



Electronic Plan Review Requirements Building Permits

INITIAL SUBMITTAL:

Send an email to BuildingPermits@savannahga.gov with PDF copies of the following. The e-mail should be 20 MB or less in total size. For larger file sizes, please contact [Lei Frazier](mailto:Lei.Frazier@cityofsavannah.com) (912-651-6530 ext.1393) or [Peter Ghilarducci](mailto:Peter.Ghilarducci@cityofsavannah.com) (912-644-7784) to upload to City's Kiteworks FTP site.

- Completed and signed application, Complete Application Checklist and all other documents required per the Complete Application Checklist.
- Construction Drawings
 - ❖ One PDF for all drawings but a separate file from the above documents
 - ❖ Provide one blank sheet at the end of the construction drawings for City Comments and Approval Stamps
 - ❖ File Name: **Submittal #_Address_Date Submitted**
 - ❖ Graphic Scale: *(All PDFs must be to scale.)*
 - ❖ Black & White Only
 - ❖ Electronic seal and signatures per O.C.G.A

PAYMENT OF FEES:

Two options for submitting Fees:

1. Pay the fee online in eTRAC after the submittal is made and the fee is invoiced through eTRAC.
2. Submit check via US Mail (Please note that the review will not start until all fees have been paid).

ACCESS TO REVIEW COMMENTS:

The Reviewers will make mark-ups and comments directly on the PDF plans using a PDF writer. Only complete applications will proceed to plan review.

- Once the review is complete by all reviewers, a PDF of the reviewed marked-up plans with a summary report of comments can be downloaded from eTRAC. This file will be located under the PLAN record near the bottom of the record under "Attachment Details". Applicants can view the reviewed plans using any PDF reader.
- If you wish to view the comments prior to all reviews being completed, you may be invited via email to view the comments as they are being made by the reviewers. These comments may only be viewed through the Bluebeam software (a free version is available). The final comments must be accessed via eTRAC once all reviews of the submittal are complete.

FINAL SUBMITTAL:

Once the plans are approved by all reviewers:

- An invoice will be created for the Building Permit Fee to be paid in eTRAC
- Once the Permit Fee has been paid, the approved and stamped set of construction drawings will be made available in eTRAC for you to download, print and make available at the construction site.