

# ELECTRONIC PLAN REVIEW / PERMIT SUBMITTALS

## REQUIREMENTS:

- PDF Format (PLOT TO FILE VERSIONS – NO SCANS) of all drawings and specifications.
- Compiled, organized, and labeled within a single PDF per the index of drawings (see below for clarification).
- Date of permit submission shall print on all sheets (the Village of Schaumburg will add the permit number to all sheets).
- Electronic stamp/signature of architect (or engineer for MEP/FP drawings) on each page.
- Hardcopy of transmittal and cover letter with Table of Contents / Drawing Index with wet seal/ink signature by the architect and engineers.



## FORMAT FOR INCOMING PERMIT PLANS:

- Submit permit documents via USB drive, CD, or document link (e-mail to [planreview@schaumburg.com](mailto:planreview@schaumburg.com)).

## FORMAT FOR OUTGOING PERMIT PLANS:

- Permittees will receive an electronic copy of the Village of Schaumburg review comments for each submittal.
- Permittee is responsible for printing a full size copy of the stamped/reviewed set, and maintain it on site.
- If Permittee utilizes Bluebeam and sets up a Plan Studio; the Village of Schaumburg will upload the permit set to the Plan Studio for viewing/access by all parties.

## PLAN MAINTENANCE:

- Permittees shall provide all plan updates (Addenda, Revisions, etc.) to the Village of Schaumburg for review/stamp.
- All drawing updates shall be e-mailed to [planreview@schaumburg.com](mailto:planreview@schaumburg.com) and must contain the permit number, project address, owner information, and contractor information.
- Permittees shall be responsible for incorporating all approved revisions into the hardcopy field set (or Bluebeam Studio if plans are made available electronically).
- The permit set shall contain original sheets (marked 'VOID') beneath the new sheets when replaced (hardcopy set).
- Where the construction set is maintained electronically; in a Bluebeam Studio, keep all previous drawing versions in the set, but mark any outdated/replaced sheets 'VOID'.
- Upon project completion, the Permittee must provide an electronic PDF copy of the As-Built drawings and specifications (all revisions shall be incorporated into this final set).

*Drawings shall be submitted in chronological order per the Index of drawings. Each sheet shall be labeled to match the drawing.*

**NOTE:**  
*When PDF files are hyper-linked from the title page to the individual sheets, this will reduce plan review time.*

