PROCESS FOR SUBMISSION OF DIGITAL PLANS

CSG has been performing digital plan review dating back to 2002 and has developed the following guidelines for submittal of digital plans to any of our offices. Our processes can be customized to work with various permitting software and can be modified to best manage the workflow for each agency.

In general, the following are the guidelines to utilize digital plan review with CSG:

- Establish the methodology for submittal of plans to the Agency and CSG by Applicant such as CSG's File Share, DropBox, CSG portal and others
- Applicant to submit a complete set of plans and documents
- Notify Agency/Applicant by email that plans are received and logged in for review
- Agency to confirm if CSG can or cannot communicate directly with the Applicant
- CSG's website (Online Plan Check System) will have the electronic submittal and the due dates for completion of review
- CSG will conduct the necessary reviews digitally
- Plans reviewed with comments or approval
- CSG staff are available via telephone, email or other means of remote communication to discuss comments and resolve outstanding issues
- If project is approved, plans and documents are collated into one complete set of plans and one complete set of documents, an electronic approved stamp can be placed on the drawings at the Agency's request, and is then uploaded to the CSG website.
- Plans are logged out and email is sent to the Agency and Applicant (if permitted) that plan review is completed and status is provided
- Agency or Applicant can download plans from CSG's website
- If paper copies are required, CSG can request hard copies from the Applicant. CSG will verify the prints match the digital submittal and send to the Agency. Alternatively, CSG can send digital files to an Agency approved print vendor and Applicant will pay for the cost of production.

We assume that the Agency will arrange for collection of fees associated with each permit either electronically or other means through their Finance department.

Electronic File Submittal Guidelines
The following guidelines are for Applicants submitting electronic files. All files must be in PDF format
- Do not enable security on the PDF file that prevents mark up, printing, or collating
- Files that are locked from performing any of the above may be rejected without any further review
- Plan sets MUST be collated into a single PDF file, sorted in the same page order as a physical plan set
- Ensure pages within the plan set are rotated properly
- Supporting document sets should be collated and labeled with descriptive file names to ensure efficient processing

Please contact your local CSG office for more details.