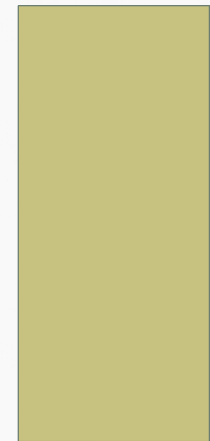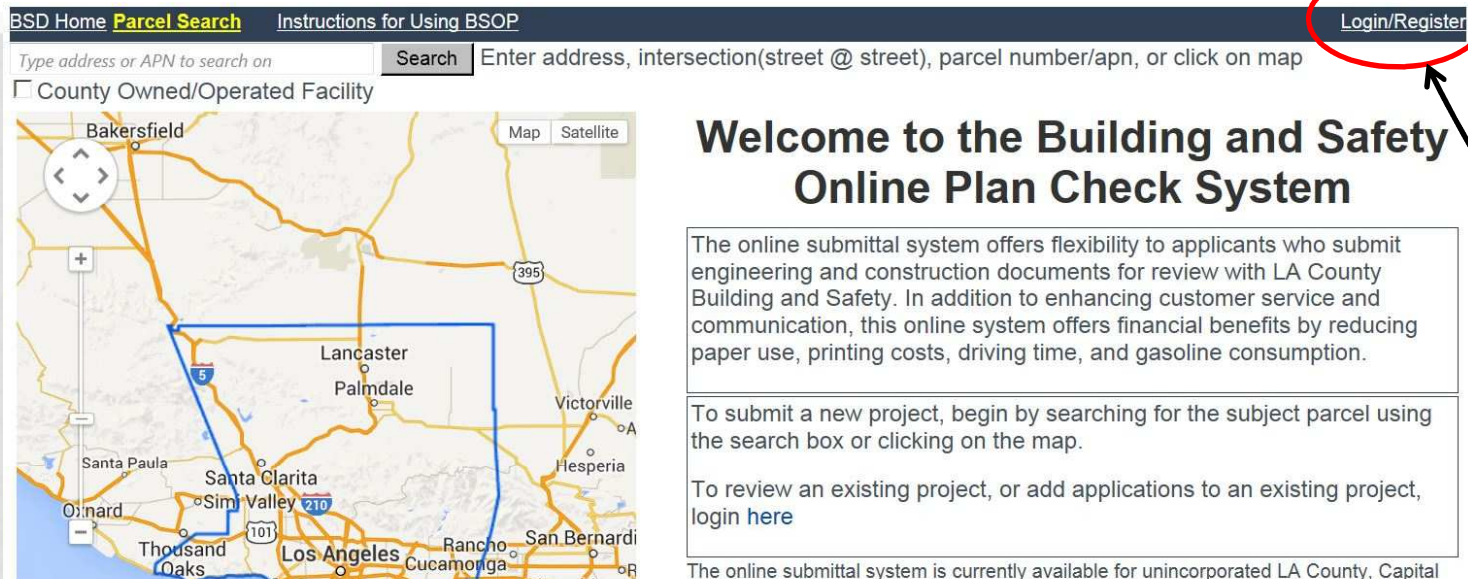# RE-SUBMITTALS:
ONLINE SUBMITTAL OF PLANS FOR PLAN CHECK

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

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 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

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

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 approved or stamped plans will have "Approved" or "Stamped" noted below the file name.

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.