



DEVELOPMENT SERVICES DEPARTMENT
BUILDING AND SAFETY DIVISION
Electronic Plan Check Submittal Guide

City of Murrieta | 1 Town Square | Murrieta, CA 92562

Requirements

IB-110

July 2022

Electronic Plan Check (EPC) Submittals allow applicants to submit plans and documents electronically as an alternative to submitting paper documents. Documents such as application forms, drawings, exhibits, and various reports can be submitted electronically.

For a successful submittal, all files submitted electronically must be prepared in accordance with DS-162, *Digital Submittal Requirements* to allow the ease of uploading, downloading, and reviewing in the most efficient practice.

- Applicant to review the submittal requirement check list for each plan type or document in the respective City division webpage.
- Applicant 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 [DS-162](#), *Digital Submittal Requirements*.

To submit online follow the steps below:

- 1) Email a completed plan review application, [DS-148](#) form to the Building Division @ EPC-Building@MurrietaCA.gov
- 2) The Building Division (City) will send an email inviting applicant to upload required documents. Upon receipt of submittal, City will:
 - a) review application for completeness
 - b) process application
 - c) assign project or plan number
 - d) email applicant the following items:
 - Invoice for required fees
 - Payment instructions
 - Assigned project or plan number
- 3) Applicant will pay the invoiced fee.
- 4) Applicant will submit documents following the [DS-162](#), *Digital Submittal Requirements*.
- 5) Upon receipt of fees and review complete submittal of required documents, City will commence with review.
Please note: *Incomplete submittals or submittals that do not conform to [DS-162](#), will not be accepted and will be returned unchecked.*
- 6) Once a plan review is completed, the applicant will receive an email notification of the next steps to take (if necessary).

*For detailed Submittal Guidelines, refer to [DS-162](#), *Digital Submittal Requirements* for Single Family Residence, Tenant Improvements and New Commercial.

Online Electronic Process

