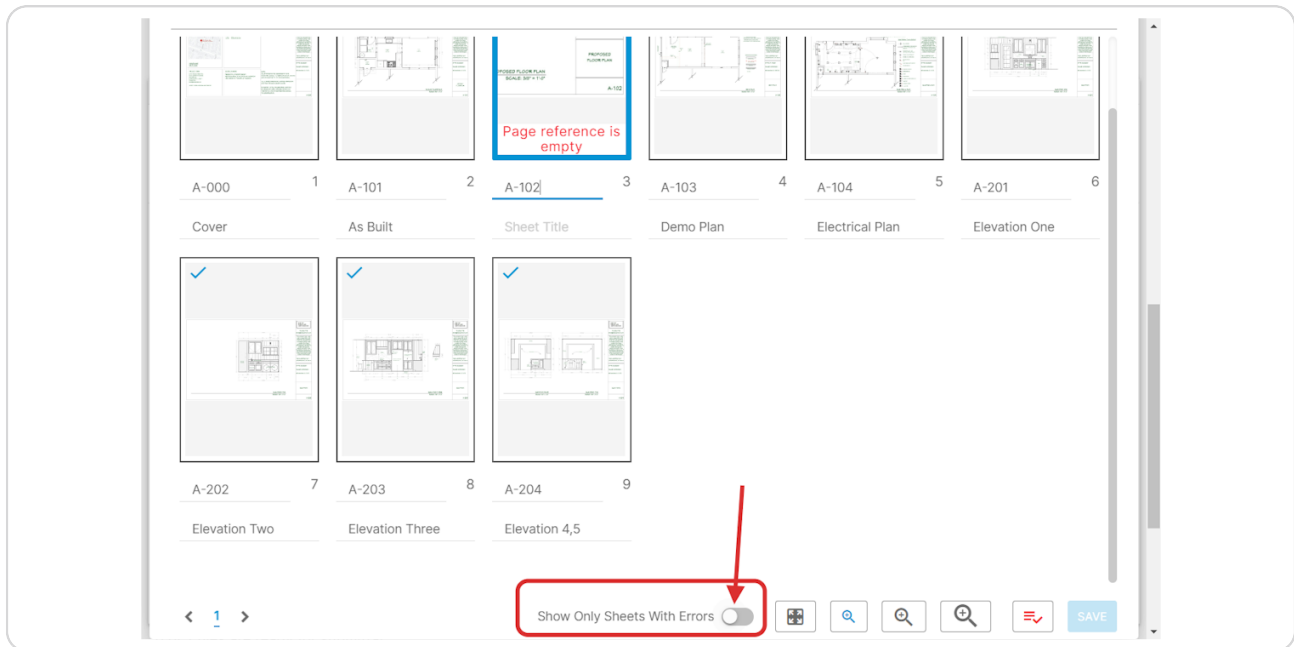
STEP 28

Once all sheets have unique sheet references the check references will update to blue
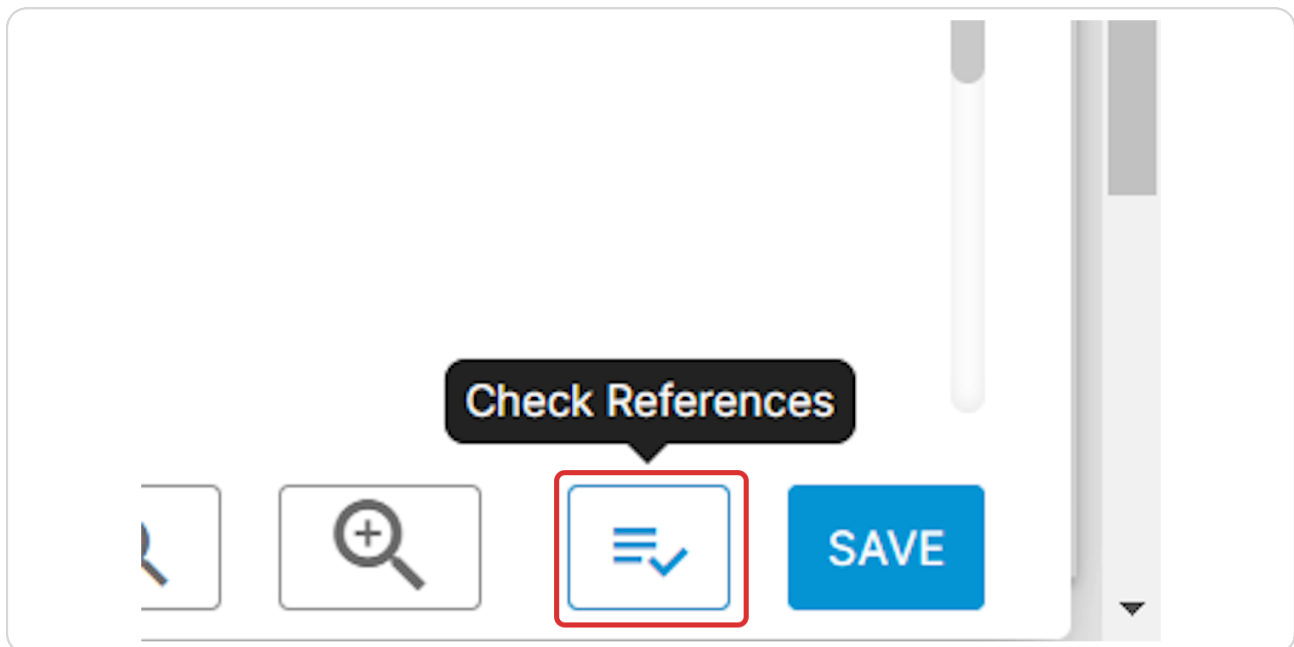
STEP 29

