Using SacCounty Drive

Sacramento County Environmental Health uses SacCounty Drive to exchange plan files. Be sure to retain the project's link for the duration of the project. This is where you will upload your plans and your plan reviewer will return your approved stamped plans.

1. An invitation will be sent via email from the Plan Review team. Click on "Access folder".
   *This will occur after emailing the Plan Review team your contact information and name of project. Refer to **Electronic Plan Submittal Instructions** for more information regarding the overall e-submittal process.*

SACRAMENTO
COUNTY

EMD Plan Review   gave you secure access to the folder
"EMILY'S TEST PROJECT; SRH0000"

Access folder

Secured by **Kiteworks**

2. Follow prompts to create your SacCounty Drive account.

3. Once your account is set up, you will see your project link with 3 folders.

Q Search content in SacCounty Drive

✏ Compose

Inbox

Sent & Tracked

Drafts

Trash

Outbox

ALL FILES

Recents

Shared with me

Favorites

Contacts

All Files > SacCounty Drive > **EMILY'S TEST PROJECT; SRH0000**

⬆ Upload ⌄   ＋ New ⌄   ••• More ⌄

☐ Name ⬍

☐ 👥 SUPPLEMENTAL DOCS

☐ 👥 APPLICATION

☐ 👥 PLANS

4. The project link is broken down into the following folders:
    a. **Application Folder** - Please upload the plan review application and preview checklist that was initially emailed to EMD Plan Review.
    b. **Plans Folder** - Please upload the plans you would like us to review. Make sure that all plan pages have been combined into one PDF document. Ensure that all pages are either bookmarked with page numbers that correspond to the table of contents on the cover sheet, or are bookmarked with a reference name (plumbing, mechanical etc.)
    c. **Supplemental Docs Folder** - Please upload all equipment specification sheets, proposed menu, or any other items that you feel may be relevant.
        i. Ensure that all equipment specification sheets are combined into one PDF document and are numbered to correspond to the equipment schedule included in the plans.

5. **To begin the upload process,** click on the appropriate folder for what you would like to upload first.
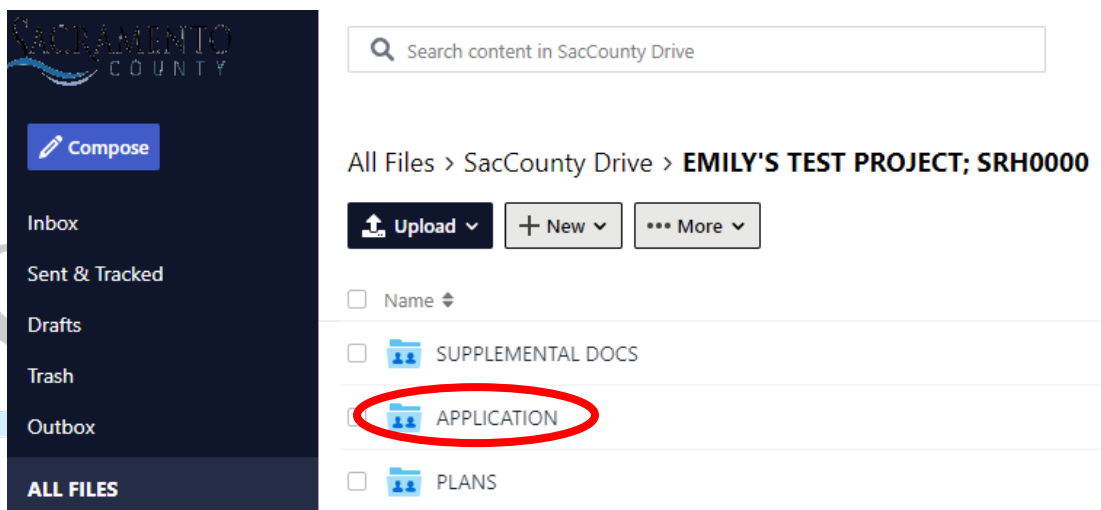
6. Click on "Upload" and select "Upload files" from the drop-down menu.
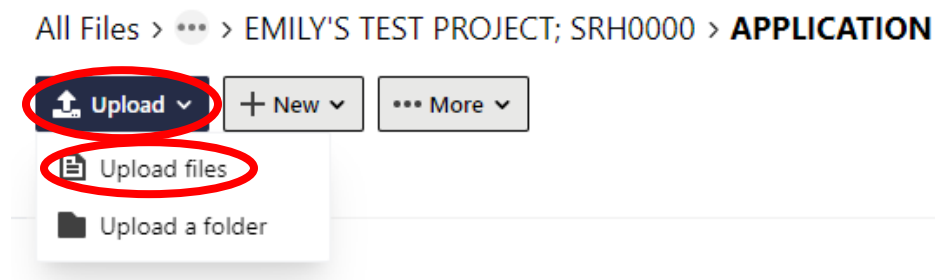
7. Select the appropriate files on your device for upload.

