

# COUNTY OF SUMMIT, OHIO

Ilene Shapiro, Executive

Building Standards Division · [buildingstandards.summitoh.net](http://buildingstandards.summitoh.net) ·

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## **Electronic Plan Submittal Guidelines**

1. Documents shall be submitted to [submittals@summitoh.net](mailto:submittals@summitoh.net) all scanned documents shall be in single layer Adobe PDF format. If the file is too large to email, please contact us and we will provide a link to a One Drive folder to upload the files to. All sheets in the set must be combined into one PDF file, a separate file for each will not be accepted. A completed plan review application shall be included with the documents in a separate PDF. We will then process the submittal, verify review fees and assign the plan review number for future tracking.
2. Plans should be submitted as a complete and **scaled** set, include a title sheet or index listing all pages provided with the submittal. Each page shall include the seal of the design professional or fire protection designer as applicable. Please indicate the total number of pages included in the set (***the maximum total number of pages is 20***).
3. The submission needs to be sent as an **unsecured** PDF, as we will provide the review result along with our typical County informational stamp; including the date and plan review number (PPR #). We also will insert our logo stamp on each page of the set and secure the documents prior to forwarding the documents to the submitter.
4. The submitter and design professional of record will be notified of their adjudication or certificate of plan approval by e-mail correspondence, including associated building permit fees.
5. The submitter is responsible to print the reviewed documents and provide (post) a complete set for the jobsite and County field inspection personnel, prior to commencing construction. Many projects require numerous submittals during the course of construction, therefore it is imperative that all updates be forwarded to our office for timely review and approval to avoid unnecessary delays during construction and are available to contractors and County personnel.

### **NOTES:**

- **Each page shall be oriented in the upright position.**
- **All field changes require the seal of a Design Professional.**
- **Building permits are issued to properly registered, general contractors.**
- **If you have specific questions please contact our office.**