



ELECTRONIC SUBMITTAL GUIDE

Is your project prepared for submittal?

Check out

[Project Submittal Checklist](#)

Upload your complete submittal below

[Click Here To Submit Documents](#)

Questions? Please email epplansbuilding@turlock.ca.us

or call at 209-668-5560

DEVELOPMENT SERVICES DEPARTMENT BUILDING & SAFETY DIVISION

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MAIN LINE 209-668-5560

INSPECTION LINE 209-668-5542
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BUILDING@TURLOCK.CA.US

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Quick Review

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Electronic Project Submittal Guidelines

- Please read **Project Submittal Checklist** to be sure your project is prepared for submittal
- **Convert your submittal to PDF following these recommendations:**
 - Create a separate PDF for each document type
 - Name each PDF according to its contents. Examples below:
 - Application
 - Plan Set
 - Structural Calculations
 - Truss Calculations
 - Energy Calculations
 - Soils Report
 - Special Inspection Agreement
 - Accessibility Form
 - Specifications
 - Ensure all documents are unprotected and rotated for proper viewing
 - Upload all PDF documents in one (1) file folder with the project name, address or other identifying description
- **Upload Submittal**
 - Please access this link to upload your submittal [New Submittal Link](#)
 - Within 24 hours of the upload, a Building & Safety Division Staff member will contact the project applicant listed on the building permit application.

- **Project Review Deposit**

- Building & Safety Staff will provide the project applicant with a project review deposit. The project review deposit must be paid for the plan review to commence. Payments can be made via online, cash, or check.
 - i. Online Payment via Electronic Funds Transfer or Credit Card (+2% fee) - Please access this link. You will need your six (6) digit building permit number provided the Building & Safety Division Staff <https://ci.turlock.ca.us/buildinginturlock/onlinepayments/>
 - ii. Checks can be mailed in to the Building & Safety Division 156 S Broadway Ste 130, Turlock, CA 95380. Be sure to detail your check with the building permit number
 - iii. Cash – please contact the building and safety division at 209-668-5560 or building@turlock.ca.us to request an appointment.

- **Plan Review Comments & Resubmittals**

- Once all necessary City departments have reviewed the submittal the applicant will be emailed a link to be able to view and download plan check comments and make the appropriate changes.
- Submit corrected documents, response letter and a [resubmittal form](#) to the link provided in the plan check comment email. Also available by clicking here [Resubmittal Link](#)
- Please resubmit full plan set, not just the corrected page or pages, following the guidelines above.
- Repeat as needed to obtain project approvals

- **Approved Projects, Permit Issuance, Inspections**

- Once the project is approved by all reviewers the Building Division will notify the applicant of details for permit issuance.
- After issuance of the building permit a link to the electronic copy of the approved plans and documents will be sent to the applicant.
- One paper set of City of Turlock stamped approved plans and documents must be printed and will become the “Job Set” of plans to be kept on the job site at all times for construction and use by the Building Inspector. It shall be the responsibility of the owner, applicant or contractor to print the Job Set copy. Inspections will not be performed if there is no Job Set of plans on site.

- **Plan Revisions and Deferred Submittals**

- Revisions to approved plans and deferred submittals will be uploaded using the same guidelines as a new submittal detailed above. Include the resubmittal form
 - i. Please indicate if it is a “Revision” or “Deferred Submittal”.
 1. Revision Submittals - include the revised pages and required documents. Please clearly indicate revisions on plans and/or documents as well as provide a narrative or written description of the changes
 2. Deferred Submittals - include the full plan submittal and required documents
- All approved revision documents to be kept on the job site to maintain an accurate approved “Job Set”.

- **Helpful Hints**

- Plot the plans and ensure the design professional has signed and sealed 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.
- Plans must be “to scale,” PDF format plans with professional seal and signature.
- When scanning plan sheets, set the scanner to around 100-150 dpi resolution. This creates a clear, legible PDF but keeps the file size to a minimum.
- Plans and documents must be unprotected to enable markups and stamps to be applied to the documents.
- The more accurate, thorough, and complete the submittal, responses and resubmittal package are, the more quickly approvals can be obtained.
- Stanislaus County Environmental Health approvals may be required for your project. Please contact them at the start of your project.

***Should you have any questions please contact the Building & Safety Division and we will be happy to assist you through this process by either calling 209-668-5560 or via email at eplansbuilding@turlock.ca.us ***