



OCFA - Planning & Development

IMPORTANT NOTICE

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:

electronicplansubmittal@ocfa.org

****For files greater than 2 MB please contact OCFA****

TO ALLOW FOR THE QUICKEST POSSIBLE PROCESSING, WE SUGGEST THAT THE ELECTRONIC COPY BE PROVIDED WITH YOUR ORIGINAL SUBMITTAL; BUT IT 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