



City of Rancho Cordova Saves Applicants' Time with New Electronic Plan Review System

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The [City of Rancho Cordova](#) is recognized as a Streamlining Superstar for their implementation of an [electronic plan review](#) system. What started as a pilot project for tenant improvement applications has expanded to permits in the Building, Planning, and Public Works departments.

Previously, applicants would have been required to submit at least three hard copy sets for the initial submittal and three additional sets for each revision. The new system allows the entire permitting process, from initial application through revisions and final approval, to be conducted electronically, saving applicants the time and expense of plan printing and delivery.

“By applying for an online account, applicants agree to use electronic signatures. When we approve the plans, we place a digital approval stamp on the document, which the applicant receives as a locked PDF. We have the applicant print a hard-copy to maintain on the jobsite, and the approved electronic copy is saved in the city’s database,” said Joe Cuffe, Permit Services Supervisor for the City of Rancho Cordova.

The City of Rancho Cordova also offers weekly meetings with the [Development Services Team](#)(DST). The DST is a multi-disciplinary team with representatives across city departments. This collaborative format improves interdepartmental communication and allows applicants to get many of their preliminary questions answered. In addition, after permits are issued, applicants may request a pre-construction meeting to meet with city inspectors at their project site.

For more information about the electronic plan review system, visit this [link](#):
<http://www.bizjournals.com/sacramento/news/2013/06/10/rancho-cordova-project-plans-online.html>.

