



Electronic Submittals

All Electronic Permit Submittals have been effective since January 1, 2016
Submittals shall consist of a complete set of documents on a FLASH/USB drive or a CD/DVD.

(Please note we are unable to accept E-mail submittals)

All submittals must include one (1) copy of the site plan on 11" x 17" paper

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/installation 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 plan set. Each sheet must be named/numbered and listed in a sheet index on the title page.
- 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. DO NOT SUBMIT FILES LOCKED AS "READ-ONLY".
- Submitted files must be black lines/lettering on a white background. Colors are not to be used.
- All plans (drawings) must be submitted as **ONE** (1) PDF file. This should include all disciplines (Civil, Architectural, Structural, Mechanical, etc.).
- Supplemental documents (Calculations, Reports, Truss Calculations, etc.) shall be separate PDF files.

Approval from all Departments/Divisions must be given, before you can obtain your permit.

Once approved you will receive the following items when you pick up your permit;

Building permit, Inspection card, Payment receipt and
CD/DVD (Flash/USB Drive if submitted by applicant) 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