



Electronic Plan Submittals

Submittals shall consist of a complete set of documents on a FLASH/USB drive, a CD/DVD, or through an approved digital download through email.

*Plans for all projects located in the unincorporated areas of Merced County shall be submitted to the Merced County Buildings and Safety Division at 2222 M Street (2nd floor) Merced, CA 95340. Please see link for Merced County Buildings Electronic Plan Submission:

<http://www.co.merced.ca.us/DocumentCenter/View/18355/Electronic-Plan-Submittal-Handout-cb-July-2017?bidId=>

*Plan review fees (except for septic systems) and applications (including septic systems) shall be submitted separately to our office. Visit our website to obtain the appropriate plan review application for your projects:

<http://www.co.merced.ca.us/597/Environmental-Health>

Electronic submittals shall include the following items, where applicable:

- All drawings/plans
- All engineering documents/drawings must have the engineer's electronic stamp and signature.
- Equipment/product specification/cut/installation sheets, if applicable.

Electronic submittals must have the following formatting:

- All sheets shall be oriented, so the top of the page is always at the top of the computer monitor and set to landscape orientation.
- Pages must be indexed on every plan set. Each sheet must be named/numbered and listed in a sheet index on the title page.
- All building plans shall be fully dimensioned.
- All text shall be easily readable when set to print.
- All files should be flattened with no mark-ups able to be edited by the County of Merced staff. DO NOT SUBMIT FILES AS "READ-ONLY".
- Submitted files must be black lines/lettering on white background. Colors are not to be used, unless a specific diagram/picture is required to be in a certain color per code. A description would be acceptable.
- All plans (drawings) must be submitted as **ONE** (1) PDF file. This should include all disciplines (Civil, Architectural, Structural, Mechanical, etc.).
- Supplemental documents (Calculations, Reports, Specification Sheets, etc.) shall be separate PDF files.

Program Specific Requirements for Plan Submissions:

- Food Facility Plan Reviews:
 - Specifications Sheets (equipment, flooring, etc.), copy of menu, air balance calculation, if applicable.
 - If you have further questions, visit <http://www.co.merced.ca.us/1877/Food-Facility-Plan-Review> or email foodprogram@countyofmerced.com.

- Recreational Health-Public Pools and Spas Reviews:
 - Specification Sheets (new equipment, new suction covers, etc.), if applicable.
 - Pool drawing scale 1/4 inch = 1 foot and Spa drawing scale 1 inch = 1 foot.
 - If you have further questions, visit <http://www.co.merced.ca.us/2141/Recreational-Health> or email rechealth@countyofmerced.com.
- Underground Storage Tank (UST) Installation Reviews:
 - UST Permit Application with an Equipment List for each tank installed
 - Contractor Information and Certifications
 - If you have further questions, email cupa@countyofmerced.com.
- Septic System Reviews:
 - Include to-scale site plan.
 - If serving a building with a current building permit, include permit number.
 - If tank is not concrete, include IAPMO certification, manufacturer's cut sheets, and installation instructions. A second inspection may be needed. Pay fee in advance.
 - If tank is new, include cut sheet for effluent filter.
- Animal Confinement Facility Building Permit Reviews:
 - The construction or modification of retention ponds in Merced County requires a health permit with associated permit fee. For the application to apply for Animal Confinement Facility Liquid Manure Retention Pond or Settling Basin visit: <http://www.co.merced.ca.us/1636/Applications-Forms-Permits>
 - Include the most recent or updated Waste and Nutrient Management Plans (WMP/NMP) with building permit plans to the Building Division. Waste and Nutrient Management Plans should include the following:
 - a signed copy of the most recent NMP and WMP for the existing facility;
 - a signed copy of an NMP and a WMP which reflects proposed full build out conditions at the facility (nutrient balance, number of cows, land use, wastewater storage, etc.)
- Poultry (Turkeys, Chickens, Game birds, and Other Fowl) Building Permit Reviews:
 - Include a wastewater management plan indicating how solid and liquid waste will be managed to prevent vector breeding, dust, odors, groundwater, and surface water pollution.
 - Include to-scale site map showing structures used for animal housing and other buildings; areas where animal wastes are deposited or stored; feed storage areas; drainage flow directions and nearby surface waters; all water supply wells (domestic, irrigation, and barn wells) and groundwater monitoring wells.

Approval from all Departments must be obtained, before you can proceed with your project.

Once approved, you will receive the following items: Flash/USB or email with link to your approved construction documents and approval letter.

The responsible party is required to have the complete set of the approved construction documents printed and on the job site prior to any inspection.