

ELECTRONIC SUBMITTAL INSTRUCTIONS

Eureka Building Department

BASIC INFO

For projects that require plan review:

DIGITAL COPIES OF THE COMPLETE SUBMITTAL ARE REQUIRED PRIOR TO FORMAL SUBMITTAL AT THE BUILDING COUNTER!

- Documents must be in PDF format
- Remove any security restrictions on submitted documents
- Applications for new projects are required and available here:
<https://www.ci.eureka.ca.gov/civicaX/filebank/blobdload.aspx?BlobID=3311>

Attachment size limit:

Our server rejects attachments larger than 15 MB. For larger files please use a sharing protocol such as Dropbox, Google Drive, etc. and provide the access link via email. Please ensure that a password is not necessary to retrieve the documents.

FORMATTING

Plan sets should be submitted as a single PDF file with sheets plotted in landscape mode. Provide sheet count on the sheet index and verify the submittal includes all listed in the index.

Supporting documents such as calculations, reports, specifications, and letters shall be submitted in PDF form and plotted in portrait mode. One PDF file per document type



FILE NAMING

Files shall be named using the following convention:

ProjectAddress-DocumentsType-Date.pdf

Example file names for a project at 123 Main Street:

- 123 Main St - Plans - 3-15-20.pdf
- 123 Main St - Structural Calcs - 3-15-20.pdf
- 123 Main St - Permit Application - 3-15-20.pdf
- 123 Main St - Title 24 - 3-15-20.pdf
- 123 Main St - Truss Package - 3-15-20.pdf
- 123 Main St - Response Letter - 3-15-20.pdf



What Happens After Submittal?

Building staff will confirm receipt of submitted documents and provide instructions for hard copy submittal and payment of fees - please note that this may not occur the same day you submit!

If your submittal is incomplete for processing, staff will request the missing documents and your project will not be routed until they are received

Fees may be paid over the phone via credit card, or with a check at the time of submittal by calling 707-441-4155 x0 and referencing the assigned permit number

TO SUBMIT ELECTRONIC DOCS

Email full digital submittal package to: building@ci.eureka.ca.gov