



**COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING & SAFETY DIVISION**

## **DIGITAL PLAN CHECK SUBMITTAL INSTRUCTIONS**

In an effort to streamline the workflow for the applicant, permit coordinator and the plan checker/reviewer, please follow these instructions:

### **FIRST-TIME PLAN CHECK SUBMITTAL REQUIREMENTS:**

1. Applicants submitting plans for the first time are highly encouraged to bring them in person to the Building & Safety office in City Hall located at 425 S. Mission Drive, San Gabriel, CA 91776.
2. Plans must be saved digitally in a flash drive. One flash drive will suffice.
3. Applicants must include a completed Plan Check Form.
4. Applicants must bring an accepted form of payment i.e. cash, check, Visa or MasterCard. All credit card transactions are subject to a 2.9% credit card processing fee.

It is of utmost importance that plans are **complete** and ready to be reviewed when submitted. Plans are reviewed and processed in the order in which they are received. No additional information can be added until the plans are returned to the applicant.

Staff may request for hard copies for more complex projects when necessary.

### **RESUBMITTAL REQUIREMENTS:**

1. All plans with revisions must be emailed to [commdevinfo@sgch.org](mailto:commdevinfo@sgch.org).
2. Clearly cloud the changes made and respond to each plan check comment on both the plans and on the comment sheet. Please do not email the plan checker/reviewer directly for tracking purposes.
2. Include the last review set from the City.
3. If there are changes to the scope beyond the original submittal, please clearly identify these changes on the revised plans. Additional plan review fee(s) may apply.