

“eReview” Submittal Agreement

Project Name: _____
Jurisdiction: _____ Permit Number: _____
Contact Person: _____ Contact Phone: _____
Contact Email: _____ Contact Fax: _____

When allowed by the jurisdiction, Kimball Engineering offers electronic plan review (**eReview**) services to permit applicants. **eReviews** are strictly optional and are provided as a service to the applicant. Before submitting a project for **eReview**, the applicant must read the following agreement and submit a signed copy to Kimball Engineering.

eReview Submittal Requirements:

- Prior to submitting plans and construction documents for **eReview**, a permit application and plan check fee must be submitted to the jurisdiction.
- All electronic files submitted to Kimball Engineering must be in PDF format.

PDF File Requirements:

- All sheets shall be oriented so that the top of the page is always at the top of the computer monitor.
- All civil, architectural, structural and MEP plans shall be in one file so the plans examiner may scroll through the file and have the ability to view all pages without opening another file.
- Bookmarks are required on every submission. Each sheet shall be named in a way so the reviewer can quickly move from sheet to sheet.
- All documents submitted for review shall be sealed by an appropriate design professional. Electronic seals are allowed for review purposes as long as a validation/written consent paragraph is placed adjacent to the seal.
- All building plan sets should be fully dimensioned.
- All text shall be readable and no smaller than 10pt.

Revisions and Responses to Review Comments:

- Written responses from the appropriate design professional must be provided for all review comments.
 - Only revisions to plans and other construction documents are required to be resubmitted in PDF format. A complete re-submittal is not necessary.
 - All revised plan sheets shall include a revision date in the “Title Block” of the drawing with revisions clearly noted or clouded.
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Submittal of “Approved” Documents:

- Once all comments have been adequately addressed, the permit applicant must submit sealed, signed and dated hard copies of the final plans and construction documents to the jurisdiction. Final plans are those that were “approved” at the completion of the review process. It is the applicant’s responsibility to ensure that the final electronic files that were submitted to Kimball Engineering for review and approval same as those submitted to the Jurisdiction for the issuance of a building permit. To aid the jurisdiction, Kimball Engineering will keep a copy of the “approved” electronic plans for a period of two years.

Declaration by Applicant:

I, the permit applicant for this project, agree to comply with the *eReview* submittal requirements noted above.

(Printed Name/Title)

(Signature)

(Date)

Electronic Submittal Items:

Please note items that are being submitted as part of this *eReview*. Submittal items must meet the minimum requirements of the jurisdiction.

- Construction Plans Specifications Structural Calculations Energy Reports
 Geotechnical Report Other: _____ Other: _____

For alternate formats and other questions please contact Kimball Engineering at (801) 547-8133
