Online Electronic Submittal

- *Note: A Box account is necessary to submit documents on line*
- *Applicant should check the submittal requirement check list for each plan type or document in the respective City department webpage.*
- *Applicant will need to save all the required files related to their project (such as documents, plans, reference documents, reports, etc.) in PDF file format in accordance with Construction Coalition PDF guidelines.*
- *For any application questions, please reach out to Development_Services_Technicians@oceansideca.org*

To submit online follow the steps below:

STEP 1

- Complete the Engineering Document Submittal Application on the Engineering Division webpage.
- Electronically "sign" and "submit" the completed application.

STEP 2

- The Permit Techs will (1) verify application completeness, (2) process application, (3) assign project or plan number, (4) email you the following items:
  - Invoice for required fees
  - Link to pay online
  - Asigned project or plan number
  - Invite from Box Account to upload required documents

STEP 3

- Applicant will pay the invoiced fee and upload required documents through the Box Account link. Note, documents cannot be uploaded to Box Account until an invite has been provided by the Permit Techs. Submitted documents must follow the **Construction Coalition PDF** guidelines.

STEP 4

- Upon receipt of fees and verification of complete submittal of required documents, the Permit Tech will submit the documents for City staff review.
- Please note: ***Incomplete submittals will not be accepted and will be returned unchecked.***

STEP 5

- Once a plan review is completed, the applicant will receive an email notification of the next step to take (if necessary).