



# Electronic Plan Submittal Building Division

- A Box.com account is required to upload files (plans and supplemental documents). Learn how to [create a Box.com account](#).
- Plans and documents shall be saved in PDF format in accordance with [Construction Coalition PDF](#) guidelines.
- Check the [Building Division](#) webpage for minimum [submittal requirements](#).

## STEP 1 APPLICATION

- Complete the [Building Permit Application](#) on the [Building Division Webpage](#).
- Electronically "Sign" and "Submit" the completed application.
- Building Staff will review the permit application for completeness and accuracy

## STEP 2 UPLOAD FILES

- A Permit Technician will email the Contact (person listed on the application) a link to a Box.com folder.
- The Contact will upload Plans and Supplemental Documents to the designated folder.
- Building Staff will review plans and documents to determine Plan Check Fees.

## STEP 3 PAY FEES

- The Permit Technician will email the Plan Check Invoice to the Contact.
- The Contact will pay the invoice and will **confirm payment** by responding to the email (if a confirmation email is not received, the plan review will be delayed).

## STEP 4 PLAN REVIEW

- Upon receipt of confirmation of payment, the Plan Submittal is placed into Plan Review.
- Plan review status can be viewed by going to: <https://crw.cityofoceanside.com/etrakit3/>

## STEP 5 REVIEWS COMPLETE

- **Corrections:** If the plan review results in corrections, the Contact will receive a Box.com invitation to retrieve correction plans and documents. A new, predesignated Box.com folder will be provided to upload revised files to be reviewed.
- **Approved:** If the plan review is approved, go to step 6.

## STEP 6 PERMIT ISSUANCE

- Upon plan approval, a Permit Technician will email a Permit Fee invoice to the Contact.
- The Contact will pay the invoice and will **confirm payment** by responding to the email.
- If all conditions and requirements have been met, the permit is issued and sent to the Contact along with plans, documents, and inspection card via a new Box.com folder.