



CITY OF CHINO
Community Development Department
13220 Central Avenue
Chino, CA 91710
Tel: (909) 334-3251
Fax: (909) 334-3729

PLAN SUBMITTAL REQUIREMENTS

Minimum Submittal

The City of Chino is making available Electronic Plan Review submissions to our customers via our Online Portal. For successful electronic plan submittals, follow Electronic Plan Review – Plans Submittal Standards format requirements below

Electronic Plan Review – Plans Submittal Standards

Your plan review can begin once the following submittal requirements are met.

SUBMITTAL REQUIREMENTS

Plans can be submitted in two ways.

- Plans can be uploaded on the Online Portal during the application submittal process. <https://aca.cityofchino.org/citizenaccess>
- Plans can be brought to the building division counter in city hall on a USB drive or CD/DVD with files of the project drawings and support documents as follows:

- Place all files on the root folder; do not use sub-folders. See file naming conventions below.

- Only files for the current submittal are to be provided. For example, if your project is a resubmittal, do not include files from the original submission.

Plan drawings shall be uploaded as a single combined multipage file of type “Plans”

Other Supporting Documents shall be uploaded as required for the permit type. This may include a fill uploaded for calculations, a file uploaded for specs, etc., as required for the type of permit.

All files should be PDF or PDF/A - Digital documents should be PDF (portable document format) or PDF/A, compatible with Adobe Acrobat Version 9.0 or higher. Please flatten the drawing layers in your CAD program before creating the PDF. Pages must be straight, clear with no streaks; sheets must be contrasting with background and not too light or dark. PDF bookmarks of each sheet are required; bookmark names must include the plan sheet number and sheet title. See below for additional information and requirements.

Unsecured setting - Choose "unsecured" on your security settings so that plan reviewers may mark up the documents or create notes.

Landscape orientation - All "Plan" documents/drawings must uniformly use landscape orientation. Maintain a uniform page position for all files in the submittal.

"Supporting Documents", such as calcs, specs and other reports, which are normally 8 ½" x 11", can be uploaded in portrait orientation.

6x6-inch stamp space on Cover Sheet - Provide a 6 x 6-inch clear space on the cover sheet for jurisdiction approval stamps.

3x3-inch stamp space on each drawing sheet - Provide a 3" x 3" clear space for jurisdiction approval stamp on the lower right quadrant in the same location of the title block.

Scale, legibility and legends - Plans shall be to scale, fully dimensioned, and legible:

- Text prints at minimum 10pt font size - Use a legible font, equivalent or better than Arial, Gill Sans or Tahoma, set at minimum 10pt when printed.

- Use symbols and grayscale, not color - Do not use color to differentiate items on the plans; instead use symbols, hatches, line-type, and line-weights to relay information.

Include a legend that defines all symbols. Plans shall be legible when set to print in Grayscale Index Sheet and Indexed Pages - Provide an Index Sheet that summarizes all the documents in the submittal; Index/bookmark the pages within the PDF. The index should note the unique sheet number, an optional title/description of the sheet is also acceptable.

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1. SEPARATE SUBMITALS:

The following departments/agencies require separate submittals. All approvals must be obtained prior to issuance of Building Permits unless otherwise authorized by the Building Official.

- a. Planning Division (909) 334-3253
- b. Public Works / Engineering (909) 334-3265
- c. Fire District (909) 902-5260