



Electronic Plan Review Submittal Guidelines:

August 2, 2010

Policy to take effect August 20,2010

The City of Hillsboro Building Department now has electronic plan review capabilities. Electronic plan review at this time will be limited to single family residential construction submittal. The applicant should follow the following procedure when submitting for electronic plan review.

Steps:

1. Fill out and submit a normal City of Hillsboro residential building, plumbing, mechanical, and electrical permit application so that staff can initiate a combo permit. This step is no different than for a traditional permit submittal. You can download the forms from the City of Hillsboro Building Department website at www.ci.hillsboro.or.us/Building/Forms.aspx.
2. Pay plan review fees, provide documentation of Clean Water Service approvals, erosion control approvals, and fill out the residential submittal check list. If you wish to submit without actually coming to the Building Department, email those applications and information in PDF format to donnas@ci.hillsboro.or.us, or broocec@ci.hillsboro.or.us. After the applications have been emailed call in to Brooke and Donna at (503) 681-6144 to pay for your plan review fee with a credit card or debit card. They will require a credit card authorization form to be submitted. We will email or fax your receipt to you.
3. Email in AutocadLt 2007 or earlier DWG. Format construction plans for review. If you are using a later version of Autocad, please save the file in AutocadLt 2007 or earlier prior to sending. The maximum size of attachment that can be received via email is 4.5MB. If your file is larger break it down into two files and send two emails instead of one. Make sure you let us know how many emails you are sending. Send all email files to donnas@ci.hillsboro.or.us, broocec@ci.hillsboro.or.us, denniso@ci.hillsboro.or.us and philipw@ci.hillsboro.or.us. Emailing the files to several locations will ensure that they will be processed when someone is out. Please make sure to reference your permit number and project address and name with the emailed files. If you do not wish to email the files or they are too large put them on a pen flash drive and either mail or deliver the drive to us with your application.



MEMBER

4. Email the site plan in pdf format with all appropriate dimensions located on the plan. The plan maybe in 8 ½"x11" formats so long as the dimension are clearly discernable.
5. Email all calculations, shop drawings or specifications in 8 ½"x11" formats to be reviewed.
6. Email one set of the plans 100% scale in PDF format to be forwarded to Dan Dias in the planning department for review of architectural zoning issues.
7. Building department will review the Autocad construction plans, calculations, shop drawings and specifications for compliance and email back the files with a correction list as necessary or approve the submittal. The applicant shall authorize the City of Hillsboro Building Department to make minor notes on the electronic plans that require corrections by filling out the attached authorization and waiver of liability.
8. If the submittal is not approved the electronic files need to be resubmitted with the corrections for another round of reviews until all items are resolved.
9. When the submittal is approved, the applicant will be notified by email. At that time the applicant will need to come to the Building Department to submit (1) full-sized set of the plans, calculations and specifications to be issued to the site as a field copy, and (1) full sized set of the plans that we will forwarded to Washington County taxation and assessment. We will need only two paper copies instead of the three required for a regular paper submittal. We will use the electronic file as the archive file saved for two years. After two years all electronic files will be deleted. When the rest of the permitting fees are paid the applicant will be issued a permit to begin construction.

The rest of the process will be no different than for a normal all paper submittal.

Sincerely,
Philip Wu, PE, SE
Plans Examiner A, B, C
Building Director
City of Hillsboro



MEMBER