

OC Development Services Process Update

When:	Effective March 30, 2015
What:	Final Approval of Plan in Digital Format
How:	<p>All new permit approvals and revisions approvals will consist of:</p> <ul style="list-style-type: none"> • <u>One</u> Plan Hard Copy (Assessor Copy) • <u>One</u> Electronic Copy <p><i>(Note: this is a reduction from the current required <u>three</u> hard copy sets of plans for approval)</i></p> <p>The electronic copy must be in PDF format, labeled with associated permit(s) reference, and submitted on one of the following:</p> <ul style="list-style-type: none"> • CD • DVD • Memory Stick (i.e. Flash Drive) <p><u>The electronic copy must be provided prior to the approval of final plans and permit issuance.</u></p> <p>When corrections are required, your electronic copy will be returned to you and must be updated, then resubmitted along with your plans.</p>
Why:	Continuous dedication to customer service by streamlining permit processing, implementing efficiencies through the use of technology (i.e. digital format), and reducing cost of reproduction for our customers.

**If you have any questions, please contact:
Customer Care Line @ 714 667-8888**