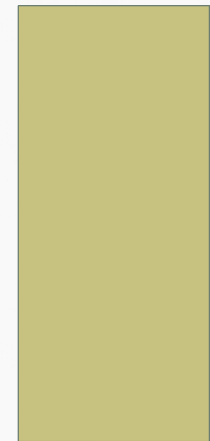


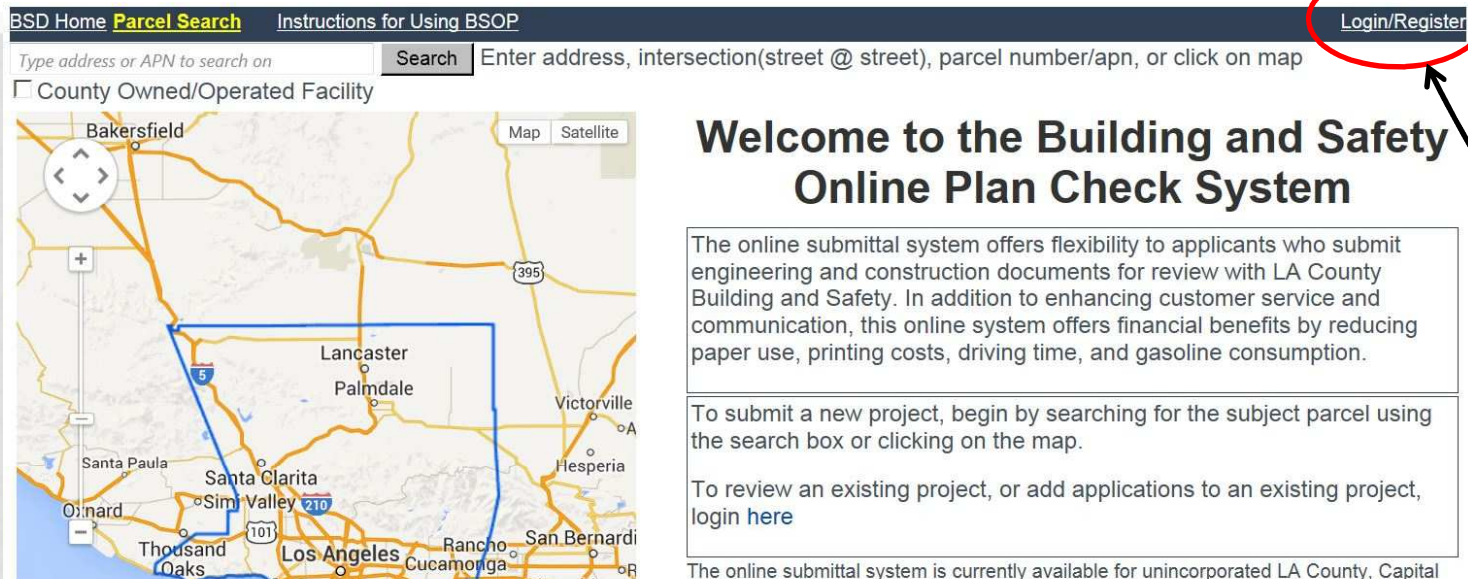
PART 2 OF 2

RE-SUBMITTALS:
ONLINE SUBMITTAL OF PLANS FOR
PLAN CHECK

BUILDING & SAFETY DIVISION



LOGGING INTO BSOP PORTAL



BSD Home **Parcel Search** Instructions for Using BSOP **Login/Register**

Type address or APN to search on Search Enter address, intersection(street @ street), parcel number/apn, or click on map

County Owned/Operated Facility

Map Satellite

Bakersfield Lancaster Palmdale Victorville Hesperia Santa Clarita Sim Valley Thousand Oaks Los Angeles Cucamonga Rancho San Bernardi

Welcome to the Building and Safety Online Plan Check System

The online submittal system offers flexibility to applicants who submit engineering and construction documents for review with LA County Building and Safety. In addition to enhancing customer service and communication, this online system offers financial benefits by reducing paper use, printing costs, driving time, and gasoline consumption.

To submit a new project, begin by searching for the subject parcel using the search box or clicking on the map.

