ELECTRONIC PLAN REVIEW PROCEDURES

The Electronic Plan Review (EPR) procedure allows residents, architects, and developers to submit plans for review entirely online via e-mail; this process saves time, travel, and printing costs.

The applicant submits applications, documents, drawings, and calculations in PDF format via e-mail. Plan Review fees are determined by the application submittal. Once fees are determined, the applicant is notified via e-mail. Conveniently, fees can be paid by credit/debit card and are due upon receipt of the e-mail notification. The Plan Review process begins after fees are paid.

Once plans are reviewed by the Building & Safety division, they are then routed to other divisions within the City for additional review after-which, the plans are returned to the applicant with comments.

Note: Some projects may still require a submittal of two (2) paper copy sets of plans. Depending on the project, after approval, the applicant shall submit paper copies of all documents for permit issuance. It is highly recommended to make an appointment!

Getting Started

- Files up to 30 MB may be submitted directly via email.
- Files exceeding 30 MB may be broken into separate submittal packed, emailed, or placed in a drop box or a cloud file server; access must be given to the Community Development Department.
- If the applicant does not receive a confirmation call or an e-mail notification within 48 hours, please call   310-217-9530 to check on the status of the application. Please do not call prior to 48 hours after submittal.

Commercial/Industrial Projects

- Complete Permits Applications
- CA State Energy Forms
- Structural Documents
- Hazmat Disclosure Form
- Owner Builder Verification/Photo ID
- Contractor Pocket License/ Photo ID

Residential Projects

- Complete Permit Application
- CA State Energy Forms
- Structural Documents
- Owner Builder Verification/Photo ID
- Contractor Pocket License/Photo ID

Additional Information That May Be Required:

- Waste Handling Plan
- Stormwater Quality During/After Construction
- Credit Card Authorization
- Business License Application
- Grant Deed
- Hold Harmless letter
- Lot tie agreement

ELECTRONIC PLAN REVIEW GUIDELINES

Please take the following Electronic Plan Review guidelines into consideration prior to submitting, and during the processing of, your plan review. It is recommended that you familiarize yourself with the information provided below. If you have any questions, please call the Building and Safety at 310/217-9530 to speak with a Permit Technician or email: CDDBuildingServices@cityofgardena.org.

To apply for an Electronic Plan Review (EPR), please proceed as follows:

STEP 1: Compiling the Documentation

1. Download and complete both sides of the application. This form can be completed electronically, then saved as a PDF: https://www.cityofgardena.org/wpcontent/uploads/2020/04/BLD-100-Permit-Application-Rev.-08.2019-FILLABLE.pdf.

2. ALL plans and documentation MUST BE submitted in PDF file format. Requirements of plans vary depending on the scope of the project. If you have questions, please call Building and Safety at 310/217-9530 to speak with a Permit Technician or email: CDDBuildingServices@cityofgardena.org.

STEP 2: Submitting Documentation to City

1. Submit plans via email to: CDDBuildingServices@cityofgardena.org. The maximum file size is 30 MB; files can be broken up into multiple emails or;

2. Place documents in a cloud server (Dropbox, or other approved cloud server provider) and provide access to City staff.

STEP 3: Prescreen, Fee Payment, and Project Routing

1. Permit Technicians shall prescreen all submittals to verify completeness and accuracy.
   - If **incomplete**: The applicant will be notified and shall address all deficiencies.
   - If **complete**: Permit Technicians will apply plan review fees and select the City departments to review the project.

2. The applicant is notified via the email associated with the project of all pending fees that requires payment.

3. The applicant can pay for project fees via credit/debit card by using the credit card form provided by the Permit Technician. The City is only accepting credit card/debit payments at this time.

STEP 4: Department Review and Resubmittal

1. City reviewers shall review project plans and associated documents to approve or issue comments/corrections.

2. Upon completion of the plan review by all required reviewers, applicant shall address any outstanding comments/corrections and resubmit plans and documents via the EPR process.

3. **Note:** Resubmitted plan sheets and documentation must use the exact file name and plan sheet size as the prior versions of uploaded plan sheets.

4. **Note:** Some projects may require outside agencies approvals. We have no control over other agencies, but must receive their approvals prior to permit issuance.

5. Subsequent rounds of City review will occur until all required reviewers have approved the project.

STEP 5: Approval and Permit Issuance

1. The applicant is notified via email when the project is approved, stamped plans and permits are ready.

2. Note: At this time, we are not accepting any paper or disks at the office.