



Please go to our website at www.sccoplanning.com and click on ePlan Review for more information and for plan check submission.

What is ePlan? The Building Division now accepts online submittal of plans and calculations in electronic PDF format. The plan review and approval process will take place electronically, and PDF files can be electronically transferred between parties using the internet.

What file types can I submit? Multi-page PDF files will be the only file type accepted. PDF's can be readily produced by nearly all CAD programs and scanning software. Hand-drawn plans can be scanned into PDF files at most copy stores for a small fee.

Do I need to purchase any new software? No. The County has established an online tool to allow users to upload documents. The ePlan site includes a step by step training manual for Bluebeam users that will guide you through training and setup. Once you have registered to become a Bluebeam User, you may choose to continue to review plans using the free software or upgrade to expanded service features for a small additional amount paid directly to Bluebeam Review.

Will my plan check time be expedited? ePlan submittals will enter into the same plan check queue as paper-based submittals. However, over time users will notice savings produced by fewer paper copies, reduced drive time to County offices, fewer revised copies and reduced wait time at the Counter. Bluebeam allows you to download and review corrected or approved documents 24 hours a day.

How will I be notified of plan review status changes? Once you register and submit a project, you will receive emails notifying you of all plan review status changes.

What other Departments or Agencies are using electronic plan check? The Planning Department Building Division is leading the way in implementing ePlan, but other Departments and agencies that participate in the plan review process have been trained and are actively participating in the ePlan review and approval process. All development agencies and departments can now accept paperless submittals.

Do I need to print any plans? Once your digital plans have been approved, you will need to print out only one set of plans to keep at the construction site—a big savings! Your contractors and our building inspectors will be working off of this jobsite set of plans.

Will I ever need to come to County Offices? Initially, you may need to meet with County staff to create the application. Following this initial meeting you will be notified by email regarding the next steps and you may pay your fees on-line using a credit or debit card or by electronic check. In the near future the County intends to eliminate the need for an initial in office meeting and you will be able to complete the entire process online.