To review an existing project, or add applications to an existing project, [login here](#)

The online submittal system is currently available for unincorporated LA County, Capital

After your plans have been reviewed, all personnel listed on the application will be notified via email. The email will direct you to log in and download the corrections.

Please log in by going to this website:

<https://dpw.lacounty.gov/bsd/bsop/>

Then click "Login/Register" in the upper right-hand corner of the page to login

VIEWING CORRECTED PLANS

Once you log in, select the appropriate project and you will see the files with corrections here.

The screenshot shows a web browser window with the URL <https://dpw.lacounty.gov/bsd/bsop/projectinfo.aspx>. The page displays project information and a table of reviewed files. A callout box on the left points to the 'Reviewed Files' table, which contains three entries, all marked as 'Rejected'.

Select	APN	Address	Created	BSD Office Link
Select	5285024043	7728 Rosedale Ct , Unincorporated, CA 91770	4/22/2015 10:11 AM	East Los Angeles
Select	6342033007	732 Bradshawe Ave , East Los Angeles, CA 90022	10/3/2014 2:24 PM	East Los Angeles

Select Permit Type

Select	Plan Check	Project Name	Address	Status	Submitted	Fees Due
Select	BL1509220068	test	732 BRADSHAWE AV ,LOSA 900223405	Ready for pick up with corrections	9/22/2015	

Current Plan Check:
BL1509220068

Building Files

Applicant Files			Reviewed Files			
File Name	File Size	Date	File Name	Status	File Size	Date
agency verification sheet.pdf	79,504	09/22/2015	Arch Plans_PC No.1.pdf	Rejected	587,624	09/22/2015
			Struct Plans_PC No.1.pdf	Rejected	531,796	09/22/2015
			Struct Plans_PC No.1.pdf	Rejected	179,339	09/22/2015

The plans with corrections will have "Rejected" noted below the file name.

Here you can see the date the files were reviewed.

RE-SUBMITTING REVISED PLANS

The screenshot shows a web browser window with the URL <https://dpw.lacounty.gov/bsd/bsop/ProjectInfo.aspx>. Below the browser, there are navigation links like 'Submit New Application' and 'Pay Fees on this Parcel'. A table displays project information:

Select	Plan Check	Project Name	Address	Status	Submitted	Fees Due
Select	BL1509220068	test	732 BRADSHAW AV ,LOSA 900223405	Submitted in queue	9/22/2015	

Below the table, it says 'Current Plan Check: BL1509220068'. There are two file upload sections: 'Applicant Files' and 'Reviewed Files'. The 'Applicant Files' table has columns for File Name, File Size, and Date. It lists several files, including 'Arch Plans_PC No.1 response.pdf' and 'Struct calcs_PC No.2.pdf'. The 'Reviewed Files' table has columns for File Name, Status, File Size, and Date. It lists 'Arch Plans_PC No.1.pdf' and 'Struct calcs_PC No.1.pdf', both with a status of 'Rejected'. There are 'Upload Project Files' and 'Upload Agency Approval Files' buttons. A callout box points to the page number '1 2' in the Applicant Files section.

Note that with several files, subsequent pages will be created. Click on the page number here to go to the other page(s).

Once you have addressed the corrections, please upload the revised files and the red-lined plans with responses (as applicable) by clicking the "Upload Project Files" button. **Make sure your file names are alpha numeric (ex. Smithplans123) only and do not contain any special characters, such as commas and apostrophes.**

After uploading the files, your plan checker will be notified via email that you have re-submitted.

UPLOADING AGENCY APPROVALS

The screenshot shows a web browser window with the URL <https://dpw.lacounty.gov/bsd/bsop/ProjectInfo.aspx>. The page has a navigation bar with links like 'Submit New Application' and 'Pay Fees on this Parcel'. Below this is a table of projects:

Select	Plan Check	Project Name	Address	Status	Submitted	Fees Due
Select	BL1509220068	test	732 BRADSHAWE AV , LOSA 900223405	Submitted in queue	9/22/2015	

Below the table, it says 'Current Plan Check: BL1509220068'. Under 'Building Files', there are two tables: 'Applicant Files' and 'Reviewed Files'. The 'Applicant Files' table has columns for File Name, File Size, and Date. It lists files like 'Struct Plans_PC No.2.pdf', 'Agency - Electrical Section approval.pdf', 'Agency - Fire approval.pdf', and 'Agency - cycl approval.pdf'. The 'Reviewed Files' table has columns for File Name, Status, File Size, Date, and a download icon. It lists files like 'Arch Plans_PC No.1.pdf Rejected', 'Struct calcs_PC No.1.pdf Rejected', and 'Struct Plans_PC No.1.pdf Rejected'. There are buttons for 'Upload Project Files' and 'Upload Agency Approval Files'. Arrows point from the 'Upload Agency Approval Files' button to a text box on the right and to the 'Agency - cycl approval.pdf' file in the 'Applicant Files' table.