8. If you uploaded the wrong document by mistake, click the check box next to the document. Then select "Delete" and confirm you want to delete in the pop-up window. *Repeat Steps 5-6 to upload the desired document.*

All Files › ••• › EMILY'S TEST PROJECT; SRH0000 › **APPLICATION**

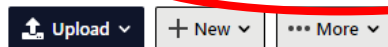⤓ Download   🗑 Delete   ➤ Send file   ••• More ⌄

☑ Application for Food Facility Plan Review 2022-2023.pdf ✕

☑ 📄 Application for Food Facility Plan Review 2022-2023.pdf

9. To upload documents under another folder, click the name of your project to return to the folder screen.

All Files › • › EMILY'S TEST PROJECT; SRH0000 › APPLICATION
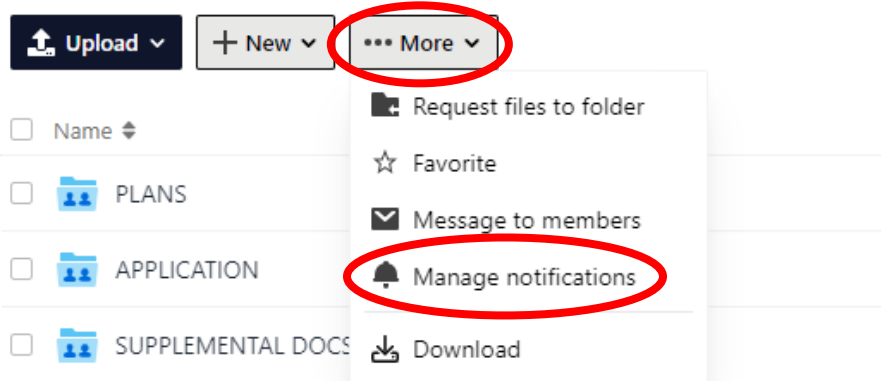
⤒ Upload ⌄   + New ⌄   ••• More ⌄

Name ⬍

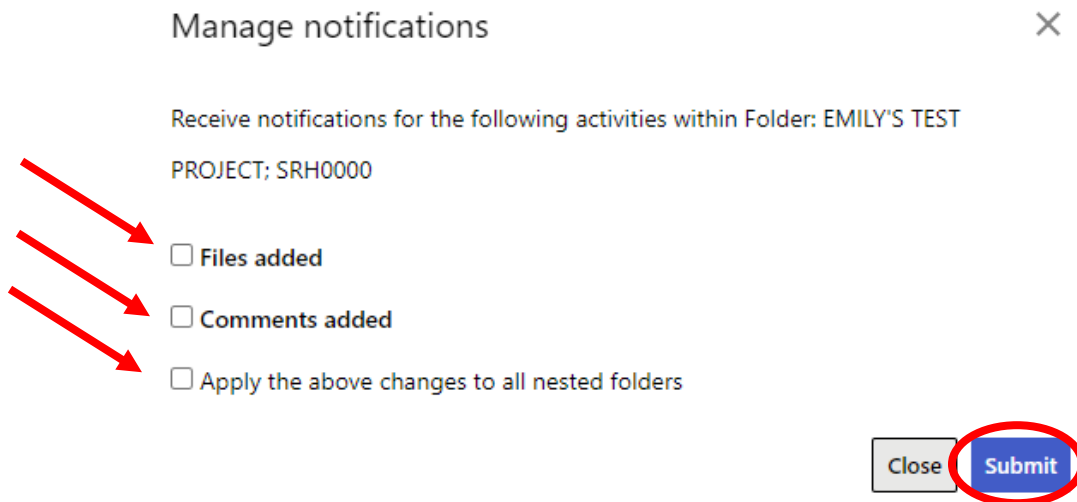10. Repeat Steps 4-6 to continue to upload all documents.

