



**James L. Brown**  
*County Executive Officer*

2222 "M" Street  
Merced, CA 95340  
(209) 385-7636  
(209) 385-7673 Fax  
[www.co.merced.ca.us](http://www.co.merced.ca.us)

Equal Opportunity Employer

**FOR IMMEDIATE RELEASE**

CONTACT: Mike North 209.726.2744

December 28, 2015

**BUILDING AND SAFETY DIVISION MOVING TO ELECTRONIC PERMIT SUBMITTALS**

MERCED – In an effort to streamline services and reduce waste, the Building and Safety Division of the Merced County Department of Public Works will shift to electronic permit submittals starting in the New Year.

This new procedure, which will be implemented beginning on Jan. 4, will assist in expediting plan reviews since multiple County agencies will now be able to examine building permit submittals simultaneously.

Currently, the Division of Building and Safety requires applicants to submit an electronic plan along with two sets of paper plans. The new paperless system will eliminate the two paper sets, which will save applicants both time and money. Applicants will be asked to provide one hard copy of the project site plan on an 11-by-17 inch sheet.

The move to electronic files will not only improve the efficiency of plan review, but it will also reduce the need for storage space and the amount of paper that's thrown away, making the change an environmentally-friendly one. The shift to paperless documents is expected to save more than 100,000 large, blue-print style sheets of paper every year.

Staff with the Building and Safety Division will be available to provide assistance to applicants while this transition takes place.

Please see the attached informational flier for additional details.

– 30 –

For more information regarding Merced County, please visit our website at [www.co.merced.ca.us](http://www.co.merced.ca.us)

## County of Merced

### Building & Safety Division

#### All permit submittals are electronic as of January 1, 2016

Submittals shall consist of a complete set of documents on a FLASH/THUMB drive or a CD/DVD.

(E-mail submittals will no longer be accepted)

Electronic submittals shall include the following items where applicable:

- All drawings/plans (framing, roof, foundation, site plan, etc.)
- Structural calculations
- Truss calculations
- Energy Calculations
- Soils/geotechnical reports
- All engineering documents/drawings must have the engineers electronic stamp and signature on them
- Product cut sheets

Electronic submittals must have the following formatting:

- All sheets shall be oriented so the top of the page is always at the top of the computer monitor and set to landscape orientation.
- Pages must be indexed on every submission. Each sheet must be named in a way the reviewer can quickly move from sheet to sheet.
- All building plans shall be fully dimensioned.
- All text shall be easily readable when set to print.
- All files should be flattened with no mark-ups able to be edited by County of Merced staff.
- Submitted files should have no Red, Blue, Orange, or Green on them. These colors are used by County of Merced staff during review.
- All plans (drawings) should be submitted as ONE combined PDF file. This should include all disciplines (Civil, Architectural, Structural, Mechanical, etc.). Supplemental files (Calculations, Reports, Trusses, etc.) should be separate and not included with plan file.

**\*Please provide one (1) copy of the site plan on 11" x 17" paper at submittal\***

Upon approval of the submittals by all departments, you can obtain your permit. You will receive the following at pickup:

- Building permit
- Inspection card
- Payment receipt
- CD/DVD with approved construction documents. The permit holder will be responsible for having a complete set of the approved construction documents printed and on the job site prior to any inspection.