CITY OF OAKLAND

250 FRANK H. OGAWA PLAZA, SUITE 2340 • OAKLAND, CALIFORNIA 94612-2031
Department of Planning & Building (510) 238-3891
Bureau of Building TDD (510) 238-3254

Electronic Submission Guidelines

This guideline is to provide you information on how the City of Oakland will accept your electronic submission. If these guidelines are followed correctly, it will speed up the permit and plan check process. Otherwise; we will deem your application **incomplete** and expect a potentially 72-hour processing delay when resubmitting.

How to submit:
Applicants can electronically submit to us through the PermitInfo@oaklandca.gov email or through our Digital Inbox for larger files: https://apps.oaklandca.gov/DigitalInbox/.

Electronic Plans/Documents Requirements:

- File must be in PDF format and 1 to 1 scale for drawing size. (e.g. Arch D cannot be scaled down to 8.5x11)
- File cannot exceed 300MB, 20MB for those emailing to PermitInfo@oaklandca.gov
- Photograph of plans and documents is UNACCEPTABLE
- Construction Plans must be collated into ONE (1) PDF file, for example:
  - Architectural/Structural plans – One (1) PDF file
  - Mechanical/Plumbing plans – One (1) PDF file *(only for Mech/Plumb plan check)*
  - Electrical plans – One (1) PDF file *(only for Electrical plan check)*

What else should I include other than my Construction Plans?

- ✓ Planning or Building Application
- ✓ ADU application (IF applicable)
- ✓ Supporting Documents (e.g. Structural Calculations, Soils Report, etc. - IF applicable)
- ✓ Supplemental Forms (IF applicable)

Should these documents be separate files? Yes, please keep applications, supporting documents, supplemental forms as separate documents from your construction plans.

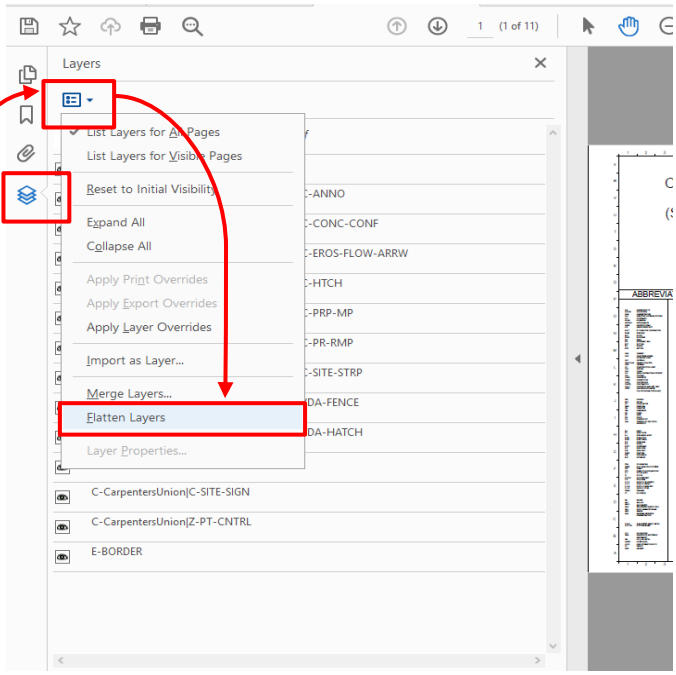
Have Planning approval (DRX or ZW) and ready to submit to Building? Please ensure the electronic plans you are submitting have Planning's approval stamp on plans. If not, email PermitInfo@oaklandca.gov OR submit to Digital Inbox and provide the following:

- ✓ Planning's previously approved plans
- ✓ Plans you're submitting to Building
- ✓ State in your message plans require Planning/Zoning stamp.