Click on Save Changes...
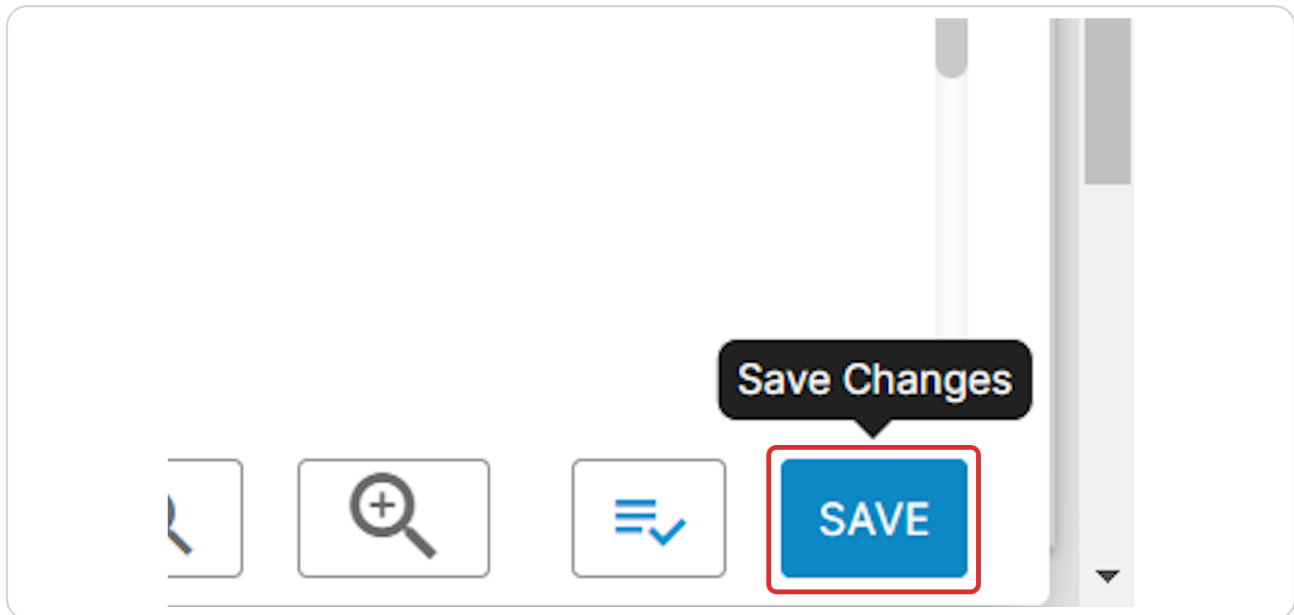
STEP 30

Yellow message on Plans doc type – Does not prevent submittal

Plans are assumed to be in landscape mode. If uploaded in portrait mode a message will display asking if this is correct. If so no action is required. If the sheet needs to be rotated use the rotate icon on displayed on the sheets.
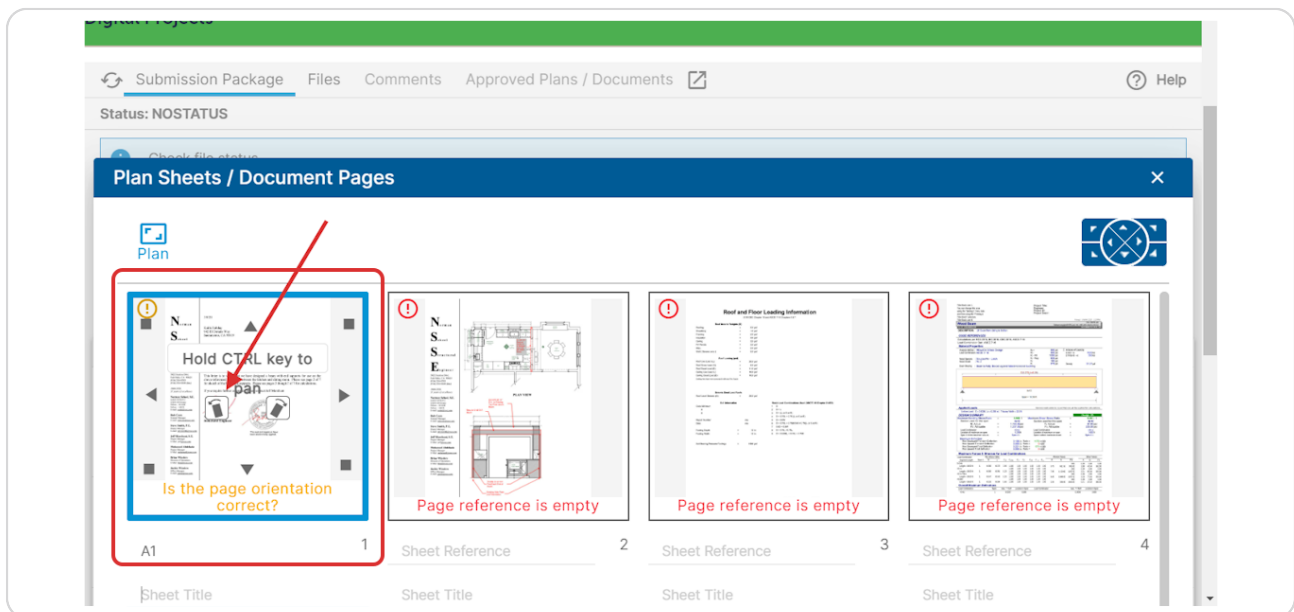
STEP 31

Once all required docs are uploaded and sheet references added the blue banner will indicate the package is ready to submit

STEP 32

Once done Click on Continue Application »

STEP 33

At the review page if more docs need to be uploaded click on the documents step above

STEP 34

To submit check the certification and click on Continue Application »

STEP 35

Application is now submitted Click on View Record Details » to go to application

Thank you for using our online services.
Your Record Number is D240003.

You will need this number to check the status of your application, upload and download plans in the work area.

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View Record Details »

STEP 36

Within the record Click on Digital Projects to view documents

Search Applications   Schedule an Inspection

3:

ubmitted via ACA

Payments ▼   Digital Projects

: *

TruePoint
Solutions

Uploaded files will be displayed here in Digital Projects Files