



## Standard Operating Procedures

Supersedes all previous SOPs related to this subject unless otherwise stated herein.

SOP # 2007-01

Effective Date: February 02, 2007

Subject: Electronic Permit Submittals from all Designers.

### **Purpose:**

Designers that have the capabilities to produce electronic drawings shall submit all required permit submittal package information electronically. Electronic submittals are more efficient, faster, and cost effective to the City of Coeur d'Alene as well as to the applicant. This process will reduce the cost of scanning all permit documents and reduce staff time required to process permits.

### **File Format:**

All electronic applications, plan sets, calculations, engineering, revisions, attachments, energy compliance, and other documentation are required to be submitted in Portable Document Format (PDF). Drawings should be converted to PDF at a high resolution. All Engineers and Architects are required to have their drawings stamped, signed and dated. If the designer is not the applicant, the designer should furnish the applicant with all the required drawings and information in PDF format.

### **Submittal:**

There are two ways the applicant can submit electronic permit submittal packages:

1. Upload via the website at <http://building.cdavid.org/>. A login is required to upload through the web which can be obtained by calling the City of Coeur d'Alene Building Department at (208) 769-2267.
2. A CD with all the electronic files can be brought directly to the Customer Service area within the Building Department at 710 E. Mullan Ave.

### **Submittal Acceptance:**

Upon submittal of the electronic data, the Permit Technician will verify if all required information is included in the permit submittal package. When the documentation is accepted, a plan review fee shall be paid and a permit number assigned to the project. This permit number can be used to track the permit process through our website.

### **Processing:**

After acceptance, the plan is routed electronically to all departments simultaneously. It is likely that the applicant may be contacted from one or more of the City departments requesting additional information or clarification. When the review has been completed, the electronic plans will be sent to the applicant, at which time two sets of plans will be required to be printed with all of the Staff comments and/or revisions included. A minimum of one set must be printed in COLOR and maintained at the City. One set is required to be at the job site and available for all inspections. Upon receipt of these plans, we will be able to issue the permit. Work shall not commence until after the issuance of the permit.

**Re-submitted plans:**

Re-submittal of identical previously-approved plans have the advantage of quicker turn around times, as long as there has not been a newer edition of the codes adopted subsequent to the initial approval. A complete application package will be required to be submitted and routed to all other applicable City departments.

APPROVAL DATE: January 02, 2007



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