

This is a high level guide on how to submit shop drawings reviews using the ePLAN Portal. Detailed instructions on using the ePLAN Portal and Digital Review Software can be found in our [ePLAN Steps to Success](#) online guide.

WHEN ARE SHOP DRAWING REVIEWS REQUIRED?

When shop drawings are not approved in the issued building permit drawings, a separate shop drawing review submission is required to be made.

The shop drawings must be reviewed and approved before requesting the building inspection for that scope of work. Once accepted as an application (file status is *Application*), the target review timeline is 10 business days.

DETAILED INFORMATION OF NEW APPLICATION

Choose the following settings when submitting your request for a shop drawing review:

Permit Type:	<i>Non-Housing Permits</i>
Application Type:	<i>Shop Drawing Review</i>
Sub Type:	<i>(Choose applicable building type)</i>
Work Type:	<i>(Chose applicable scope of work)</i>


Apply For Permit

Choose Permit Type


Non-Housing Permits


Housing Permits


Production Housing (New Development Approvals)


Demolition Permits


Temporary Event Structures


Sign Permits


Pool Enclosures


Building Preliminary Reviews

PROJECT DESCRIPTION

When entering the project description, describe the type of shop drawings being submitted.

Example: *Sprinkler shop drawings*

FOLDER NUMBER

When you submit your request for a shop drawing review, the submission will be given a temporary file number (e.g., 18 123456 000 00 SD) and you will be asked to confirm the building permit number that the shop drawing review is for. During the Pre Application Review of the submission, the folder number will be updated to reference the building permit (e.g., 18 111111 001 00 SD).

SUBMISSION REQUIREMENTS

DRAWINGS

All shop drawings **must** meet the Building Standards ePLAN Submission Standards, with the following exception:

- Drawings for kitchen hood extinguishing systems (NFPA 96 compliance) may be raster based pdf format

DOCUMENTS

Hydraulic calculations must be submitted with all sprinkler or standpipe submissions. The file must comply with the Building Standards ePLAN Submission Standards for documents. This includes:

- 3" wide by 2" high blank space in the top right corner of the first page of the document
- Multiple page pdf files (vector or raster)