



CITY OF EL MONTE

Community and Economic Development Department Building Division

City of El Monte Digital Submission of Approved Plans Policy

Effective Date: September 10, 2025

Purpose

To streamline record-keeping and ensure accessibility, this policy requires all construction projects to submit a digital set of approved plans in PDF format prior to final inspection and approval by the Building Division.

Scope

This policy applies to all construction projects requiring a building permit within the City of El Monte, including residential, commercial, and industrial developments.

Definitions

- **Approved Plans:** The final set of plans approved by the Building Division during the plan check process, including any revisions.
- **Final Inspection and Approval:** The final inspection and issuance of a Certificate of Occupancy or approval confirming compliance with all applicable codes.

Policy Requirements

1. Submission of Digital Plans:

- i. All applicants must submit a digital set of approved plans in PDF format prior to final inspection and approval.
- ii. Standard resolution PDFs are acceptable, provided all details are clear and legible.

2. Timing of Submission:

- i. The digital plans may be submitted at any time before the final inspection and approval.

3. Content:

- i. The digital set must include all approved plans (e.g., site plans, floor plans, elevations, and structural details) as approved during the plan check process.

- ii. Plans must be labeled with the project address and permit number.

4. Submission Process:

- i. Submit digital plans via email to building@elmonteca.gov, the Building Inspector of record's email, or thumb drive as directed by Building Division staff.

5. Verification:

- i. The Building Division will verify that the submitted digital plans match the approved plans and reflect the constructed project.

Exemptions

- Minor permits not requiring formal plan checks may be exempt at the discretion of the Building Official.

Enforcement

- Failure to submit digital plans prior to final inspection may delay approval or issuance of a Certificate of Occupancy.

Contact Information

For assistance, contact the Building Division:

- **Location:** City Hall West, 11333 Valley Boulevard, El Monte, CA 91731
- **Phone:** (626) 580-2050
- **Email:** building@elmonteca.gov
- **Website:** www.ci.el-monte.ca.us

Approval: Approved by the City of El Monte Building Official, effective until amended or repealed.