Building and Safety is now accepting plans and design documents in PDF format for all submittals. Permits and approved plans will be issued electronically for the applicant to print and have hardcopies available at the job site.

Please acknowledge each requirement has been addressed as part of your electronic submittal and include with your submittal.

- **Applications can be found at the link below:**

  https://www.cityofcalabasas.com/government/community-development/building-and-safety-division/forms-and-handouts

- **Once completed, both applications and plan sets can be submitted by emailing:** *buildingsafetyinfo@cityofcalabasas.com*

File Submittal Criteria:

- Label each sheet within electronic file to match the plan sheet index (i.e. A101, S-1.2, etc.)
- **Flatten all layers.**
- Drawing Submittal Criteria: PDF Specification: Preferred Size is 24x36 inches (All sheets in the plans must be the same size), minimum resolution 300 dpi, max file size 25MB.
- **The upper right corner of ALL Plan and Title pages must be reserved for city approval stamps (3.25" from the right edge, 3.25" from the top).**
- All plans and drawing files must be saved and uploaded in LANDSCAPE page layout.
- **File shall have all security restrictions removed.**

  Acknowledge_____

- Smaller plan sets (most projects, including but not limited to single family, duplex):
- Provide a **single PDF file** with all discipline drawings in a continuous format consistent with the sheet index. This single pdf submittal shall be complete with all information pertinent to the application permit. The electronic permit stamp will be applied to this complete drawing set in a similar fashion as if the hard copy drawing set were physically submitted.

  Acknowledge_____

- Large / Complex projects (including large multi-unit and some commercial)
- Drawing submittal PDF may be separated into discipline specific pdf files (i.e. Arch / Mech /Elec / Struct).
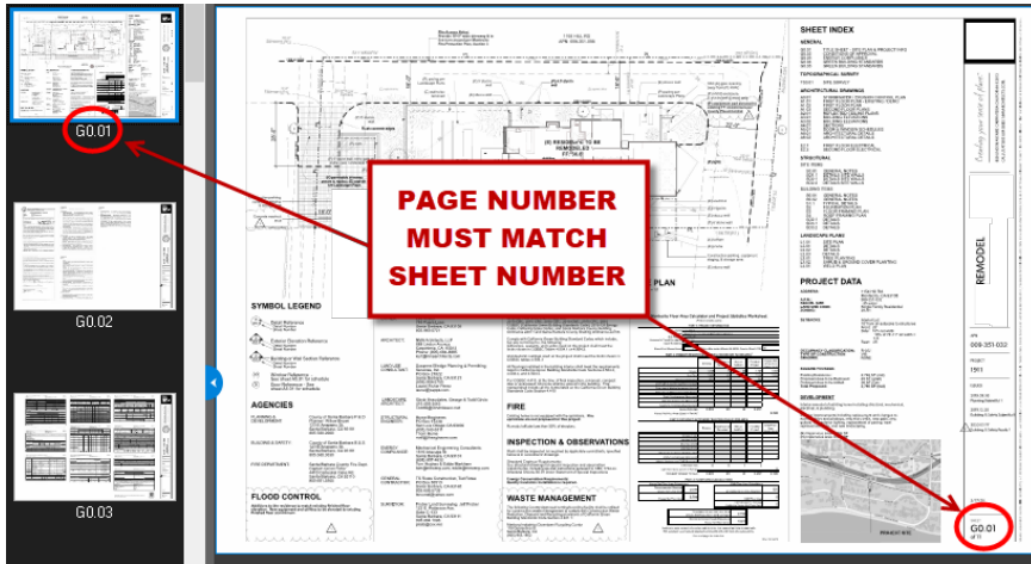
  Acknowledge_____

CITY *of* CALABASAS

- Use the following naming convention for files & submittals: Street Name, Address #, File Type, Submittal Number.

  Sample naming conventions:

  Civic Center Way_100_Permit Application
  Civic Center Way_100_Building Project Identification Form
  Civic Center Way_100_Electronic Plan Review Form
  Civic Center Way_100_Full Set of Plans_1st Submittal
  Civic Center Way_100_Geotechnical Report_2nd Submittal
  Civic Center Way_100_Structural Calculations_3rd Submittal
  Civic Center Way_100_1st Plan Check Responses
  Civic Center Way_100_1st Red Marks Responses

  Acknowledge_____

- Please ensure that labels correspond between page labels and sheet labels, as provided in the example below. Cross-referencing is essential for a timely and effective plan check review.

PAGE NUMBER MUST MATCH SHEET NUMBER

  Acknowledge_____

- Physical/full size copy of approved plans shall be on-site at all times for inspections. Non-compliance will result in a failed inspection.

  Acknowledge_____