



City of South El Monte
Community Development Department
Building & Safety Department
(626) 579-6540 ext 3246

BUILDING DIVISION PLAN CHECK SUBMITTAL PROCESS

❖ **I'm ready to submit my plans for Building Division review. What should I do?**

Once your plan check application has been processed by the permit counter, you will be able to upload your plans and supporting documents through the **Building Division Plan Submittal Portal** at:

<https://gopost-transtech.eplansoftreview.com/#/login?portal=selmonte>

Please refer to the step-by-step instruction on how to submit through our portal, by clicking our <https://www.dropbox.com/s/le0t0l287lq9gfp/Step-By-Step%20Instructions.pdf?dl=0> Instructions on how to use our Portal.

After submitting your plans remember to click "submit" button.

Once your project status has changed to "Accepted", this means that the Building Division has your plan for review.

❖ **How long do I wait until I hear back from the Building Division?**

Follow the status of your project on your Dashboard. The most effective way to check the status of your plan check is through the Dashboard on the Building Division Plan Submittal Portal.

❖ **How do I know if my project is approved for permit issuance?**

When your plans are approved, and all of the required City Departments, and agency approvals have been received, the permit counter will contact you when the permit is ready to be issued

You may contact the Building Division permit counter at (626) 579-6540 ext 3246 for permit issuance status.