

LA COUNTY BUILDING AND SAFETY ELECTRONIC PLAN CHECK FAQ's

What is electronic plan check?

Instead of reviewing and approving construction documents on paper, Building and Safety will accept online submittal of plans and calculations in PDF format. The review and approval process will take place digitally, and PDF files will 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.

Where do I submit plans?

To register, login, submit new plans, or download corrected documents, please visit:
www.dpw.lacounty.gov/BSD/BSOP

Will I need to purchase any new software?

Any PDF viewer, including the free Adobe Reader, will be able to view the review comments made by Building and Safety's plan check engineers. Application and submittal processes are entirely web based, and will be compatible with all major internet browsers (Internet Explorer, Chrome, Firefox, Safari, etc.)

Will my plan check time be expedited?

Electronic plan check submittals will enter into the same plan check backlog as paper-based submittals. However, you will be saving on driving time and will be able to download corrected or approved documents 24 hours a day.

How will I be notified of status changes?

Once you register and submit a project, you will receive emails notifying you of all status changes.

What other Agencies will be using electronic plan check?

Building and Safety is leading the way in implementing electronic plan check, but other Departmental agencies will be adopting the same system in the near future. For the short-term, they will be continuing with paper-based reviews.

Will I need to print any plans?

Once your digital plans have been approved, you will need to print out a single, **color** set of plans to keep at the construction site. Your contractors and our inspectors will be working off of this jobsite set of plans.

Will I ever need to come to the District Office?

The electronic plan check system will not be able to accept fees online or provide signed permits, so you will need to visit the District Office when instructed by email.

Where can I find more information?

Detailed instructions for submittal, downloading documents, and status updates will be found at: www.dpw.lacounty.gov/BSD. Should you need additional assistance or information, please contact the building plan check engineer at your local District Office.