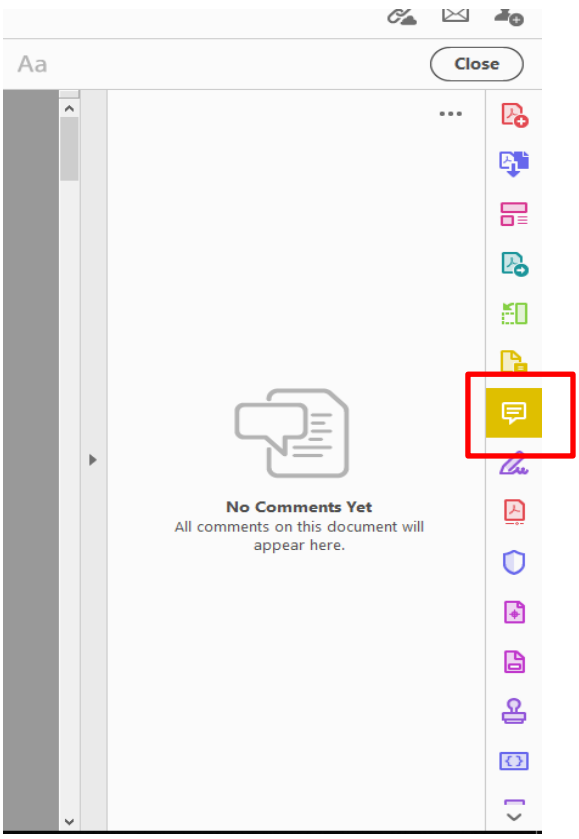
Formatting Electronic Plans/Documents Requirements using Adobe Acrobat DC:

- **File CANNOT be Encrypted with a Certificate**
- **File CANNOT be Password Protected**

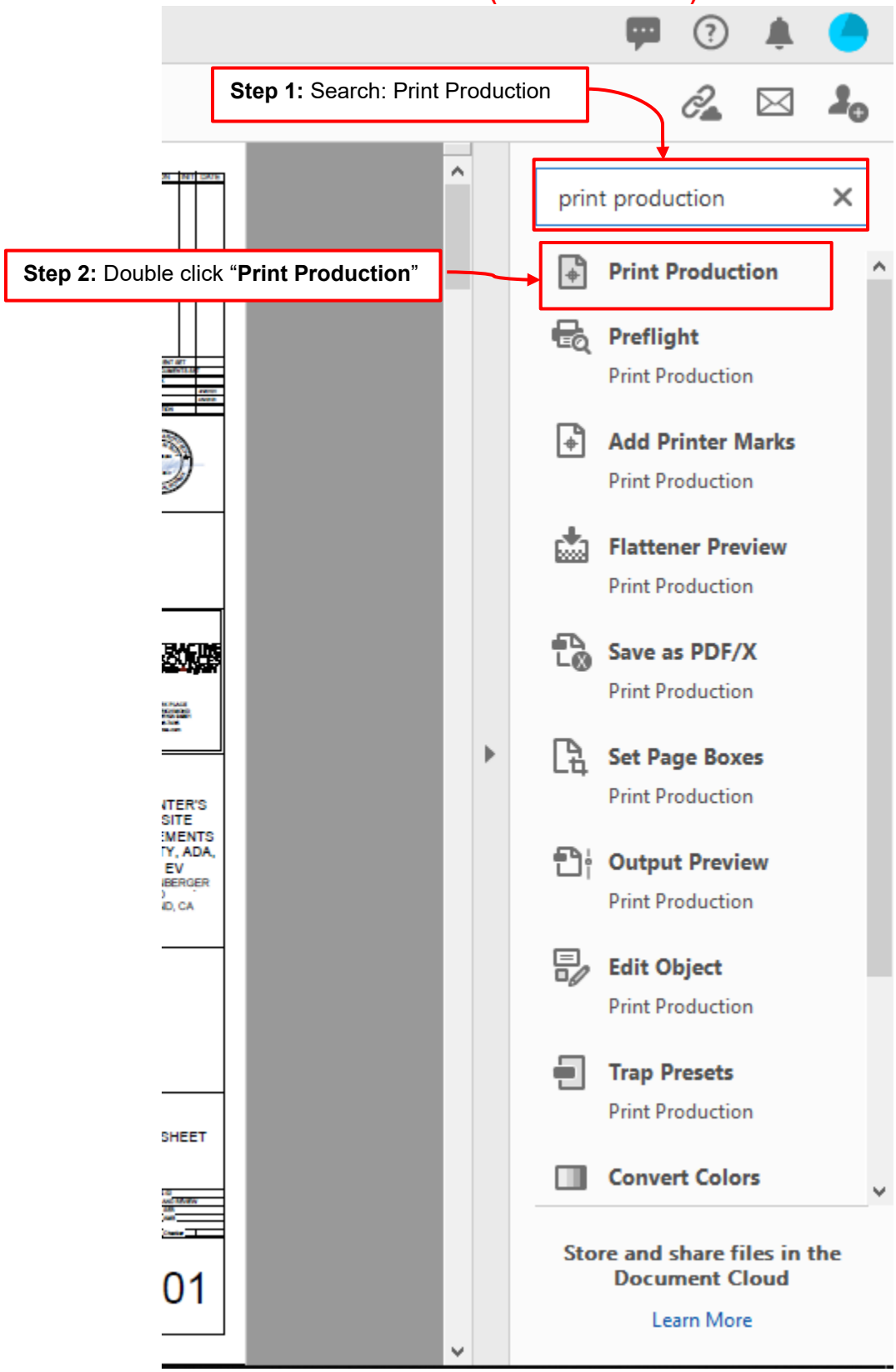
❖ **Layers must be flattened (directions below):**