Note that with several files, subsequent pages will be created. Click on the page number here to go to the other page(s).

As you obtain your agency approvals, please scan and upload the agency approvals by clicking here. **Make sure your file names are alpha numeric (ex. Smithplans123) only and do not contain any special characters, including commas and apostrophes.**

After uploading the files, your plan checker will be notified via email that you have uploaded the agency approvals. All agency approvals need to be cleared prior to permit issuance

PLOTTING APPROVED PLANS

The screenshot shows the Department of Public Works website. The main content area displays 'Project Information' with a table of projects. Below that, there's a section for 'Current Plan Check' for BL1509220068. The 'Building Files' section is divided into 'Applicant Files' and 'Reviewed Files'. In the 'Reviewed Files' table, the file 'Plans-approved.pdf' is circled, and a callout box points to it with the text: 'The approved or stamped plans will have "Approved" or "Stamped" noted below the file name.'

Select	APN	Address	Created	BSD Office Link
Select	5285024043	7728 Rosedale Ct., Unincorporated, CA 91770	4/22/2015 10:11 AM	East Los Angeles
Select	6342033007	732 Bradshaw Ave., East Los Angeles, CA 90022	10/3/2014 2:24 PM	East Los Angeles

Select	Plan Check	Project Name	Address	Status	Submitted	Fees Due
Select	BL1509220068	test	732 BRADSHAW AV., LOSA 900223405	Approved Ready for Permit	9/22/2015	

File Name	File Size	Date	Status
agency verification sheet.pdf	79,504	09/22/2015	
Arch Plans_PC No.1 response.pdf	587,624	09/22/2015	
Arch Plans_PC No.2.pdf	587,624	09/22/2015	
Struct calcs_PC No.1 - response.pdf	531,796	09/22/2015	
Struct calcs_PC No.2.pdf	531,796	09/22/2015	
Struct Plans_PC No.1 - response.pdf	179,339	09/22/2015	
1.2			
Plans-approved.pdf	587,624	09/22/2015	Approved
Plans-approved.pdf	587,624	09/22/2015	Stamped

Once your plans are approved, you will be notified via email.

Follow the plan checker's instructions regarding plotting and agency approvals. Plot one set of full-sized, to-scale (with the exception of residential solar plans) color plans and bring to the project's respective District Office for permit issuance. Two sets of full-sized, to-scale color plans are required for Capitol Projects. Note that the uploaded stamped plans are password protected and must be printed directly as PDF files; they cannot be converted to a different file format.

RE-SUBMITTAL FAQ'S

Q1: Who is notified once a plan check is complete?

A1: All personnel with an email address provided on the original BSOP application will be notified via email.

Q2: I don't see the reviewed files, am I looking in the right place?

A2: All reviewed files will be listed in the "Reviewed files" section. Verify you have selected the correct plan check and you are viewing all the pages. Refer to page 3 of this guide.

Q3: Do I need to notify the plan checker once I have re-submitted online?

A3: No, you no longer need to contact the plan checker; they will be automatically notified via email when you resubmit.

Q4: Is there anything I can do to facilitate an ePC review?

A4: Yes, you can:

- Upload separate files per discipline (Architectural, Structural, calculations, etc.) & book mark the pages, if possible.
- Provide responses on the red-lined plans.
- Upload agency approvals as you receive them.
- Label each file concisely and appropriately without special characters (semi colons, commas, apostrophes, question marks, etc.)

Q5: If I submit my plans electronically, can I switch to paper plans during the plan check process?

A5: If you submit the plans electronically, the process must be completed electronically. The same applies to paper submittals. This is due to technical incompatibilities between the 2 systems.