



Instructions to submit for plan review via Dropbox:

1. Email seobd@wcgov.org with your request for a Dropbox link. Please include the name of the project/occupant in your email request.
2. When your request has been received, we will email you a Dropbox link. This link will be available for 10 business days. The link will then be closed.
3. Click on the link in the email. It will take you to a Dropbox page that will give you the option to upload your files via your computer, or Dropbox. Select the files you would like to submit, then click upload. Drawings shall be submitted as (1) "Flattened" PDF set with the restrictions set to allow markup by this office. Specs must be a separate file & the application a separate file. Please include the application for permit with your submittal. (We will receive an email that you have uploaded files.)
4. Payment is required at time of submittal. We accept check, credit card, and money order. (There is a 2.55% convenience fee on all credit card transactions). The review process will not begin until invoice is paid in full.
5. Once the review is complete, and the plan approval card and drawings are stamped and ready, we will email you a Dropbox link to retrieve the approvals. This link will be available for 10 business days. The link will then be closed.

If you have any questions please contact the office at 740-374-4185.