

## Rancho Palos Verdes Building & Safety Division

30940 Hawthorne Blvd.

Rancho Palos Verdes, CA 90275

| Phone: 310-544-5280 | Online Plan-Check [www.rpvca.gov/planchek](http://www.rpvca.gov/planchek)

Plan Check Company: **Transtech** Contact :**909-595-8599 ext 159**



# REQUIREMENTS FOR PREPARING ELECTRONIC PLAN SUBMITTALS

### Criteria # 1 - Digital Files

- Provide one multi-page PDF file for each of the following (Individual sheets shall not be submitted as plan files):
  - Architectural and Structural Plans
  - Energy Report
  - Soils Report
  - Planning Clearance (**If Applicable**)
  - Structural Calculations
- 11" x 17" minimum sheet size and landscape orientation for all projects.
- All plans must show the property address, scope and current code cycle.
- Drawings must be drawn to scale and the scale indicated on plans.
- Drawings must be generated from drafting software directly as a PDF file (photos of drawings are not acceptable). PDF Portfolio files are not accepted.
- File must be unsecured to allow our plans examiners to apply redline comments and stamps where applicable.
- Scanned copies of **hand drawn** plans are accepted as a PDF file.
- Scanned copies of approved plans from city planning, sanitary district, Environmental Health and fire districts are accepted.
  - Ensure the scanned pages with the other agency approval(s) is a scan of the whole page in its entirety and the scanned page size matches the original drawing size.
- **When revised drawings are submitted after permit issuance, all revised plans will need to be accompanied by scanned field drawings if the drawings were originally approved on a paper set.**
- **We will not accept** plans and other documents as image files (.jpg, .jpeg, .tiff, .tif, .gif, .bmp, .png, etc.)

### Criteria # 2 – Naming Your Files

- Each file type shall be labeled clearly and concisely, using the format of "**Project Address\_File Type**" (e.g. *1234 Main Street\_Plans*).

### Criteria # 3 – Stamps & Signatures

- When required, plans must be digitally stamped and signed by the Registered Design Professional in responsible charge (i.e. architect, engineer, designer, etc.) and on any applicable documents (e.g. structural calculations).

### Criteria # 4 – Resubmittals

- Re-submittal's includes complete versions of files which required revisions. **Submitting only revised sheets or supplemental information is not acceptable.**



- Step 1: Create the project:** After opening Go-Post/ Logging in, you will be on the “Dashboard” page. On the Bottom-Right of the page, there will be a green circle with a ‘+’ Symbol. By selecting the icon, it will allow you to create a new project.

The screenshot shows the Go-Post Dashboard for the City of Rancho Palos Verdes. The main content area is titled 'PLAN SUBMITTAL INSTRUCTIONS' with a list of submission requirements. Below this is a 'REMINDER:' section with tips for project submission. Under 'PENDING PROJECTS' and 'RECENT PROJECTS', both sections show 'No records found'. At the bottom right of the dashboard, there is a green circular button with a white '+' symbol, which is the 'New Project' button. A large red arrow points from the text above to this button.

- Step 2.1: Fill out the Project info:** Fill out the “Details” tab to the best of your abilities with as much details as possible. Afterwards pass onto the “Property location” tab and input the address information. After filling out the information, select the “Save” option on the top right of the page.

The screenshot shows the 'New Project' form. The top navigation bar shows the project title '30940 Hawthorne BLVD- New Single Family w/ Attached Garage'. The form is divided into four tabs: INFORMATION, CONTACTS, DOCUMENTS, and NOTIFICATIONS. The 'INFORMATION' tab is active. It contains three sub-tabs: DETAILS, PROPERTY LOCATION, and ADDITIONAL INFORMATION. The 'DETAILS' tab is active and contains fields for Project Number, Project Name (30940 Hawthorne BLVD- New Single Family w/ Attached Garage), Project Type (For Permitting - BUILDING), Reference Number, Square Footage (3500), Height, Project Cost (\$750,000.00), and Scope of Work (New Single Family home, (3000sf) w/ (500sf) attached Garage, 4 Bedroom/ 3 Bath, New 200amp Panel, New 1 ton HVAC System, Cool roof-Shingles - ESR# Raised Foundation). The 'PROPERTY LOCATION' tab is also active and contains fields for Street Name (30940 Hawthorne BLVD), Direction, Street Name (Hawthorne), Street Type (Boulevard), Unit/Suite, City/Municipality (Rancho Palos Verdes), State/Province (California), Zip/Postal Code (90275), and County (United States). The 'NOTIFICATIONS' tab is inactive.



