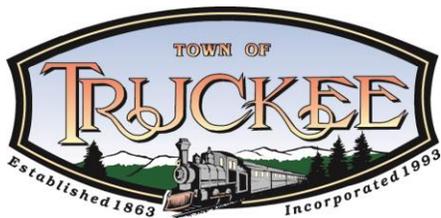


Town Council

Carolyn Wallace Dee, Mayor

David Tirman, Vice Mayor

Patrick Flora, Council Member
Jessica Abrams, Council Member
Morgan Goodwin, Council Member



Department Heads

Jeff Loux, Town Manager
Andy Morris, Town Attorney
Robert Leftwich, Chief of Police
Denyelle Nishimori, Community Development Director
Kim Szczurek, Administrative Services Director
Judy Price, Town Clerk
Daniel Wilkins, Public Works Director/Town Engineer

Digital Building Plan Submission

MEMORANDUM

The Town of Truckee Community Development Department's Building Division accepts building plans to be submitted as electronic files for Digital Plan Review. The Building Division utilizes Adobe® Acrobat® software for digital plan review, file tracking, commenting, and approval. This alternative to submittal of multiple sets of paper plans saves printing and courier costs. At the same time, digital plan review helps streamline and simplify the review process and enables the Building Division to build an electronic archive of approved plans using our record retention software provider Laserfiche.

Please contact the Building Division at (530) 582-7821 with any questions about Digital Plan Review.

Process:

1. Convert your plans to PDF, following the recommendations below.
2. Complete the Digital Building Permit Application and the Digital Building Permit Checklist which can be found on the **Building Safety** homepage at www.townoftruckee.com
3. Send these documents via email to cdd@townoftruckee.com. Ensure that the total attachment size is 20MB or less. If not, see recommendations at the end of this document.
4. Your submittal files **must** be named in the following manner which will mirror the Town of Truckee's filing system and improve efficiencies.
 - **Plan Sheet(s) • Structural Calculations • Soils Report • Title 24 Energy • WUI**
 - **Green Building • Erosion Control • Survey Documents • Truss Documents**
 - **Products • Fire Sprinkler System • Sprinkler Hydraulic Calculations**
 - **Planning Documents • Special District Documents • Engineers Letters I Requests**
 - **Other (Other- Add description here)**

Please create pdf files for plan sheets and other documents as allowed based upon "the size limitations".

5. If your application and plans are complete, you will be notified of your permit number and fee amount.
6. Pay your fee by check or credit card, using our E-suite system – Permit Technician will

Tahoe/Truckee



10183 Truckee Airport Road, Truckee, CA 96161-3306

www.townoftruckee.com

Administration: 530-582-7700 / Fax: 530-582-7710 / email: truckee@townoftruckee.com

Community Development: 530-582-7820 / Fax: 530-582-7889 / email: cdd@townoftruckee.com

Animal Services 530-582-7830 / Fax: 530-582-1103 / email: animalservices@townoftruckee.com

Police Department: 530-550-2323 / Fax: 530-582-7771 / email: policedepartment@townoftruckee.com

Printed on recycled paper.

provide necessary information and provide steps on how to submit payment.

7. You can track the status of your building plan review and see corrections/conditions by accessing your permit through E-suite: <https://esuite.townoftruckee.com/esuite.permits/> . When corrections are required, they will be compiled as a Plan Check Comment List and you'll be notified via email.
8. Submit corrected plans and applicable documents via email to cdd@townoftruckee.com Please re-submit the **entire plan set**, not just the corrected page or pages.
9. Once all reviews are complete and the plans are approved by all reviewers, the PDF will be electronically stamped "approved" and stored as a permanent archive copy in the Building Division library in Laserfiche.
10. After the applicant obtains all approvals and permit is issued, an electronic copy of the plans and plan documentation with the Building Division's approval stamp will be sent back to the applicant.
11. One copy of the approved plans and documentation must be printed and will become the "Job Set" package to be kept at the job site for construction and use by the building inspector. **It shall be the responsibility of the applicant or contractor to print the job site copy.**
12. At any time, you may visit <https://esuite.townoftruckee.com/esuite.permits/> for information on the status of your permit, inspections and comments.

Plan Revisions:

If you revise your plans after approval, send them in the same manner as the originals. Include your permit number in your email, and indicate that you are submitting a revision. The revision to the plan should include the entire plan set- not just select revised sheets. If additional fees are required you will receive an email notification of these fees, which you must pay prior to plan review commencing.

Helpful Recommendations:

- Plot the plans and ensure the design professional has sealed and signed them, then scan back in to PDF. If you have the capability of electronically signing and sealing the documents, you may export drawings from AutoCAD directly to PDF, as long as the resulting PDF is 20MB or less. Plans must be "to scale", PDF format plans, with professional seal & signature.
- If the PDF is larger than 20 MB, you have the option to export the AutoCAD drawings without layers, print them and scan them into PDF, or compress the file using a shareware ZIP program such as WinZIP.
- When scanning plan sheets, set the scanner to around 100-150 dpi resolution. This creates a clear, legible PDF but keeps file size to a minimum.
- You can also share a link with us from Google Drive, Dropbox, etc. as long it doesn't ask for login information.
- Ensure that all pages are in order, and rotated properly for viewing on-screen.

Johnny Goetz
Chief Building Official
Town of Truckee