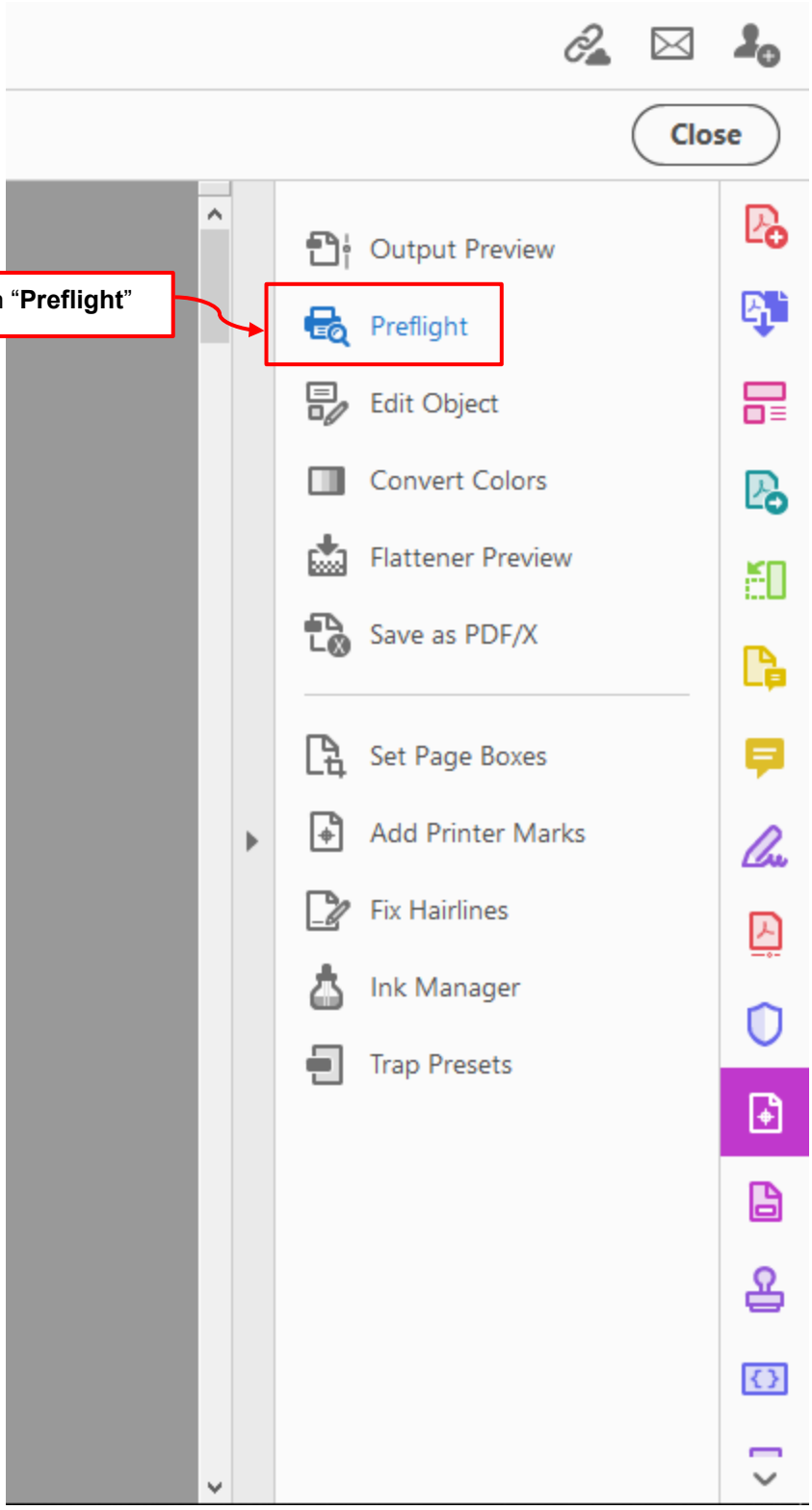


❖ **Ensure there are no Comments:**

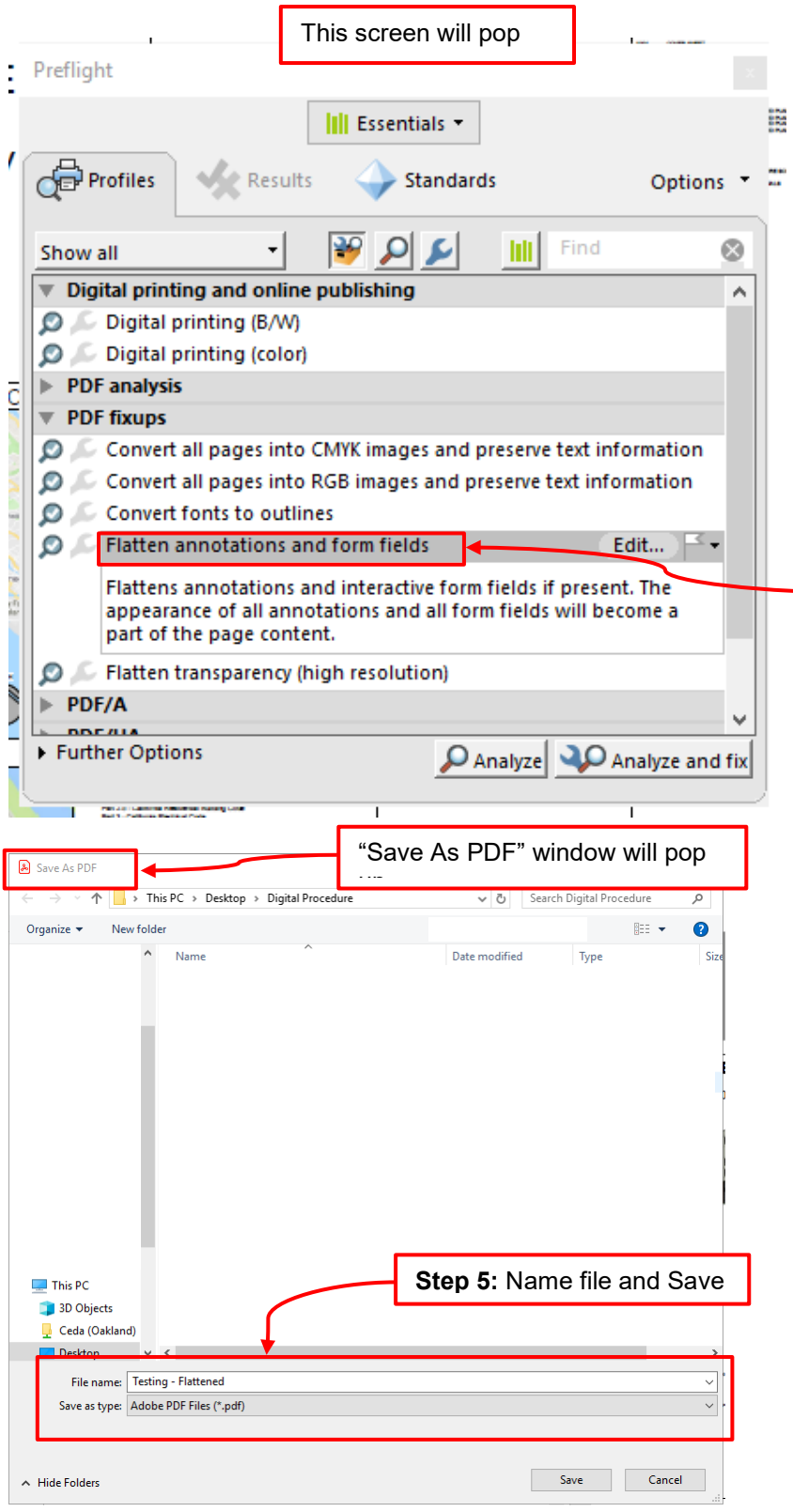


❖ **Flatten the entire document (directions below):**





Step 3: Click on "**Preflight**"



Additional Resources:

[Digital Inbox Registration and Upload Guideline]

[Planning and Building Forms]