- Step 2.2:** After selecting “Save” there will be a pop-up listed as “Choose Contact”. Ensure that it selected as “add self” then select “Next”. Input your role in the project and select “Add Contact”. You will notice that the “Status” of the project is now listed as “Created”.
- Step 2.3: Uploading Documents:** Under the “Documents” tab, select the green circle icon on the bottom-right to Upload documents into the project. **NOTE:** Before selecting “Process” ENSURE that the 1 file of plans is in the “plans” column whilst all other files are listed under the “Attachments” tab. (See image for reference)

Project Edit

16373: 30940 Hawthorne BLVD- New Single Family w/ Attached Garage

30940 Hawthorne Blvd 30940 Hawthorne BLVD, Rancho Palos Verdes CA 90275

Status **Created** Submit

INFORMATION CONTACTS DOCUMENTS NOTIFICATIONS

Drag file(s) here to upload or Browse Files

Cancel Process

Plans				Attachments			
Name	Size	Status	Actions	Name	Size	Status	Actions
30940 Hawthore BLVD_Full Plan Set.pdf	2.161 MB	<span>Green</span>	<span>Edit</span> <span>Remove</span>	30940 Hawthorne BLVD_ Planning Clearance.pdf	0.891 MB	<span>Green</span>	<span>Edit</span> <span>Remove</span>
				30940 Hawthorne BLVD_ Approved Geology Review Letter.pdf	0.665 MB	<span>Green</span>	<span>Edit</span> <span>Remove</span>
				30940 Hawthorne BLVD_ Soils Report.pdf	0.666 MB	<span>Green</span>	<span>Edit</span> <span>Remove</span>
				30940 Hawthorne BLVD_ Plan Check Application & Acknowledgment.pdf	0.662 MB	<span>Green</span>	<span>Edit</span> <span>Remove</span>
				30940 Hawthorne BLVD_ Strucutral Calculations.pdf	0.664 MB	<span>Green</span>	<span>Edit</span> <span>Remove</span>
				30940 Hawthorne BLVD_ Energy Analysis.pdf	0.646 MB	<span>Green</span>	<span>Edit</span> <span>Remove</span>

- Step 2.4: Submitting your Documents:** Once you ensure all necessary Documents are uploaded and in the correct Columns, Select the “Submit” button on the top Right. This will Change the Status to “Pending”. **Note:** Once the status is changed to Pending, the Permit Technicians will be notified that a new project is ready to be processed. The Permit technician will ensure all necessary documents are submitted. Once that is ensured, you will receive an email with the invoice for the review along with the list of administrative items that will need to be completed prior to issuance of the permit. Once payment is confirmed, your plans will be listed as “intake” which will let the consultants know to begin their review.



- **Step 3: Resubmitting Corrections:** In the "Documents" Tab, select "Upload New Version" and select the appropriate file. **NOTE:** Any additional files such as response letters shall be submitted in the "Attachments" tab.  
-Place new pages at the end of the corrected plan set document. -Do not insert new pages in the middle or beginning of the document. -Do not reorder pages within the document. -When removing a page, replace it with a blank page and indicate that the page was 'deleted' or moved. -Rearranging, extracting, or inserting pages out of order will result in delays for completing your plan review.

Cycle	Filename	Pages
1 <sup>st</sup> Submittal	BLDG_Tenant Improvement.pdf	10
2 <sup>nd</sup> Submittal	BLDG_Tenant Improvement.pdf	10
3 <sup>rd</sup> Submittal	BLDG_Tenant Improvement.pdf	10

- **Step 4: Approved Plans:** Once your plans have been approved, you will be notified of remaining items within 2-4 Business Days. If you do not hear anything within 4 Business days, feel free to contact staff at [buildingsafety@rpvca.gov](mailto:buildingsafety@rpvca.gov) or 310-544-5280

#### **Status Meanings:**

**Created:** You have saved information; however, B&S has not been notified until documents are submitted

**Pending:** Documents submitted and awaiting on the Permit Technician to process the application and assign a reference number

**Denied:** Items submitted incorrectly.

**Payment:** Application has been processed. Awaiting payment & confirmation from the cashier.

**Intake:** Consultants notified to begin their review.

**Accepted:** Plan Reviewer has been assigned. Plan check in process.

**Resubmit:** Corrections are necessary to be addressed and resubmitted.

**Resubmit W/ Fees:** Corrections are necessary. Reviews have passed 3 submittal reviews. Additional reviews necessary for each review over 3<sup>rd</sup> submittal