



CITY OF PERRIS

DEVELOPMENT SERVICES DEPARTMENT
BUILDING AND SAFETY DIVISION
135 N. "D" Street, Perris, CA 92570-2200
TEL: (951) 943-5003

ELECTRONIC PLAN REVIEW ACCEPTANCE – 2025 CA. CODES

ELECTRONIC PLAN REVIEW REQUIREMENTS

The City of Perris has implemented an Electronic Plan Review process. The following information must be provided for all electronic plan review submittals. Plans shall be submitted electronically through Accela under the City of Perris Building Department. Once approved for construction, all plans must have the Architect's and/or Engineer's original stamp and signature.

Additionally, upon completion, a full set of hard copies must be available at the job site.

Electronic Plan and Application Requirements

1. All digital document files shall be Word-compatible.
2. All documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 9.0 or earlier.
3. Security settings shall allow reviewers to mark- up digital documents, create notes, and to insert or remove sheets.
4. Each page of plans shall contain a minimum 2" X 4" space in the title block for the City's and/or Consultants Plan Review Approval stamp. This space must occur in the same location on every plan sheet. Calculations must also provide room for the approval stamp.
5. All architectural, structural, mechanical, electrical, plumbing plans, etc. shall be in one file so that the Plans Examiner may scroll through the file and have the ability to view all pages without opening another file.
6. Plan resubmittals must be applied electronically through Accela under the City of Perris Building Department.



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Drawing Requirements for Electronic Plan Review Submittals

1. All sheets shall be oriented so that the top of the page is always at the top of the computer monitor and set to landscape mode.
2. Pages (for the Plans and Calcs) shall be indexed/Bookmarked on every submittal. Each sheet shall be named in a way so the Plan reviewer can quickly move from sheet to sheet.
3. All texts shall be easily readable when set to print. Clarity must be equivalent or better than Arial text, Gill Sand text or Tahoma text with a font size of 11 pt. or greater.
4. PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. It is highly recommended that scanning be done at 150 dpi or higher and 300 dpi or lower to balance legibility and file size.
5. All plan review corrections will need to be made on the electronic plans by the applicant.
6. Revisions to previously submitted documents and plans shall be clearly labeled with the file name and the addition of (as an example) Building Plan Rev01, Building Plan Rev02, Building Plan Rev03, etc...

Plan Approval

1. **Upon completion of the Plan Review process, the plans will be sealed electronically by the Plan Reviewer. The plans will be saved as read-only and must be printed by the applicant, then originally signed and sealed by the design professionals.**