



City of El Cajon  
Building & Fire Safety Division  
200 Civic Center Way  
El Cajon, CA 92020  
619-441-1726

## ELECTRONIC PLAN SUBMITTAL

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To submit for plan check electronically please follow the steps listed below. If corrections are necessary, they will be processed electronically as well.

### STEP 1: DOWNLOADING REQUIRED FORMS

- Go to: [www.elcajonbuildingandfire.com](http://www.elcajonbuildingandfire.com)
- Scroll down and click Forms Library.
- Filter forms by department name: Community Development – Building
- Scroll through alphabetical list of forms to select the ones you need based on your project.

### STEP 2: PREPARING YOUR SUBMITTAL

- Merge all plans and related documents into a single PDF file (not zipped).
- The file name must include the project address and either NEW, CORRECTION, or REVISION, as appropriate.
- All submittals must include a Permit Application as the first sheet.
- If you want the approved plans and permit delivered electronically, you must also include a Credit Card Authorization and an Electronic Permit Addendum with your original submittal.

### STEP 3: SUBMITTING FOR PLAN CHECK

- Go to: [www.elcajonbuildingandfire.com](http://www.elcajonbuildingandfire.com)
- Click Upload a Plan for Plan Check.
- Use the widget in the next window to find and attach your file.

### STEP 4: CORRECTIONS (IF NECESSARY)

- If there are corrections, a Plan Correction List will be emailed to the applicant.
- If corrections have been digitally marked on the plans, an internet link will be provided for retrieving the red lined plans.
- When your plans have been corrected, use the submittal process above to resubmit them.

### STEP 5: ISSUING APPROVED PLANS AND PERMIT

- If the permit is to be signed and paid for in person, an email will be sent to the applicant when the plans are approved and the permit is ready to be issued.
- If the approved plans and permit are to be delivered electronically, the applicant will receive an email with an internet link to the file.