OCFA - Planning & Development

EFFECTIVE JANUARY 4, 2010

ALL NEW PLAN SUBMITTALS & REVISIONS WILL
CONSIST OF **2** PLAN HARD COPIES AND **1 ELECTRONIC COPY;**
THIS MEANS A **3rd** SET OF PAPER PLANS IS NO
LONGER NEEDED.

THE ELECTRONIC COPY MUST BE IN **PDF FORMAT**
AND MAY BE SUBMITTED ON CD, DVD, MEMORY STICK
OR,
AN EMAIL COPY MAY BE SENT TO:

eps@ocfa.org

For files greater than **10 MB please contact OCFA**

**THE ELECTRONIC COPY MUST BE PROVIDED PRIOR
TO THE APPROVAL AND RELEASE OF PLANS.**

WHEN CORRECTIONS ARE
REQUIRED, YOUR ELECTRONIC COPY
WILL BE RETURNED TO YOU AND *MUST* BE UPDATED &
RESUBMITTED ALONG WITH YOUR PLANS.

THE FOLLOWING PLAN CODES DO NOT REQUIRE AN ELECTRONIC COPY:
PR100, PR182, PR183, PR184, PR600-PR635, PR900-942

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR FRONT COUNTER @ 714-573-6100

Frequently Asked Questions:

Question: Why is OCFA requiring an electronic file of plans?

Answer: The development community has already begun using electronic files to improve efficiency and quality of work products. OCFA believes this is an opportunity to:

- *To reduce customer costs of printing a third set of plans for OCFA records.*
- *To begin moving towards a greener process that reduces the use of paper.*
- *To improve OCFA's ability to efficiently archive documents so they are readily available when needed.*

Question: When does this process become effective?

*Answer: OCFA is implementing the process effective **January 4th, 2010**.*

Question: What file format does OCFA require?

*Answer: Files need to be provided in a PDF format. The files may be provided to OCFA on a CD, memory stick, or by e-mail to: **eps@ocfa.org**.*
For files greater than 10MB please contact OCFA.

Question: May I submit my plans without an electronic file?

Answer: Yes, however, you must provide an electronic copy to OCFA prior to approved plans being released back to the customer. Staff may also include this as part of your corrections, if applicable.

Question: What if I submit plans prior to January 4th, 2010?
Answer: You will not need to provide an electronic file of the documents to OCFA.

Additional information:

- Electronic copies will be returned to applicant when plans are approved or returned for correction.
- Projects where multiple Service Request forms are required for "cookie cutter" buildings and are charged for inspection only may be submitted on a single electronic copy.
- The electronic copy must be labeled with the OCFA Service Request number.