



BUILDING DEPARTMENT DIGITIZED PROCESSING AGREEMENT

Digitized Processing is a voluntary program providing a more efficient plan review. To participate in the program, the applicant must submit the standard two hardcopy sets of signed and sealed drawings together with a CD or DVD (PDF or DWF format) containing the electronic version of the hardcopy plans. The two medias must be identical and must be accompanied by an Affidavit of Identical Documents form. There is **NO ADDITIONAL CHARGE** for electing to participate in this program. The applicant will benefit from simultaneous plan reviews rather than the traditional examiner-to-examiner processing, which results in quicker permit issuance.

When the applicant elects to participate, they must commit to provide electronic versions for the life of the project. All plans, including but not limited to, Architectural, MEP, calculations, shop drawings, specifications, site work civils, water and sewer, must be submitted in electronic format in addition to the hardcopies. The Affidavit of Identical Documents must only be submitted once at the initial permit application stage.

Benefits and conditions of this agreement:

1. There is no additional charge for participating in this program.
2. I understand that I will benefit from a more efficient review process compared to the traditional non-digital processing mode.
3. In addition to the two hardcopy sets normally required, I will provide a CD/DVD of the electronic files for all the documents listed above.
4. Once participating in this process, I am committed to the digital submittal for the life of the project.
5. I understand that I will not be able to switch processing modes once I elect to participate in the digitized processing program.
6. All plan reviews submitted under this program, after the initial permit application, will benefit from the digital process and will not need to re-file this agreement.

I _____ (name of applicant/agent), have chosen to voluntarily participate in the digitized processing program and I am including a CD/DVD of the electronic version of the hardcopy set. Furthermore, I understand that I am committed to follow through to the end of this project with electronic versions of the additional documents listed above in addition to the hardcopy sets generally required.

Signature of Applicant or Owner's Agent

Date