

# Electronic Plan Submittal

## HOW TO SUBMIT ELECTRONICALLY:

1. Review and fill out Preview Checklist and first page of Plan Review Application.
2. Email EMD Plan Review with the filled-out Plan Review Application.  
  
*Do not send your plans via zip files or cloud-based links.*
3. Await an invitation link to SacCounty Drive.
4. Open the invitation link once documents are ready.
5. Upload Plans and Supplemental Documents (Manufacture Specification Sheets, Menu, etc.) into their respective folders.
6. Notify plan review upload is complete via email.
7. Submit Plan Check Fees.  
  
*You will receive an email with the fee amount and instructions to pay. You can pay in person, online, or via mail **within 30 days**.*
8. Notify plan review via email of payment made.

## FAQ:

### *How long does the review process take?*

Plans are reviewed within 20 business days from when payment is received.

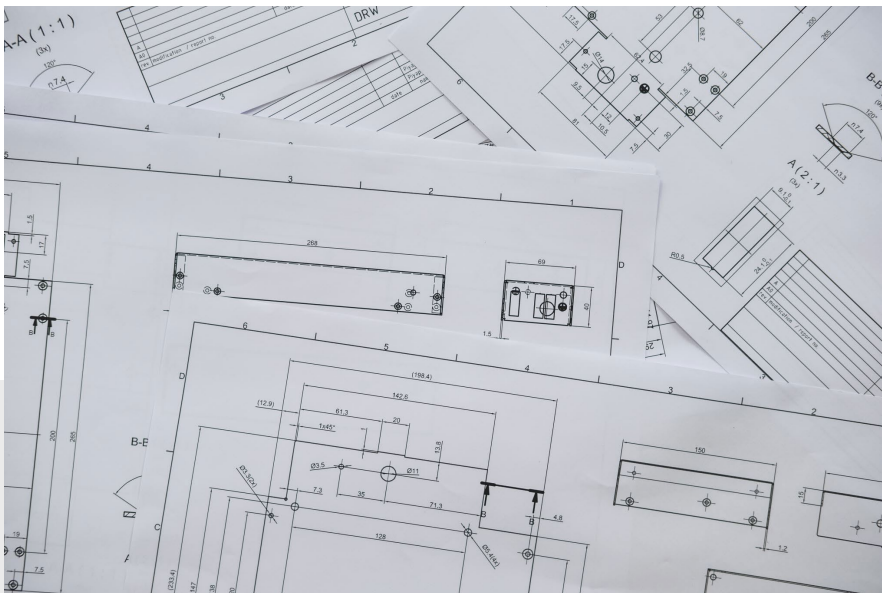
Resubmittals are placed in queue (in order received) with an estimated response time of 10 business days.

### *What if I want to submit a minor remodel or single-equipment replacement?*

Send all necessary documents via email (*no zip files or cloud-based links*).

### *Do I need to get approval from the building department first?*

Plans can be submitted to the building department for concurrent review with EMD. *Contact your local building department for their submittal requirements.*





# UPLOAD REQUIREMENTS:

*Failure to follow instructions may result in project delay.*

- All plans must be in PDF format or equivalent. *No compressed (zipped) folders.*
- All plans must be drawn to scale. *Refer to Preview Checklist for scale requirements.*
- All plans must be free of hyperlinks.
- Resubmittals can be uploaded using the SacCounty Drive link.
- Be sure to notify [ehplanreview@saccounty.gov](mailto:ehplanreview@saccounty.gov) once all items are uploaded. We will not retrieve anything from the portal until notified.

*Maintain the project's link for the duration of the project, as it will be used multiple times.*



**Office Hours: 8AM-12PM**

**Monday through Friday**

*If you would like to come outside those hours,  
an appointment is required.*

*Environmental Management Department  
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**916-874-6010**

**<https://emd.saccounty.gov/EH/pages/planreview.aspx>**