11. Be sure to notify EMD Plan Review via email once all documents have been uploaded.

12. **To manage notifications of any changes or updates,** return to your project link and click on "More". Then select "Manage notifications" from the drop-down menu.

All Files › SacCounty Drive › **EMILY'S TEST PROJECT; SRH0000**

⤒ Upload ⌄   + New ⌄   ••• More ⌄

☐ Name ⬍

☐ 👥 PLANS

☐ 👥 APPLICATION

☐ 👥 SUPPLEMENTAL DOCS

📁 Request files to folder
☆ Favorite
✉ Message to members
🔔 Manage notifications
⤓ Download

13. Select your preferred options from the pop-up window and click "Submit".

14. **To download your stamped approved plans,** return to the Plans folder in your project link.
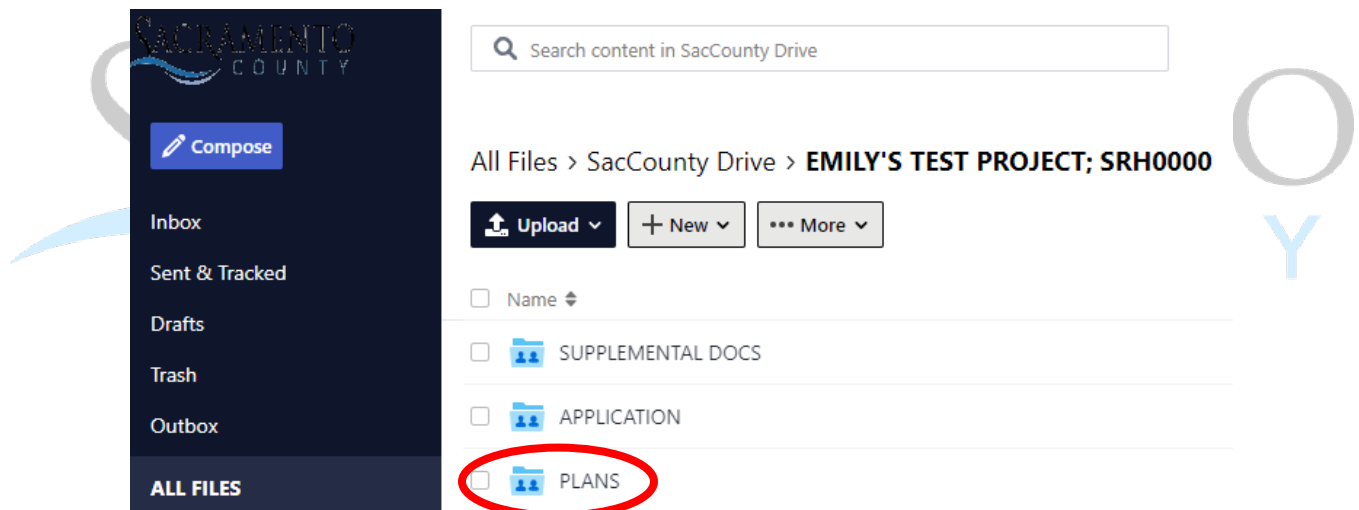
15. Click the check box next to the plan document you would like to download. Then select "Download". You can locate the files in whichever folder you have designated on your device.